

# Focus IPMA - CANADA Alberta and North Chapter

A publication for Alberta, Yukon, Nunavut, N.W.T. and members of the International Personnel Management Association - Canada

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International Public  
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HR)

*"Congratulations!"* on an outstanding 2007 IPMA-Canada National Human Resources Conference! And, *"Thanks!"* for the warm and gracious Canadian hospitality extended to me and my wife Shirley.

The IPMA-Canada Executive Council, and your Executive Director Linda Fields, has every right to be very proud of the outstanding professional development and networking opportunity provided Canada HR professionals this week. The City of Toronto, the Holiday Inn on King Street, "The New Generation: New Expectations, New Opportunities" conference sessions, vendors, and social activities were exceptional!

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And, last but not least, the IPMA-Canada Conference Team members were warm and gracious hosts!

On behalf of IPMA-HR Executive Director Neil Reichenberg and myself, please accept our sincere appreciation for the opportunity to participate and support the Conference. And, thanks again for allowing me to speak during Wednesday's Breakfast/ Annual General Meeting, and present the Canadian Premier of the "IPMA-HR" DVD. We will provide you complimentary copies of the DVD in the next few weeks for future IPMA-HR orientations with your chapter members.

Congratulations on your successful 2006-2007 terms as members of the IPMA-Canada Executive Council! Best wishes for 2007-2008! I hope you enjoy reading "Leadership Secrets of Human Resource Officials" as much as my NASPE and IPMA-HR

colleagues and I enjoyed writing the articles. I am pleased to acknowledge that eleven of the sixteen articles were written by IPMA-HR members.

I hope you and your IPMA-Canada colleagues will be able to join us September 29-October 3, 2007 for the "2007 IPMA-HR International Training Conference" at the Downtown Marriott Hotel on the "Magnificent Mile" in Chicago, Illinois. I believe you will be impressed with the quality and comprehensiveness of the conference offerings when you receive the conference program brochure in the next few weeks.

Please extend my congratulations and best wishes to everyone involved with the "2007 IPMA-Canada National Human Resources Conference".

## WHAT'S INSIDE

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**ipma****igp**  
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## Discover your “inner neat freak”

The presentation by Lynn Fraser of “families are worth it!” brought to everyone’s attention that they have within them a hidden “inner neat freak”. Unfortunately this hidden “inner neat freak” is overloaded with stuff. It is all that stuff that we think we may need some day. You know the item we are saving to review when we have time or some treasure that we can’t bare to part with it as it might have some future value, etc.

What we need to do is search out this “inner neat freak” and put it to work. Lynn started us out by having us go through our purse, wallet and/or briefcase. We pulled out all the tickets, coupons, and other items that were stale dated. For example the expired coupon for the free coffee, the health card from 2001, the car registration from ‘1984’, and your membership card from last year and, Oh yes, here is the one for the year

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before. All these items are just weighing you down and have no value.

We had some fun sharing with the group what some of the items were. The match book memento from Harry and Sally’s wedding on May 21<sup>st</sup>, 1979, the ticket for the BC Ferry from last year’s vacation, a cake receipt from mom, a “Symphony in the Park” program, etc.

Some of the items found need to be destroyed as they have confidential details and/or information on them. Change this statement from, “so Lynn offered to have them shredded and destroyed as she collected stuff in a bag.” Lynn gave us small bags to take them home for shredding. Everything else that we had in our “Recycle or Garbage” piles went in the Blue and garbage bags that Lynn brought for us.

This got us well on our way to releasing that “inner neat freak”. We began to believe that we actually had one hidden somewhere deep inside!

This exercise was Lynn’s way of introducing her 5 simple steps to tackling the clutter wherever it is in your life and to help us wind up feeling more in control! Lynn focuses on work-life balance in her workshops and insists this is one of the best ways to help you to reduce stress in your life and have more

fun! Her seminars and coaching help individuals streamline the small stuff, pare down the baggage in your life, save time and money, plus plan quick, healthy meals. All this so you can be doing what you REALLY want to do (from yoga to yachting) with the people you LOVE to be with!

As part of the luncheon handouts Lynn distributed a fridge magnet that outlines her “Clutter Buster Checklist”. Some of the questions to ask yourself as you go through your closet or desk drawer are: Do I really need THIS? Do I need THIS MANY? Does IT work? Am I using IT? Will I ever use IT or go back to IT? Do I really care about IT? Where am I keeping IT? Can I find IT quickly when I need IT? Is IT worth storing or filing? Who am I keeping IT for?

Once you go through all these questions it is very tough to keep some of the clutter that is dragging you down. Everyone cleared out quite a bit of stuff from their everyday baggage. I know my wallet was a lot lighter.

Another helpful tip was the use of a timer. By setting the timer for 15 or 20 minute work periods a person can monitor their clean-up progress and use the stop times to review the “Clutter Buster Checklist”. Chunking your time also keeps a person focused and reduce the

tendency to get sidetracked. Working in short sessions also keeps a person focused and reduces the urge to look at all the items and not focus of the big questions.

Give the “Clutter Buster Checklist” a try and see if you can reduce the clutter in your life.

