

Preliminary



CANADIAN ORGANIZATION OF FACULTY ASSOCIATION STAFF CONFERENCE

WHITE OAKS CONFERENCE RESORT
MAY 24 TO 27, 2012

THURSDAY, MAY 24, 2012 – BALLROOM A	
6:00 p.m. – 9:00 p.m.	Reception and Registration Beer/Wine Competition a wonderful array of snacks and hors d'oeuvres
FRIDAY, MAY 25, 2012 - STUDIO 12 AND 13	
8:00 a.m. – 9:00 a.m.	Buffet Breakfast – Sunhill Dining Room
8:45 a.m. – 9:00 a.m.	Registration continues – outside meeting room
9:00 a.m. - 9:15 a.m.	Welcome and Introductions - Studio 12 & 13
9:15 a.m. – 10:30 a.m.	COFAS Business Meeting and Election of Officers
10:30 a.m. – 10:45 a.m.	<i>Coffee Break</i>
10:45 a.m. – Noon	Job Specific Roundtable Discussions <i>- A chance to meet with others from across the country who do the same job that you do and take part in a facilitated roundtable discussion.</i>
Noon – 1:15 p.m.	<i>Lunch – Sunhill Dining room</i>
1:15 p.m. – 2:30 p.m.	Humour as Survival Training “Encouraging a Positive Employment Atmosphere” Presenter: Stephanie Brooks
2:30 p.m. – 2:45 p.m.	<i>Coffee Break</i>
2:45 p.m. – 3:15 p.m.	Humour continued....
3:15 p.m. - 4:30 p.m.	<i>Planning for Transitions in the Office</i> <i>Panel discussion on how associations plan for change</i> <i>Moderator: Jill Diamond-Strong</i> <i>Brenda Rennie</i> <i>Mark Rosenfeld</i> <i>Deena Rubiluk</i>
	Group photograph location TBD

4:30 p.m.	Group Tour and Dinner – Double Deck Tours and Peller Estates Winery Meet the bus out front at 4:30 p.m.
SATURDAY MAY 26, 2012 STUDIO 12 & 13	
8:00 a. m. - 9:00 a.m.	Buffet Breakfast – Sunhill Dining Room
9:00 a.m. – 12:00 noon	<i>Dealing with Workplace Harassment & Bullying: Avoiding pitfalls, taking effective action</i> <i>Presenter: Catherine Burr, Conflict and investigation specialist</i>
10:00 a.m. – 10:20 a.m.	<i>Coffee Break</i>
12:00 p.m. – 1:30 p.m.	<i>Lunch – Sunhill Dining Room</i>
1:30 p.m. – 3:15 p.m.	<i>A Conflict Resolution Blueprint</i> <i>This session will be an interactive experience. We will introduce the variables and considerations you may wish to contemplate when assisting your members with conflict resolution. We will also explore a conflict resolution process and engage you to revitalize your process. The desired result will be a customized conflict resolution blueprint molded to your needs and style.</i> <i>Presenters: Jasmine French and Leanne Rosinski</i>
3:15 p.m. – 3:30 p.m.	<i>Coffee Break - 15 Minute refresher! Wake up!</i>
3:30 p.m. – 4:30 p.m.	<i>Cross Canada Check Up –</i> <i>What are the hot issues you are dealing with at your association?</i> <i>Solutions – tips from your colleagues.</i> <i>Moderator: TBD (to be confirmed)</i>
	<i>Dinner on your own – take a new friend out to dinner!</i>
SUNDAY, MAY 27, 2012 – STUDIO 12 & 13	
8:00 a. m. - 9:00 a.m.	Buffet Breakfast – Sunhill Dining Room
9:00 a.m. – 11:00 a.m.	SALARY SURVEY – GRAND PRIZE DRAW FOR THOSE WHO FILLED OUT THE SURVEY!!!! ANOTHER GREAT PRIZE DRAW FOR ALL THOSE IN ATTENDANCE!!!!!!!!!!!! QUALIFY FOR BOTH–FILL OUT THE SURVEY AND ATTEND THE MEETING
11:00 a.m. – 11:30 a.m.	Information on COFAS 2013 – Look out Newfoundland, June 6 – 9, 2013
	COFAS 2015 – Site Selection - Central Mug Exchange
12:00 – 1:00 p.m.	Lunch Sunhill Dining Room