



# WORKSHOPS

Attached are “draft” outlines of all NBYCCP workshops.

**As volunteers from the business community present the majority of workshops, it is necessary to maintain a flexible schedule as you connect your need to complete the NBYCCP curriculum and their availability.**

**WORKSHOPS:**  
**GENERAL INFORMATION**



# WORKSHOP MEMO TO STUDENTS

(Sample Format)

TO: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

FROM: \_\_\_\_\_

Greetings NBYCCP students. I'm looking forward to seeing all of you again for the first of the fall workshops. Particulars on the workshop are as follows:

Date & Time:

Location:

Transportation:

The items you will need to bring with you are as follows:

1. Your Journal Binder
2. Pen or Pencil
3. Outstanding assignments for those who have them owing
4. ....
5. ....

**It is important that you confirm your attendance by calling and leaving a voice message at (include phone number). Please state your name and the school you attend.**

**If for any reason you are unable to attend this reason, it is very important to let me know this as soon as possible.**

I LOOK FORWARD TO SEEING YOU!



**MEMO TO GUIDANCE PERSONNEL**  
(Sample Format)

# **MEMO**

**DATE:**

**To:           Guidance Counsellors**

**From:        District Program Coordinator**

--

Below is a list of the students in your school participating in the New Brunswick Youth Career Connections Program. It is important to get information to these students in a timely manner and I would very much appreciate your help. Attached is a memo with information on their next workshop, would you please call the students to your office to receive this information.

**Student Names**

1. ....
2. ....
3. ....
4. etc.

As always, I very much appreciate your support and thank you for your help.

If you have any questions, please don't hesitate to give me a call at \_\_\_\_\_ or by e-mail:\_\_\_\_\_.

**WORKSHOPS:**  
**JUNE WORKSHOP**



## **JUNE WORKSHOP SUPPORT PERSONNEL**

The 4-day Workshop requires a number of support personnel.

### **CAMP COORDINATORS:**

- The District NBYCCP Coordinators take responsibility for the general running of the workshop. The team lead is usually the coordinator in whose area the workshop is being held.

### **OFFICE COORDINATOR:**

- Meeting guests and Presenters
- Supplying water to speakers
- Ensuring Equipment needs are met
- Arranging for Presenter Gift s
- Etc.

### **TEAM LEADERS:**

- A team leader to be assigned to each group.
- This person will remain with the same group throughout the week and act as the team “motivator”
- Be responsible for keeping track of attendance and collecting workshop material for any student who misses a session.
- Etc.



# **JUNE 4-DAY WORKSHOP SUPPORT PERSONNEL TO DO'S**

## **To Do's**

### **Student Registration:**

- ∞ Pass out binders, name tags, & t-shirts
- ∞ Names to be put on binder insert

### **Morning Meetings:**

- ∞ Review behaviour of prior day (if necessary)
- ∞ Choose student to thank presenter at end of each session (pass out gift at end of presenter's last session)
- ∞ Student reminders:
- ∞ Use journal pages during each workshop to record pertinent information
- ∞ complete evaluation for each session, this is to be passed to team leader as student leaves workshop
- ∞ wear team shirt each day
- ∞ always wear name tags (if this goes missing, student can get new one from office)
- ∞ no hats, respect property, no litter, etc.
- ∞ be on Time for all sessions
- ∞ take the opportunity to individually thank a presenter (good hand shake & eye contact)
- ∞ meal Time – Return trays to appropriate location

### **TEAM LEADERS:**

- ∞ Please greet presenters to your session and introduce them to the group at the beginning of each workshop.
- ∞ Turn in money, names of students absent from workshops, and evaluation forms for each session to Office Manager

### **Office Manager**

- ∞ Greet Guests & Presenters
- ∞ Ready Presenter Gifts to give to team leaders
- ∞ Water for presenters
- ∞ Obtain Home addresses, SIN #'s, phone numbers for Team Leaders
- ∞ Obtain Business Card (or pertinent info) to send Thank You to Presenters



