



Columbia Learning Society

Where learning has no boundaries.

The Columbia Learning Society is a registered, non-profit organization that offers everyone free educational opportunities.

Workshops are typically two hours in length (10:00 am—12:00 pm), and provide learners with hands-on experience in a variety of topics.

Free Workshops for November 2013

The following free workshops have space available. Spaces will be filled on a first come, first serve basis. The classes run from 10:00 am to 12:00:

<i>Workshop Name</i>	<i>Date</i>	<i>Location</i>
Conflict Resolution (3 hour workshop—10:00—1:00)	Nov 2/13	803 Manning Road NE Room 310
We can all benefit from learning effective conflict resolution skills - how to communicate across differences in a way that is both respectful and effective.		

<i>Workshop Name</i>	<i>Date</i>	<i>Location</i>
PowerPoint—Basics	Nov 16/13	803 Manning Road NE Room 316
Participants will learn the basics of how to develop a PowerPoint slide presentation.		
Excel—Basic Functions and Formatting	Nov 16/13	803 Manning Road NE Room 309
This workshop will focus on building the skills introduced in the Excel, Introduction workshop. Basic formatting and basic use of functions will be introduced.		

<i>Workshop Name</i>	<i>Date</i>	<i>Location</i>
MS Word—Working with Reports	Nov 23/13	803 Manning Road NE Room 316
TBA		
Interview Skills	Nov 23/13	803 Manning Road NE Room 310
The workshop will focus on Behavioural—Descriptive interviews, a competency - based process that is often used within the public and private sectors.		

<i>Workshop Name</i>	<i>Date</i>	<i>Location</i>
MS Excel—Creating Charts	Nov 30/13	803 Manning Road NE Room 316
This workshop will focus on using data to create and format charts in Microsoft Excel		
Cover Letter	Nov 30/13	803 Manning Road NE Room 310
Your cover letter, in a well-written format, will help to focus the interest and attention of the reader on your unique skills and background.		

Registration Requirements

English level of Benchmark 5 is the minimum requirement needed to participate in these workshops.

You must have registered and attended (or be proficient with) the Introduction level workshop before you can register for an Intermediate. Also, you must have registered and attended (or be proficient with) the Introduction and Intermediate level workshops before you can register for an Advanced level workshop.

To be fair to others wishing to attend our workshops, we ask that participants who wish to repeat a workshop they have previously attended wait one year to do so.

Register by email:

cls@columbia.ab.ca

Please include the workshop name, your full name, and your contact phone number



Please see attached Rules & Regulations for Workshop Attendance

Rules and Regulations for Workshop Attendance

Registration:

- All participants must register to attend any workshop.
- To be fair to others wishing to attend our workshops, we ask that participants who wish to repeat a workshop they have previously attended, wait one year to do so.
- You must have registered and attended (or be proficient with) the Introduction level workshop before you can register for an Intermediate level workshop. Also, you must have registered and attended (or be proficient with) the Introduction and Intermediate level workshops before you can register for an Advanced level workshop.
- Please do not register for a workshop unless you know that you will be able to attend it. If there is more than one workshop scheduled on the same day, you can only register and attend one workshop.
- Registration may be done:
 - ◊ By email at **cls@columbia.ab.ca** - In the email, state the name of the workshop you would like to attend, your full name, and your contact phone number.
- Registration will be on a first come, first served basis.
- If the workshop is full at time of registration, you will be placed on a waiting list. If you are on a waiting list, you will be informed of your status a few days before the workshop is due to be held.

Attendance:

- You must be on time for the workshop. Participants that are more than 5 minutes late, will not be allowed to enter the workshop. (Note: If you are taking public transit, please check the weekend schedule carefully, as it is different from the weekday schedule.)

Right to Refusal:

- The Columbia Learning Society reserves the right to withhold registration or attendance at any of its workshops to anyone it feels will not contribute or benefit from the workshop.
- Please be respectful of other people's time and commitment. If you need to cancel your registration, you must provide 48 hours notice (i.e. we must receive your cancellation by Wednesday night).
- If you fail to show up for a workshop without cancelling your registration, you will not be able to attend another workshop for one month. If you are already registered for any workshops within that month, your name will be removed.
- If you fail to show up for two workshops without cancelling your registration, you will not be able to attend any workshops in the remaining current schedule. If you are already registered for any workshops within that timeframe, your name will be removed.