



St. John Ambulance Saint-Jean

Council for Ontario

46 Wellesley Street East
Toronto, Ontario M4Y 1G5
Telephone: (416) 923-8411
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Conseil de l'Ontario

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Toronto, Ontario M4Y 1G5
Téléphone: (416) 923-8411
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DATE: June 15th, 2000
TO: Brigade Units and Branches
FROM: Community Services Department
RE: ***Brigade Technical Administrative Training***
(formerly Leadership Development - Level 1)

The Community Services Department of the St. John Council for Ontario is hosting volunteer Brigade development courses in various regions throughout 2000.

The courses offered are designed to provide **basic** administrative development to volunteer Brigade Community Service leaders (or potential leaders) **age 18 years and older**, throughout Ontario. While the primary target group is Brigade Community Services, topics are designed to be of interest to all St. John members that interact with Brigade (e.g. Brigade Committee Chairs, Staff, etc.)

The following are the topics that will be covered in this course:

Roles & Responsibilities	Unit Programming
Financial Management	Organizational Structure and Function
Honours and Awards	Instructional Techniques
Community & Customer Service	Youth Programs
Administration/Forms Management	Recruitment, Screening and Retention
Meeting Management	Planning Special Events/Ceremonies

This exciting and informative course has been well received in various areas of Ontario and is now being offered in **Northern Ontario**, September 16th and 17th, 2000 at the St. John Ambulance HQ in Sudbury, Ontario.

The course will begin promptly at 9:00 a.m. each morning and will finish at 5:00 p.m. on the first day, and 4:00 p.m. on the second day.

A coffee break will be provided each morning and afternoon, and lunch will be provided each day, but **participants will be responsible for their own travel and accommodation arrangements and costs**. Participants will be provided with all course materials.

Dress for the course is **casual**.

Please note that each participant must be present for the entire course in order to be eligible for a completion certificate. Attendance on the course is limited so please return applications to the Community Services Department by **September 1, 2000**.

For more information, please contact Brian Cole, Manager, Community Services at: 1-800-268-7581 ext. 243.

BRIGADE TECHNICAL ADMINISTRATIVE TRAINING

APPLICATION

September 16th and 17th, 2000
Sudbury, Ontario

To: Community Services Department
St. John Council for Ontario
46 Wellesley Street East
Toronto, Ontario
M4Y 1G5
Fax: (416) 923-4856

Application **MUST** be fully completed

Name: _____ Address: _____

Unit/Branch: _____ City/Town: _____

Phone (Home): _____ Postal Code: _____

Phone (Work): _____ Fax: _____

Type of Volunteer (e.g. patient care provider, therapy dog member, etc.): _____

Age: _____ Length of Time with St. John: _____

Position: _____ Length of time in that Position: _____

Previous Position: _____

Previous Leadership Course? Yes / No St. John o Employment o

Other (please specify): _____

If yes to Previous Leadership Course, please specify course content:

Special dietary or other needs:

Note: participants must be 18 years of age or older

Confirmation will follow