# Team Leader Tally Sheet 2006

	Registration	Team Building	Celebrate	Image	Workplace Etiquette	Personality Dimensions	Occupational Health & Safety	NB Economy/Civic Development	Entrepreneurship	Portfolios	Finance	6 Destinations	NBYCCP Info	Business Technical Writing
Name														
1	Student Name													
2	Student Name													
3	Student Name													
4	Student Name													
5	Student Name													
6	Student Name													
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22	Student Name													
23	Student Name													
24	Student Name													
25	Student Name													

NOTES:

## 4-DAY JUNE WORKSHOP SCHEDULE

MON - June 18	9:15 – 9:45	9:45 - 10:30	10:30 – 11:00	11:00-12:15	12:15 - 1:00	1:00 - 2:15	2:15 - 2:45	2:45 - 4:00
	Registration	Assembly Orange, Red, Blue, Green Coordinators	BREAK	Team Building  Orange, Red, Green, Blue	LUNCH	Human Rights Orange, Blue  Image, (boys) Green, Red Image, (girls) Green, Red	BREAK	Human Rights Green, Red  Image, (boys) Orange, Blue Image, (girls) Orange, Blue
TUES - June 19	9:15- 9:25	9:30-10:40	10:40-11:05	11:05 - 12:15	12:15 - 1:00	1:00 - 2:15	2:15 - 2:45	2:45 - 4:00
ORANGE	Assembly Coordinators	Service Learning, Program Information Coordinators	BREAK	Entrepreneurship	LUNCH	Occupational Health and Safety	BREAK	Portfolio Development
RED	Assembly Coordinators	Occupational Health and Safety	BREAK	Portfolio Development	LUNCH	Service Learning Program Information Coordinators	BREAK	Entrepreneurship

<b>GREEN</b>	Assembly Coordinators	<b>Entrepreneurship</b>	BREAK	<b>Occupational Health and Safety</b>	LUNCH	<b>Portfolio Development</b>	BREAK	<b>Service Learning, Program Information Coordinators</b>
<b>BLUE</b>	Assembly Coordinators	<i>Portfolio Development</i>	BREAK	<b>Service Learning, Program Information Coordinators</b>	LUNCH	<b>Entrepreneurship</b>	BREAK	<b>Occupational Health and Safety</b>
<b>WED - June 20</b>	<b>9:15 – 9:25</b>	<b>9:30 – 10:40</b>	<b>10:40 – 11:05</b>	<b>11:05 - 12:15</b>	<b>12:15 - 1:00</b>	<b>1:00 - 2:15</b>	<b>2:15 - 2:45</b>	<b>2:45 - 4:00</b>
<b>ORANGE</b>	Assembly Coordinators	<b>Workplace Etiquette</b>	BREAK	<b>Workplace Etiquette</b>	LUNCH	<b>Personality Profiling</b>	BREAK	<b>Personality Profiling</b>
<b>RED</b>	Assembly Coordinators	<b>Workplace Etiquette</b>	BREAK	<b>Workplace Etiquette</b>	LUNCH	<b>Personality Profiling</b>	BREAK	<b>Personality Profiling</b>
<b>GREEN</b>	Assembly Coordinators	<b>Personality Profiling</b>	BREAK	<b>Personality Profiling</b>	LUNCH	<b>Workplace Etiquette</b>	BREAK	<b>Workplace Etiquette</b>
<b>BLUE</b>	Assembly Coordinators	<b>Personality Profiling</b>	BREAK	<b>Personality Profiling</b>	LUNCH	<b>Workplace Etiquette</b>	BREAK	<b>Workplace Etiquette</b>
<b>THURS - June 21</b>	<b>9:15 – 9:25</b>	<b>9:30 – 10:40</b>	<b>10:40 – 11:05</b>	<b>11:05 – 12:15</b>	<b>12:15 – 1:00</b>	<b>1:00 – 2:15</b>	<b>2:15-2:30</b>	<b>2:30-3:45</b>
<b>ORANGE</b>	Assembly Coordinators	<b>Finance</b>	BREAK	<b>Business Technical Writing</b>	LUNCH	<b>NB Economy and Civic Development</b>	BREAK	<b>6 Destinations</b>
<b>RED</b>	Assembly Coordinators	<b>6 Destinations</b>	BREAK	<b>Finance</b>	LUNCH	<b>Business Technical Writing</b>	BREAK	<b>NB Economy and Civic Development</b>