Lynn believes “You are worth it! So is your family!” Contact Lynn Fraser at 780 – 465-9893 or [lynn@familiesareworthit.com](mailto:lynn@familiesareworthit.com) Her website is [www.familiesareworthit.com](http://www.familiesareworthit.com)

## **Sexual Harassment**

Erin Martin, a Public Educator with the Sexual Assault Centre of Edmonton (SACE), brought us up to date on the legislation and appropriate actions to take if sexual harassment is occurring. Her suggestions were right on target when it comes to bolstering respect for fellow employees. Erin started out by providing us with the Supreme Court of Canada’s definition of sexual harassment. It is any “unwelcome conduct of a sexual nature that detrimentally affects the work environment or leads to adverse job-related consequences for the victims of the harassment”. The Canadian Labour Code goes on to add unwanted and unwelcome comments, gestures that adversely affect or threaten an individual’s job security,

working conditions or prospects for promotion.

The way to interpret what sexual harassment is has changing and there is now an expectation that workers and employers must take responsibility for action when sexual harassment is occurring. Organizations are expected to be developing and/or build responsible policies and procedures to address the issue.

We should all know that sexual harassment violates the “Alberta Human Rights, Citizenship and Multiculturalism Act” and is illegal. A poisoned environment from harassment of any type can be detrimental so addressing it through enlightened policies and affirmative actions are effective ways of helping employees and supervisors.

Harassment can take many forms and Erin introduced us to a few. The ‘This for That’ this type of sexual harassment is easiest to identify but can be hidden in the requests for favours that may impact job security, promotions and other perks. Comments that include jokes and/or comments about weight, body shape, size or that spread rumours about individuals are all a type of harassment. Behaviours that use gestures that communicate or present inappropriate or offensive messages are not acceptable nor are blatant ogling and/or sexual looks. Physical

contact such grabbing, touching or brushing against parts of the body when they are unwanted are not acceptable. Many individuals still are unsure of what sexual harassment is even when they have had examples provided to them. Erin suggested the following tests to help a person confirm the behaviours are okay. Is the behaviour respectful? Does the behaviour honour the dignity and worth of the person? Is the behaviour appropriate to the situation and to the relationship? When the relationship is one of trust is the behaviour a violation of that trust?

The issue of harassment in the workplace has been overlooked in the past. Individuals that are affected must remember that it is not their fault. Confront the harasser and take the issue up with management. There is always the option of involving the Alberta Human Rights Commission and their number is (780) 427-7661.

## **UPCOMING EVENTS**

### **Future Luncheons**

**November 21<sup>st</sup>, 2007**  
“Identity Theft” by Linda Rasmussen

**December 17<sup>th</sup>, 2007**  
“A Small Miracle to a Big Possibility”

## Future Workshops

**January 28<sup>th</sup>, & 29<sup>th</sup>, 08**  
Strategic Workforce Planning

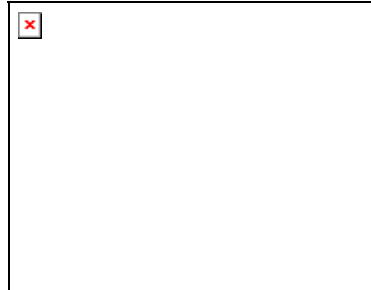
**January 31<sup>st</sup> & Feb. 1<sup>st</sup>, 08**  
Advanced Strategic Workforce  
Planning

For more information  
on these workshops contact  
Michele BirnsHahn  
[mbirnshahn@psc.gov.sk.ca](mailto:mbirnshahn@psc.gov.sk.ca)

To Register  
Contact Heidi Miller  
[heidimiller@accesscomm.ca](mailto:heidimiller@accesscomm.ca)

## Future Conferences

**June 1<sup>st</sup>, to 4<sup>th</sup>, 2008**



**IPMA-Canada National  
Training Conference**

### **Luncheon Registration**

**Pat McLaughlin:**  
Phone  
780 – 441 – 6120  
E-mail:  
[mclaughlinpa@ecsd.net](mailto:mclaughlinpa@ecsd.net)

## **ADDRESS CHANGES**

### *Keep us Inform*

Keep us posted; let us know by  
sending your new address to:

IPMA-Canada National Office  
14868 - 41 Avenue  
Edmonton AB, T6H 5N7

By telephone: (780) 433-0234

By toll free: 1-866-433-0234

By fax: (780) 433-0295

By-email: [info@ipma-aigp.ca](mailto:info@ipma-aigp.ca)

## **OUR EXECUTIVE COMMITTEE 2007 - 08**

President	Bonnie Nixon, IPMA-CP
Past President	Loverne Gretsinger, IPMA-CP
Treasurer	Libuse Kuzel, IPMA-CP
Certification Director	Libuse Kuzel, IPMA-CP
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Membership Director	Karen Herzog, IPMA-CP
Provincial Director	Brigid Burton
Northern Director	Gordon Graydon, IPMA-CP,CHRP
Pay & Benefits Director	Brigid Burton
Director at Large	Amanda Lee Van Haften
Director at Large	Richard Lefebvre
Director at Large	Sharon Tallman
Administrative Assistant	William Betteridge, IPMA-CP,CHRP

The 2007 – 08 year will be an exciting one with us working towards hosting the Annual National Training Conference here in Edmonton. This premier event will be held June 1 to 4<sup>th</sup>, 08 and will have components appealing to a broad cross section of HR professionals. Make a note in your calendar now and start thinking about reserving these days for personal development and networking.