

Re: LABOUR RELATIONS AND CONTRACT
ADMINISTRATION WORKSHOP
(ITEM 5, MANAGER'S REPORT NO. 73, 1977 10 24)

ITEM	1
MANAGER'S REPORT NO.	4
COUNCIL MEETING	1978 01 16

Council approved retaining Mr. Ken Barrass to conduct the above noted workshop at its meeting of 1977 10 24. The workshop was held for two groups on December 6-7 and 8-9 respectively and a "course assessment" was completed by the participants. Attached for Council's information is a numerical summary of the 38 assessment questionnaires which were returned (63% response).

There was, clearly, a strong positive response in every category. Further, the comments on individual questionnaires were positive in virtually every case. Of particular significance is the response to question (a) dealing with the overall value of the course to the participant where the average rating was 8.42 on a scale of 1 to 10.

Your Manager believes that workshops of this type are valuable to the organization particularly when focused on work related topics that have direct practical significance to the majority of exempt supervisors. The discussions generated during the workshops and the response afterwards supports that view.

Your Manager hopes to be able to arrange for at least one workshop of this type each year provided that an appropriate topic can be identified. For 1978, we are tentatively looking at the general area of communications and, more specifically, interviewing skills in various situations such as counselling, development, discipline and recruiting. While no definite arrangements have yet been made and a further report to Council will be made to obtain specific approval, it is your Manager's intention to provide for this program at the Annual Budget. The cost should be approximately the same as the previous workshop: \$4,500.00 or about \$75.00 per participant.

This is for the information of Council.

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Were the stated course objectives met?

Responses: 1 0 5 11 9 10
 1 2 3 4 5 6 7 8 9 10
 Not at all Completely

Comments:

Were your personal objectives met?

Responses: 1 0 1 5 14 5 12
 1 2 3 4 5 6 7 8 9 10
 Not at all Completely

Comments:

COURSE EVALUATION:

Level of Subject Matter

No Value	Some Value	Average	Good	Excellent
0	0	2	18	16
0	1	3	16	16

Worth of Subject Matter to you

Comments: (on specific topics or the entire course)

Quality of Manuals and Handout Material

No Value	Some Value	Average	Good	Excellent
0	1	10	25	2
0	0	4	21	13
0	0	6	19	13
0	0	9	25	4

Quality of Exercises and/or Case Studies

Conduct of Exercises and/or Case Studies

Seating Arrangement

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MANAGER'S REPORT NO.	4
COUNCIL MEETING	1978 01 16

FACULTY EVALUATION:

Ken Barrass

	Very Poor	Poor	Good	Very Good	Excellent
Preparation for class session	0	0	4	15	18
Presentation	0	0	5	12	21
Ability to Relate Material to Practice	0	0	4	11	23

LEARNING CONDITIONS:

Identify the conditions or activities (e.g. environment, schedule, small group sessions, class discussions, time pressures, etc.) which most helped or hindered your learning during the course.

HELPED

HINDERED

COURSE IMPROVEMENT:

If you had a completely free hand to change this course the next time it was offered, what changes would you make in such areas as administration, content, methods, resource personnel and staff, training methodology, as well as environment and facilities.

Please give reasons wherever possible.

1. How did you find the course length:

Too Long 2
 About Right 23
 Not Long Enough 7

2. How would you evaluate:

(a) classroom facilities

(1) Excellent 3
 (2) Very Good 13
 (3) Satisfactory 21
 (4) Unsatisfactory 0

(b) small group meeting areas

(1) Excellent 2
 (2) Very Good 15
 (3) Satisfactory 18
 (4) Unsatisfactory 2

(c) food served in dining room

(1) Excellent 2
 (2) Very Good 9
 (3) Satisfactory 23
 (4) Unsatisfactory 3

GENERAL COMMENTS:

THANK YOU!