<b>GREEN</b>	<b>Assembly Coordinators</b>	<b>NB Economy and Civic Development</b>	BREAK	<b>6 Destinations</b>	LUNCH	<b>Finance</b>	BREAK	<b>Business Technical Writing</b>
<b>BLUE</b>	<b>Assembly Coordinators</b>	<b>Business Technical Writing</b>	BREAK	<b>NB Economy and Civic Development</b>	LUNCH	<b>6 Destinations</b>	BREAK	<b>Finance</b>



# STUDENT CODE OF CONDUCT

## NBYCCP 4-DAY WORKSHOP RULES

Welcome to \_\_\_\_\_ and the first of (4) NB Youth Career Connection Program workshops. Please check your daily schedule to determine where each workshop is located.

### **Please be mindful of the following information:**

- ∞ No alcohol or drugs allowed on site – any infraction will result in immediate dismissal from the program and may also result in loss of employment
- ∞ Smoking is not permitted inside buildings although may be permitted outside in designated smoking areas (please speak with your program coordinator)
- ∞ Please dispose of waste in garbage cans inside and outside the buildings
- ∞ Use containers for recyclable cans and bottles
- ∞ Please be respectful of all areas of the building as there are other groups and organizations using this facility
- ∞ Only registered NBYCCP students allowed in NBYCCP workshop areas (your friends are not invited to meet you here, unless it is after 4:00pm)
- ∞ No scented products, many people are sensitive or allergic to scents
- ∞ Hats or ball caps are not to be worn inside buildings (both male and female)
- ∞ Name tags must be worn and visible at all times
- ∞ NBYCCP t-shirt to be worn each day

***ENJOY YOUR WEEK!***



June \_ \_ \_ \_ to December \_ \_ \_ \_

School District(s) \_ \_ \_ \_

This journal belongs to:

---

School: \_\_\_\_\_

Team Colour: \_\_\_\_\_



## JUNE WORKSHOP

**DAY ONE**      June \_ , 20 \_ \_

Thought for the day:

**Doing no more than the average is  
what keeps the average down.**



## **JUNE WORKSHOP**

**DAY TWO**      June \_\_, 20\_\_

Thought for the day:

**Today I will practice the art of being a good listener.**



## **JUNE WORKSHOP**

**DAY THREE**

June \_ , 20 \_ \_

Thought for the day:

**YOUR CHARACTER**

**What you do when you think no one  
is looking.**



## **JUNE WORKSHOP**

**DAY FOUR**      June \_\_ , 20 \_\_ \_\_

Thought for the day:

**No rule for success will work if you  
don't!**

**WORKSHOPS:**  
**SEPTEMBER WORKSHOP**



# AGENDA – SEPTEMBER WORKSHOP

## REFLECTIVE LEARNING

(Sample Format)

1. **Welcome:** Please turn in your Phase I Report and Parent Comment Sheet.

2. **Employability Skills Review – NOC (National Occupational Classification)**

There are 9 National Occupational Classifications in Canada. Every working person fits into one of these classifications. For the purpose of our skills review, all YAPPERS have been divided into groups with “similar” work place interests based somewhat on the NOC framework.

In each group, you will pick a **team leader, recorder and reporter**. The team leader will ensure that each team member contributes to all discussion points. You will have 20 minutes to complete your project and your group will contribute findings to the big group later in the evening. It is important not to divulge workplace confidences or the names of workplace colleagues in a negative way. The discussion items will include the following:

1. What employability skills did you learn at the June workshops that were of benefit at your work place?
2. What were the workplace challenges – good and not so good- that you had to overcome?
3. What surprised you most about working this past summer?
4. Did you feel prepared for the “world of work”? Why or Why Not?
5. Will you work on “anything” during the school year as a result of what you learned from your workshops and/or work experience?

3. **Discussion Items:**

- **Passport to Safety** – [www.passporttosafety.ca](http://www.passporttosafety.ca)

You received your pin number at the June Camp.... must complete before November 23rd. If you lost your pin number, contact program coordinator.

- **Preferred Seat Form** - submission deadline, January 31<sup>st</sup>

- **Service Learning Project** - due before November 23rd

- **Workshop Calendar** – in pkg.

- General Handouts (if any)

4. **Closing Comments**

## NATIONAL OCCUPATIONAL CLASSIFICATION (NOC)

	<b>NOC Cluster 1 Business, Finance &amp; Administration Occupations</b>	<b>NOC Cluster 2 Natural &amp; Applied Sciences &amp; Related Occupations</b>	<b>NOC Cluster 3 Health Occupations</b>	<b>NOC Cluster 4 Occupations in Social Science, Education, Government Service and Religion</b>	<b>NOC Cluster 5 Occupations in Art, Culture, Recreation and Sport</b>
<b>MANAGEMENT OCCUPATIONS</b>	<b>Managers:</b> Services, Finance & Business & Communication	<b>Managers:</b> Engineering, Architecture, Science and Information Systems	<b>Managers:</b> Health, Education, Social & Community Services	<b>Managers:</b> Public Administration	<b>Managers:</b> Art, Culture, Recreation & Sport
<b>SKILL LEVEL  A</b>	<b>Professional occupations:</b> Auditors, Accountants and Investment Professionals; Human Resources & Business Service Professionals.	<b>Professional Occupations:</b> Physical Science; Life Science; Civil, Mechanical, Electrical & Chemical Engineers; Other Engineers; Architects, Urban Planners & Land Surveyors; Mathematicians, System Analysts & Computer Programmers.	<b>Professional Occupations:</b> Physicians, Dentists, Veterinarians; Optometrists, Chiropractors and other Health Diagnosing & treating Professionals; Pharmacists, Dietitians & Nutritionists; Therapy & Assessment Professionals Nurse Supervisors & Registered Nurses.	<b>Professional Occupations:</b> Judges, Lawyers and Quebec Notaries; University professors & assistants; College & other vocational instructors; Secondary & elementary school teachers & counselors; Psychologists, Social workers, counselors, clergy & probation officers; Policy & program officers, researchers & consultants.	<b>Professional Occupations:</b> Librarians, archivists, conservators & curators; Writing, translating & public relations professionals; Creative & performing artists.
<b>SKILL LEVEL</b>	<b>Skilled Administrative and Business Occupations:</b> Clerical Supervisors; Administrative & regulatory	<b>Technical Occupations:</b> Technical occupations in Physical Sciences, Life Sciences, Civil,	<b>Technical and Skilled Occupations:</b> Medical Technologists & Technicians (except Dental);	<b>Paraprofessional Occupations:</b> Paralegals, Social Services Workers and Occupations in Education and	<b>Technical and Skilled Occupations:</b> Technical occupations in libraries, archives, museums and

<b>B</b>	occupations; Finance & insurance administrative occupations; Secretaries, recorders and transcriptionists	Mechanical & Industrial Engineering; Technical Occupations in Electronics & Electrical Engineering; Technical Occupations in Architecture, Drafting; Surveying and Mapping; Other Technical Inspectors & Regulatory Officers and Transportation Officers & Controllers.	Technical occupations in Dental Health Care; Other Technical Occupations in Health Care (except Dental).	Religion, i.e.	galleries; Photographers, Graphic Arts Technicians and Technical Occupations in Motion Pictures, Broadcasting and the Performing Arts; Announcers and Other Performers; Creative Designers and Craft persons; Athletes, Coaches, Referees and Related Occupations.
<b>SKILL LEVEL C</b>	<b>Clerical Occupations:</b> Clerical Occupations, General Office Skills; Office Equipment Operators; Finance & Insurance Clerks, Administrative Support Clerks, Library, Correspondence & Related Information Clerks; Mail & Message Distribution Occupations; Recording, Scheduling & Distributing Occupations.		<b>Assisting Occupations in Support of Health Services:</b> Assisting Occupations in Support of Health Services		
	<b><u>NOC Cluster 6</u></b> <b>Sales and Service Occupations</b>	<b><u>NOC Cluster 7</u></b> <b>Trades, Transport and Equipment Operators and Related Occupations</b>	<b><u>NOC Cluster 8</u></b> <b>Occupations Unique to Primary Industry</b>	<b><u>NOC Cluster 9</u></b> <b>Occupations unique to processing, manufacturing and utilities</b>	
<b>MANAGEMENT OCCUPATIONS</b>	<b>Managers:</b> Sales, Marketing & Advertising; Retail Trade, Food Service & Accommodations; Protective Service.	<b>Managers:</b> Construction, Transportation and Facility operation; Maintenance.	<b>Managers:</b> Primary production (except Agriculture).	<b>Managers:</b> Manufacturing and Utilities.	
<b>SKILL LEVEL A</b>	<b>Professional Occupations:</b>	<b>Professional Occupations:</b>	<b>Professional Occupations:</b>	<b>Professional Occupations:</b>	
<b>SKILL</b>	<b>Skilled Sales &amp; Service</b>	<b>Trades &amp; Skilled Equipment</b>	<b>Skilled Occupations:</b>	<b>Skilled Operators and</b>	

<p><b>LEVEL</b></p> <p><b>B</b></p>	<p><b>Occupations:</b></p> <p>Sales and Service Supervisors; Technical Sales Specialists, Wholesale Trade; Insurance and Real Estate Sales; Chefs and Cooks; Butchers and Bakers; Police Officers and Firefighters; Technical Occupations in Personal Service.</p>	<p><b>Operators:</b></p> <p>Contractors &amp; Supervisors; Trades &amp; Related Workers; Railway &amp; Motor Transportation Occupations; Machinists &amp; Related Occupations; Electrical Trades &amp; Telecommunications Occupations; Plumbers, Pipe fitters &amp; Gas Fitters; Metal Forming, Shaping &amp; Erecting Occupations; Carpenters &amp; Cabinetmakers; Masonry &amp; Plastering Trades; Other Construction Trades; Machinery &amp; Transportation Equipment Mechanics (except Motor Vehicle); Motor Vehicle Mechanics; Other Mechanics. Upholsters, Tailors, Shoe Repairers, Jewelers &amp; Related Occupations; Stationary Engineers and Power Station and System Operators; Train Crew Operating Occupations; Crane Operators, Drillers &amp; Blasters; Printing Press Operators, Commercial Divers &amp; Other Trades.</p>	<p><b>Supervisors:</b></p> <p>Logging and Forestry; Mining, Oil and Gas.</p> <p><b>Workers:</b></p> <p>Underground Miners, Oil and Gas Drillers; Logging Machine Operators; Contractors, Operators and Supervisors in Agriculture, Horticulture and Aquaculture; Fishing Vessel Masters and Skippers and Fishermen/women.</p>	<p><b>Supervisors:</b></p> <p>Supervisors, Processing Occupations; Supervisors, Assembly and Fabrication; Central Control and Process Operators in Manufacturing and Processing.</p>	
<p><b>SKILL LEVEL</b></p> <p><b>C</b></p>	<p><b>Intermediate Sales and Service</b></p> <p>Sales representatives, Wholesale Trade; Retail Salespersons and Sales Clerks; Occupations in Travel and Accommodation; Tour &amp; Recreation Guides &amp; Amusement Occupations; Occupations in Food &amp; Beverage Service; Other Occupations in Protective</p>	<p><b>Intermediate Occupations:</b></p> <p>Motor Vehicle and Transit Drivers; Heavy Equipment Operators; Other Transport Equipment Operators &amp; Related Workers; Other Installers, Repairers and Servicers; Alongshore Workers and Material Handlers.</p>	<p><b>Intermediate Occupations:</b></p> <p>Mine Service Workers and Operators in Oil &amp; Gas Drilling; Logging and Forestry Workers; Agriculture and Horticulture Workers; Other Fishing and Trapping Occupations.</p>	<p><b>Machine Operators and Assemblers:</b></p> <p>Machine Operators and Related Workers; Metal &amp; Mineral Products Processing; Chemical, Plastic &amp; Rubber Processing; Pulp &amp; Paper Production &amp; Wood Processing; Textile Processing; Fabric, Fur &amp; Leather Products Manufacturing; Food, Beverage &amp; Tobacco Processing; Printing Machines;</p>	

	Service; Childcare and Home Support Workers; Other Occupations in Personal Service.			Mechanical, Electrical & Electronics Assemblers; Machining, Metalworking, Woodworking Machine Operators.	
<b>SKILL LEVEL</b>  <b>D</b>	<b>Elemental Sales and Service:</b>  Cashiers, Elemental Medical & Hospital Assistants, Food Counter Attendants & Kitchen Helpers, Security Guards and Related Occupations, Cleaners, Other Attendants in ravel, Accommodations & Recreation, Other Elemental Service Occupations.	<b>Trades Helpers, Construction Laborers and Related Occupations:</b>  Trades Helpers and Laborers. Public Works and Other Laborers.	<b>Laborers in Primary Industry:</b>  Primary Production Laborers.	<b>Laborers in Processing, Manufacturing and Utilities:</b>  Laborers in Processing, Manufacturing and Utilities.	

**WORKSHOPS:**  
**NOVEMBER WORKSHOP**



# NOVEMBER WORKSHOP

## PREPARING FOR THE FUTURE

(Sample Agenda)

TIME	WORKSHOPS	LOCATION	PRESENTERS
9:30 – 9:35	WELCOME	Main Conference Room – all students	Susan Tipper, Superintendent Dist. 8
9:30 - 10:30	<b>Plenary Session</b>	Main Conference Room – all students	Tracy Friars
10:30 - 10:45	Break	Hallway – all students	
10:45 - 12:00	<b>Session 1 – Blue</b>	Presentation Skills! Upstairs, conference room	John Hebert
	<b>Session 1 – Green</b>	One on One Interviews/NBYCCP Information – Main conference	Human Resource Personnel; Heather & Joan
	<b>Session 1 – Yellow</b>	“A Marketable Resume” workshop – Theatre	Debbie Cusack
12:00 - 1:00	Lunch	Cafeteria	Jeremiah’s Catering
1:00 - 2:15	<b>Session 2 – Green</b>	Presentation Skills! – Upstairs, conference room	John Hebert
	<b>Session 2 – Blue</b>	“A Marketable Resume” workshop – Theatre	Debbie Cusack
	<b>Session 2 – Yellow</b>	One on One Interviews/NBYCCP Information – Main conference	Human Resource Personnel; Heather & Joan
2:15 - 2:30	Break	Hallway	
2:30 - 3:45	<b>Session 3 – Yellow</b>	Presentation Skills! Upstairs, conference room	John Hebert
	<b>Session 3 – Green</b>	“A Marketable Resume” workshop – Theatre	Debbie Cusack
	<b>Session 3 – Blue</b>	One on One Interviews/NBYCCP Information – Main conference	Human Resource Personnel; Heather & Joan
3:45 - 4:00	Wrap Up	Main conference – all students	Heather, Joan, Judey

Team Leaders – **Green** \_\_\_\_\_ **Yellow** \_\_\_\_\_ **Blue** \_\_\_\_\_

We thank the following people who have spent numerous hours developing today's workshops and for facilitating these employability skill sessions. The information you gain today will be invaluable as you plan for the future.

**Presenters**

Tracy Friars  
Lynn Smith  
Debbie Cusack  
Janet Kidd  
Jo-Ann Mann  
Theresa Murray  
Karen Speight  
Megan Cox  
Jill Darrah  
Ginny Hourihan

**Employers**

Innovatia  
Innovatia  
Robertson Surrette  
Private Consultant  
Irving Oil  
JD Irving  
Innovatia  
Innovatia  
Private Consultant  
Bayview Credit Union

**WORKSHOPS:**

**DECEMBER WORKSHOP**



## DECEMBER WORKSHOP

The December Workshop will serve two purposes:

- (a) **Fine Dining & Etiquette.** Have you ever been to a formal dinner and did not know which piece of flatware, a fork, spoon or knife, to use? How to eat different types of foods? When is it appropriate to use your fingers or when to use and how to use a finger bowl? The FD&E Workshop is an opportunity for students and guests to learn the skills and confidence necessary to ensure an enjoyable and relaxing fine dining experience.
  
- (b) **Presentation of Certificates.**
  - ∞ Students who have completed the NBYCCP curriculum (all workshop sessions and independent activities) will be presented with their Certificate Of Completion and Record of Achievement.
  - ∞ Employers will receive a Certificate of Appreciation for their participation in the NBYCCP.



# A GUIDE TO DINING ETIQUETTE

## THE ROLE OF TABLE MANNERS

There is not much call for a complete working knowledge of table manners in today's world. Many families only gather all at once around the dinner table at holiday feasts, and most restaurants are too casual to require or even to allow for, more than good table manners.

From time to time - perhaps at an important business dinner, or a romantic date at an expensive restaurant, - it is necessary to display a more sophisticated knowledge of table etiquette. This is not difficult once you have mastered the basics. Anyone armed with this core knowledge and the ability to adapt smoothly to the situation will be able to handle even the most formal event. The goal is to learn to behave graciously at the dinner table.

Much of the difficulty encountered in learning table manners derives from the struggle to master the handling of the various tools involved. The dinner party guest who observes with dismay the array of flatware on either side of his or her plate, need only take the time to learn the simple secret to the plan. It is our intention for you to learn what cutlery to use and when as you enjoy the four course meal that is presented to you.

## THE FIRST RULE OF THUMB

The first rule of thumb with the cutlery on a table is to proceed to use pieces from the outside in and the top down. Listed below are the various courses you might have and what to use.

## THE COURSES

FIRST COURSE is soup and the utensil to use is the soup spoon. This is the large spoon on your right side and it is usually round. When you have finished this course, place your spoon on the plate on which the soup is served, do not leave the spoon in the bowl.

SECOND COURSE is a salad course and the utensils to use are the small fork on the left and the knife on your right. When the course is finished place both the fork and the knife together at the four o'clock position on the salad plate.

THIRD COURSE is the main course and the utensils to use are the large fork on the left and the large knife on the right. When you have finished this course, all cutlery to the right and left has been used and when you have finished your main course place both fork and knife at the four o'clock position on the plate as you did with the second course.

FOURTH COURSE is the dessert and the only pieces of cutlery remaining are at the top of your plate and they are your dessert fork and dessert spoon and both are used when eating this course. Again when you have finished, the fork and spoon are placed in the same position as with the other courses.

## WHEN TO BEGIN EATING

At a large banquet, each guest proceeds to eat when served. At a small party, guests should wait until the hostess has been served and picks up a fork as a signal to begin eating.

## **HOW TO USE A KNIFE AND FORK**

The forks stay in the left hand, tines down and the knife stays in the right hand.

## **WHERE TO PLACE USED FLATWARE**

Used flatware should not be left on the table or in a cup or bowl. Place flatware on the plate so that it won't slide off the plate as it is removed. Place knife with the blade facing in and the fork to the left of the knife. When a server sees the knife and fork together at the four o'clock position, the server knows that the person is finished that course.

## **BEVERAGES AT THE TABLE**

Beverages should be sipped only after the mouth is empty and has been wiped with a napkin. Stemmed glassware should be held by the stem and a tumbler should be held by the base.

## **ELBOWS ON THE TABLE**

You should never put your elbows on the table especially while eating. You may rest your hands on the table with your wrists leaning against the table's edge. It is inappropriate to tap the table with your fingers or play with flatware, dishes, or other table accessories.

## **LEAVING THE TABLE**

Guests should not leave the table until the host or hostess leaves. Once they leave everyone should follow. Should you have to leave the table for whatever reason, simply excuse yourself. Please do not apologize or explain your reason for leaving. Place your napkin casually to one side of your place, never on top of your food.

# NB YOUTH CAREER CONNECTIONS PROGRAM

## DINING & ETIQUETTE



This is to certify that

**(NAME)**

HAS COMPLETED AN EXPERIENCE AND INSTRUCTION IN  
FORMAL DINING SETTINGS AND ETIQUETTE.

*Sponsored by  
(if applicable)*

*Date*



# CERTIFICATE OF APPRECIATION

*This certificate is awarded to*

**NAME**

*for providing career opportunities for youth  
through partnership in the New Brunswick  
Youth Career Connections Program*

*(Signature)  
Coordinators  
Date*



# CERTIFICATE OF COMPLETION

*This certificate is awarded to*

**NAME**

*for providing career opportunities for youth  
through partnership in the New Brunswick  
Youth Career Connections Program*

*(Signature)  
Coordinators  
Date*

**WORKSHOPS:**

**MISSED WORKSHOP ASSIGNMENTS**



## MEMO

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

### **MISSED WORKSHOP ASSIGNMENTS**

Dear \_\_\_\_\_

Please find attached information for the missed session(s) at the \_\_\_\_\_ NBYCCP Workshop.

Although your absence was unavoidable, all aspects of the New Brunswick Youth Career Connections Program must be fulfilled to receive your Certificate of Completion in December along with your Record of Achievement.

Assignments must be completed as indicated on the Missed Workshop Assignment(s) and passed in on time.

Thank you for your cooperation.

\_\_\_\_\_  
Program Coordinator



# **MISSED ASSIGNMENT**

## **WORKSHOP - ONE ON ONE COACHING**

(Sample Format)

**TO:**

**Workshop Date:**

At the One on One Workshop, students had the privilege of working with a professional Human Resources manager who helped them develop powerful strategies for helping them “ace” an interview. One of the most powerful lessons they learned is to always back up statements with examples.

A few of the tips on the Interview Check List that students had an opportunity to discuss with the Coach are below. Although you do not have an opportunity to work with a “Coach”, we would ask you to write a **MINIMUM** one page essay that addresses each of these points. Give examples to demonstrate what you think an interviewer would be looking for under each item. For example: under Good Listener, site an example that shows you are a good listener.

**Interview Check List:**

- Prepared for Interview
- Dressed Appropriately
- Well Mannered & Polite
- Enthusiastic
- Good Listener
- Good communicator
- The list above can be expanded upon if you wish.

**WORKSHOPS:  
SESSION EVALUATIONS**

# SPAGHETTI TEST - WHAT STUCK???



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**YOUTH APPRENTICESHIP WORKSHOP - UNBSJ**  
**SESSION EVALUATION**  
JUNE 19 – JUNE 22, 2006

**SESSION:** \_\_\_\_\_ (REFER TO YOUR AGENDA)

**PLEASE COMPLETE THE FOLLOWING**

How effective was this session?

**TERRIFIC**

**THUMBS UP**

**SO SO**

**THUMBS DOWN**

What are one or two things you particularly liked?

1.

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2.

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What do you think could have been done differently?

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Would you recommend this be done for future YAP Workshops? \_\_\_\_YES \_\_\_\_NO

Any additional comments: