

**Orientation Package**

**2017/18 Session**

[**www.accessprogram.ca**](http://www.accessprogram.ca)

**Message from the President & CEO**

**Paul Holden**

Welcome to Access!

It is not always easy for young professionals to make the transition from school into the workplace. That is why the Burnaby Board of Trade has launched Access. We want to introduce the next generation of local business leaders and entrepreneurs to Burnaby businesses to help form mutually beneficial relationships that will see this community – and you – grow and prosper.

At this point in your career, one of the most important things you need to focus on is relationship-building. That is the foundation of the Access program, and I certainly hope you will take that to heart and use every opportunity over the next year to meet as many people as possible.

Through the Mentor component of the program you will begin to build your professional network. Just like in the workforce, you will only get out of this program what you put into it, but if you make the effort and put your best foot forward, you will make connections that could be significant in shaping the rest of your professional life.

Beyond your mentor, every other component of the Access program presents unique opportunities for networking as well as skill development and learning. From events, to workshops, committee, and community building opportunities, you should be sure to put yourself out there, get involved, and experience everything Access has to offer.

If you ever need assistance throughout this year, please don’t hesitate to contact staff at ann@bbot.ca or 604-412-0100. Good luck!

Sincerely,



Paul Holden

President & CEO

Burnaby Board of Trade

**Alumni Testimonials**

“The Accessprogram gave me the opportunity to step outside my comfort zone, try things I had no experience in (ie: case competition), and allowed me to network with professionals without feeling inadequate. I gained a learning experience, different than the usual classroom experience, and made friendships and connections that will last me a lifetime; grateful and blessed don't even begin to help me appreciate how much this program continues to give back to me and my future.”

-Milan Sagar, Former Access Student

"I had the unique opportunity to develop meaningful connections not only with my Connector and her referrals but also with industry professionals I have met at various workshops and events. From this network, I have gained much in-depth insights into the career path I am pursuing. Additionally, volunteering with the Access workshop committee has helped me gain valuable skills such as event planning and external relations management. I also had the chance to build great connections with fellow Access students and alumni. Participating in the Access program is one of the best decisions I have ever made to foster personal and professional development. Accesshas given me the confidence and solid foundations for my future career!"

-Jenny Vo, Former Access Student, Current Access Committee Chair

“I joined the Access program in my final year to gain more insight into the technology industry. Not only did the events provide industry exposure, but the Connector model allowed me to increase both the breadth and depth of my network. My mentors were extremely helpful and went out of their way to provide me with opportunities to grow. This was one of the best decisions I have made, and will be an instrumental part of my success as I pursue my future goals.”

-Renee Chau, Former Access Student

"The Access program gave me the opportunity to explore different career paths by talking to professionals working in various industries. Stepping into the professional world from university is a big shift, but with some guidance from a mentor it's that much easier to find a career you love."

-Brandon Chapman, Former Access Student

**About the Burnaby Board of Trade**

The Burnaby Board of Trade (BBOT) brings businesses together to develop strong networks, represent the interests of the business community to local government, and foster economic development. We also provide a range of services and benefits to our members such as specialized or exclusive events and workshops, and discounted rates on common business expenses. In addition, we provide services such as business registration, business name approvals, and certification of Certificates of Origin.

Recognized as the economic development agency for the City of Burnaby, the BBOT works closely with the municipality and plays a key part in the City’s economic development strategy. The BBOT promotes the triple bottom line of economic, social and environmental sustainability.

 The BBOT also oversees the *Access: Student Career Development Program*, and the *Pledge for a Sustainable Community* online resource and directory, the *Women’s Business Success Network* and *The Burnaby Young Professionals Network*.

For complete information on the Burnaby Board of Trade and all its programs, please visit [www.bbot.ca](http://www.bbot.ca).

**Components & Requirements**

**Welcome to the Burnaby Board of Trade’s Access: Student Career Development Program!**

To complete the program, participants must by the end of the session (May 2018) participate in various components to accumulate a minimum of 6 points. To reach the minimum, it is also important to pay close attention to the **compulsory mentor portion**. Students who achieve 13 or more points will earn a special distinction with exclusive benefits including:

• An enhanced reference letter

• Special recognition at graduation

• Eligibility to chair an Access committee as an alumnus

**Distinction also has a compulsory component in the form of committee participation.**

**ORIENTATION**

* The Orientation is included as part of the point system, and attendance is mandatory. [www.accessprogram.com](http://www.accessprogram.com) for dates and information.

**WORKSHOPS**

* Each workshop attended is worth **1 point**.
* Please refer to [www.accessprogram.ca](http://www.accessprogram.ca) for dates, event descriptions and registration info.

**EVENTS**

* Each Access or Board of Trade event attended is worth **1 point**.
* Please refer to [www.accessprogram.ca](http://www.accessprogram.ca) for dates, event descriptions and registration info.

**MENTORS**

* Each participant must meet with a mentor 3 times - **all three of these meetings are compulsory**, and together are worth **3 points**.
* You will be provided with your mentor’s contact information, and it will be your responsibility to arrange each of your meetings. If you are unable to complete three meetings via your assigned mentor, please contact Ann at 604-412-0100 or ann@bbot.ca.
* At the end of the program (May) your mentor will be asked to sign off on this portion of the program’s requirements.
* **Important: When setting up your first and third meetings with your mentor, you must CC Ann (****ann@bbot.ca****)**

**COMMITTEES**

* Students who participate on a committee with good attendance will earn 3 points.
* Quality of student participation will be decided upon review with the Committee Chair and peer members.
* **Important: you must participate on a committee to earn distinction.**

**CASE COMPETITION**

* Members of teams competing in the case competition will receive **3 points**.
* There are only spots for 4-5 teams of 4 students in the competition and we recommend self-forming teams by no later than January.
* Read more about the Case Competition further on in this package.

**Workshop Descriptions**

Workshop schedules and dates will be confirmed on [www.accessprogram.ca](http://www.accessprogram.ca) at various times throughout the year. Participants may attend as many workshops as they desire, however, to ensure everyone has the opportunity to meet the program requirements, those who have attended fewer workshops may be given priority when space is limited.

We recommend you reserve your spot as soon as possible, as spaces may be limited. Check often for finalized dates and new postings.

**Workshops**

**Networking = Building Community**

Workshop Facilitators: Ryan St. Germaine | **CEO at BCjobs.ca, Tech Talent Meetup and BC Tech Jobs**

Dalena Nguyen | **Community Manager| BCjobs.ca**

**Date**: October 23rd | 2017

**Time**: 5:30 to 6:00 registration and networking

6:00 to 7:15 pm workshop

7:15 to 7:30 wrap and questions

 **Location:** BC Tech Innovation Hub - 101-887 Great Northern Way, Vancouver

“Put your heart, mind and soul into even your smallest acts – this is the secret of success.” Swami Sivananda. Learn the importance of building relationships instead of collecting business cards and developing lifelong connections to further your career.”

This workshop will provide practical advice on how to:

* Develop your own personal strategy to networking
* Enter a room and approach both individuals and small groups with confidence
* Demonstrate sincere curiosity and use active listening to develop meaningful connections
* Use networking as a way to build community, not just a job search tactic
* Differentiate between networking styles in various situations
* Convey your goals and needs when networking with authenticity

**Leaving a Lasting Impression and not Just a Footprint**

Date: Nov. 6th, 2017

Time: 5:30- 7:30 pm

Presenter: Sam Thiara, Chief Motivating Officer at GradusOne

Location: TBA

Presenter: Sam Thiara, Chief Motivating Officer at GradusOne

Sam has mentored hundreds and engaged with thousands of students and professionals over the last many years and as a result, is Co-Founder and Chief Motivating Officer of GradusOne, an organization to help high school/post-secondary and recent graduates in their life, career and helping them create an autobiography worth reading.

Through storytelling and reflections on life's journey, Sam shares the tools, meaning and importance of building authentic relationships in life and in business.

* **Behind the Business: Electronic Arts – Tour and Holiday Networking**

Date: December

Time: 5:30 – 7:30 pm

Location:

Enjoy some holiday cheer, Invite your mentor and join other Access students and alumnus for a “Behind the Scenes Tour” of one of Burnaby’s most iconic gaming companies. . After the tour, enjoy light snacks and a beverage while getting to know other program participants, mentors and Access alumnus.

* **Speed Resume Round Table | 30 Second Pitch** – Workshops committee

Date: January | February 2017

Time: TBA

Place: TBA

Presenter: TBA

* **What the heck is a Case Competition and How Do I Win?**

Organized by the Case Competition Committee

Date: January TBA

Time: TBA

Place: TBA

Presenter: TBA

* **Entrepreneur Committee Workshop**

To be organized by the Entrepreneur Committee

Date: February | March, TBA

Time: TBA

Place: TBA

Presenter: TBA

* **Behind the Business Panel and Networking**

Find out first- hand the kinds of jobs local companies need to succeed. From HR to Accounting and Marketing to wizard like tech skills, this panel will provide insider insights on skills and opportunities within industries in Burnaby.

Date: tbc

Time: tbc

Location: tbc

* **Case Competition: April 2018**

Date: tbc

Time: tbc

Location: tbc

* **Access and Burnaby Young Professional Wrap Party**

Date: tbc

Time: tbc

Location: tbc

\*Workshops are subject to change without notice.

To register for an event or workshop, visit [www.accessprogram.ca](http://www.accessprogram.ca). Workshops are available for Access participants only (no guests permitted, unless otherwise stated).

**Recommended Timeline**

You will get out of Access only what you put into it! Make the most of the program and get to as many events, workshops and mentor meetings as you can!

**Event List**

Event tickets will typically be released on [**www.accessprogram.ca**](http://www.accessprogram.ca)shortly before the event date and are first come first served. However, in order to ensure every participant has the opportunity to meet the program requirements, those who have not already attended an event may be given priority.

As a limited number of tickets will be made available for each of the following events\*, we recommend you request tickets as soon as they become available. Check often for finalized dates and newly released tickets.

**Important: If you have committed to going to an event and are unable to do so, you must give either Ann or Tessa 24 hours’ notice of your cancelation. If this becomes a repeated issue, you could be removed from the program.** Please only commit to events you are confident you can make.

**Event List\***

* **NRG Morning Networking**

October 20th, 2017

7:45 am – 9:45 am

Venue: TBC

* **Burnaby Business Excellence Awards Gala**

November 2nd, 2017
5:30 pm–9:00 pm
Hilton Vancouver Metrotown (6083 Mackay Avenue)

* **BBOT After Hours at Westminster Savings | Burnaby Heights**

November 16th, 201

5:30 pm – 7:00 pm

Place: TBA

* **Finding, Keeping and Engaging Employees |Trends in Talent Management**

November 22nd, 2017

8:00 am to 10:00 am

Place: TBA

* **NRG Morning Networking**

November 24th, 2017

7:45 am – 9:45 am

Venue: TBC

* **After Hours at Westminster Savings**

November 17th, 2016

5:30 pm- 7:00pm

Westminster Savings Credit Union (4705 Kingsway, Burnaby)

* **Burnaby Young Professionals – Vision Boarding – Setting Goals – Creating Your Future**

November 2017

Date: Tbc

Time:

* **Christmas Luncheon**

December 1st, 2017

11:30 am-2:00 pm

SFU Diamond Alumni Centre

* **New Year, New Connections: Regional Chamber Mixer**
January 11th, 2017

5:30 pm to 7:30 pm

Anvil Centre – 777 Columbia Street

* **Members Mixers (Casual Networking)**

Various Venues

Events scheduled regularly throughout the year

* **Access-Specific Networking/Speaking Events**

Events to be announced

* **Access Social Networking Committee Socials**

Events to be announced

* **Graduation Reception**

TBA: May 2016

\* This is a sample list of events only. Events are subject to change without notice.

To request a ticket and/or register for an event or workshop, visit [www.accessprogram.ca](http://www.accessprogram.ca). Tickets are available for Access participants only unless otherwise stated (for regular BBOT events, guests may purchase tickets through bbot.ca, where available).

**Frequently Asked Questions (FAQ)**

1. **How do I find out about events and workshops?**
* Workshop and event schedules will be updated regularly on [www.accessprogram.com](http://www.accessprogram.com).
* You will receive an email notice to register.
1. **There are never any tickets available when I look for them.**
* Event tickets are typically released on [www.accessprogram.ca](http://www.accessprogram.ca) shortly before the event date and are first come first served. However, in order to ensure every participant has the opportunity to earn points, those who have not already attended an event may be given priority.
* **Important: If you have committed to going to an event and are unable to do so, you must give either Ann or Tessa 24 hours’ notice of your cancelation. If this becomes a repeated issue, you could be removed from the program.** Please only commit to events you are confident you can make.
1. **How do I prepare for a mentor meeting?**
* Once you have received your mentor’s contact information, contact them and politely ask to schedule your first 45 – 60 minute meeting. Meetings should be scheduled during regular business hours. This needs to be completed immediately after the orientation and after program fees have been paid.
* Ask your mentor how they would prefer to be contacted as well as what their expected response time is to your email or phone message.
* Research your mentor and their company before your meeting.
* Dress appropriately in Business Casual (no jeans).
* Bring a copy of your resume as well as some prepared SMART goals.
* At the conclusion of your first meeting, politely ask when your mentor is available for a follow-up (second) meeting.
* At or after the second meeting, you may politely ask if your mentor is able to provide any networking referrals for you to meet with (referral meeting should be conducted in the same manner as your mentor meetings). **Mentors are not required to give referrals.**
* If contacting any referrals, be sure to let them know who you are, how you got their information, and your purpose for contacting them. After meeting with them be sure to send them a thank you note or email as well as one to your mentor thanking them for the referral and letting them know how valuable the meeting was.
* **Important: When setting up your first and third meetings with your mentor, you must CC Ann (****ann@bbot.ca****) so that we can track your progress. This is a graduation requirement.**
1. **How am I assigned a mentor?**
* Access Program staff match you with the best available mentor for your interests and/or field of study. However, there are a limited number of mentors, and there may not always be a perfect match available. Every mentor is an experienced and respected professional in their field, and they will all offer valuable insights.
1. **What should I do if I can’t contact my mentor?**
* If after several attempts you are unable to contact your assigned mentor, please contact Ann at ann@bbot.ca, or Tessa at tessa@bbot.ca, or call 604-412-0100 for assistance.
* From time to time a mentor/mentee relationship does not work out. It is nobody’s fault. If this happens please contact program staff.
1. **Will my mentor sign off on the mentor portion of the program?**

In order to successfully complete the Access program we will ask your mentor to provide feedback and sign off on your participation.

1. How do I track my progress throughout the program?

**If you have questions that are not answered in this list, please contact Ann at** **ann@bbot.ca** **or call 604-412-0100.**



***and is supported by***

**Contact Information**

**Web:**

[**www.accessprogram.ca**](http://www.accessprogram.ca)

**Ann Goncalves**

Access Coordinator

Email: **ann@bbot.ca**

**Tessa Vanderkop**

BBOT Programs Manager

Email: **tessa@bbot.ca**

**About the Mentor Program**

**What is the mentor program?**

The mentor program combines a mentoring element with networking and information sharing. Participants will be able to meet with their mentors a minimum of three times.

Please remember mentor meetings are **not** job interviews. They are intended to help participants begin to develop a professional network, improve communication and interviewing skills, and gain a better understanding of what employers are looking for as you prepare to transition into the labour market for the first time.

**Mentor pairings**

Access Program staff have taken care to match you with the best available mentor for your interests and/or field of study as much as possible. However, it is important to remember there are a limited number of mentors, and there may not always be a perfect match available.

Every mentor is an experienced and respected professional in their field, and they will all offer valuable insights. Please do not request a new mentor pairing simply because you feel their background is not relevant to your interests. Such requests will not be accommodated.

**For more information about the mentor program, including how to prepare for your meetings, please consult the FAQ. For any additional information not covered in this package please contact Ann at ann@bbot.ca or call 604-412-0100.**

**Mentor Organizations\***

|  |  |
| --- | --- |
| * **Alma Consulting Group**
* **Alpha Technologies**
* **Altimus Product Development**
* **BC International Commercial Arbitration Centre**
* **BC Human Resources Management Association (BC HRMA)**
* **BC Hydro**
* **BCIT**
* **BCjobs.ca**
* **Burnaby Family Life**
* **City of Burnaby**
* **David Suzuki Foundation**
* **Delta Burnaby Hotel and Conference Centre**
* **Electronic Arts Canada**
* **FortisBC**
* **FS Financial Strategies**
* **G&F Financial Group**
* **Hemlock Printers**
 | * **HollyNorth Production Supplies**
* **IBM Canada**
* **Ignite Leadership International**
* **Investors Group**
* **KPMG LLP**
* **Member of the Legislative Assembly (BC NDP)**
* **Pacific Blue Cross**
* **Ritchie Bros. Auctioneers**
* **Royal Bank of Canada**
* **Scotiabank**
* **Simon Fraser University**
* **Sun Life Financial**
* **Telus**
* **Tourism Burnaby**
* **Traction on Demand**
* **University of British Columbia**
* **Valley Bakery**
* **Vancity**
 |

\* This is a sample list of mentor organizations only. Available mentors are subject to change without notice.

**Committees**

Access Committees are designed to give participants more say in planning events and activities throughout the year. Committees are chaired by Access alumni, and generally meet once per month (at the discretion of the Chair) throughout the entire eight month program. Participation, with excellent attendance, is worth **3 points**. **In order to earn distinction, quality participation on a committee is mandatory.**

Quality participation by each member on these committees is very important to their success. In order to receive a passing grade for the 3 points and to achieve distinction, participation will be evaluated at the end of the program. The evaluation process will consist of a review of your performance by your Chair as well as by your peers. The best way to ensure you achieve these 3 points is to actively participate and do whatever you can to help your committee succeed.

**Skills Development Workshops Committee**

Chair: Jenny Vo

* Plans (at least) two of the Access Program’s student workshops.
* Identifies topics, locates and secures speakers, builds agenda, schedules times and locations.
* Works with Marketing Committee to promote events.

**Case Competition Committee**

Chair: Jeff Sung

* Works with a local organization to solve a problem through a case-competition event.
* Works with the organization to understand their issue, and then organizes all of the logistical details of the event, including structure, location, timing and participant recruitment.
* Works with Marketing Committee to promote the event.

**Social Networking Committee**

Chair: Declan Tranh

* Organizes two social/networking events for Access participants – this could be pub nights, games, scavenger hunts, etc.
* Identifies logistics, sets the location, and delivers polished, well-organized events.
* Works with Marketing Committee to promote the events.

**Social Media Marketing Committee**

Chair: Edwina Liang

* Plans two workshops for Access participants
* Takes pictures and reports on events through social media, and Board of Trade communication channels.
* Works with the other committees to promote their events.

**Community Engagement Committee**

Chair: Alina Alminbetova

* Engages in activity that is philanthropic and a way to give back to the community.
* The goal is to organize and/or support one big event and hold smaller events throughout the program.

**Case Competition**

In a case competition participants are competing in teams to come up with the best solution to a business problem in an allocated period of time. Teams must present their findings and solutions for a panel of judges. Case competitions are great tools to test your ability to work cooperatively, think on your feet, and your problem solving skills.

Participating in the case competition is an exciting opportunity, it is also competitive as only 4 teams of 4-5 people are able to compete out of the whole program. Teams are self-forming and in order to make sure you and your team get a spot, make sure to register before January at <http://www.accessprogram.ca/case-competition-2016.php>.

The Case Competition Committee will be holding two workshops in order to prepare the participants and educate non participants on how to tackle a case competition in the future. The case competition will be held at the end of the program. The chair of the Case Competition Committee, Jeff Sung, would be a good place to start for any inquiries on both the committee as well as the competition.

**A Message from your Case Committee Chair**

“Looking to hone your business skills and dive into the world of case competition?

The Access program is offering a unique opportunity for students to gain valuable experience and knowledge about the challenging world of business case competitions. Students will learn the basics of analyzing and presenting a case from experts that have done it before. You will then use that knowledge and compete in your very own competition against other Access student members. This unique opportunity can provide a valuable piece to your resume while improving your analytic and presentation skills, two deeply sought after skills in today’s business environment. Be sure to sign up for the workshops and the actual competition or better yet, be a crucial part of building the case yourself by joining the case competition committee.”

-Jeff Sung, Case Competition Committee Chair and Former Access Student

**A Note from a Former Participant**

“I just wanted to let you both know how beneficial the Access Case Competition this spring was for me! I've just completed a summer internship with PwC and as part of our program we were required to

participate in the firm's summer student case competition. I've never done anything like this at Douglas College and had I not participated in the competition with Access I would have been so overwhelmed and lost. The Access workshop I attended was an awesome crash course for students who have no prior experience in this area.

I'm so glad that I participated and you should definitely continue doing it! Right before the event back in May I remember being so nervous and my mom telling me that "you just never know when this will pay off". She obviously couldn't have been more right! Thanks again for a great year with the program!”

-Jamie Stevenson, Former Access Student

**Mentor Meeting Tips**

After the orientation you must reach out to your mentor and set up a meeting time. Although this may seem daunting, your mentors are all very enthusiastic about the program and are there to help you get the most out of it that you can. For extra motivation, remember that **the mentor component is compulsory to completing the program.**

These tips will help you navigate through your meetings and provide some useful conversation starters and potential questions to ask to learn as much as you can from your mentor. Remember, these are meetings-not interviews. Your mentors have a lot of insight to offer in terms of their personal journeys and advice, their company and the business community as a whole.

**What to do first,**

Depending on what information you already have, it will be important at the beginning of your meeting to exchange contact information. If possible, switching business cards is always a great way to accomplish this first task.

**Getting the Conversation Going**

There is no formula for how your meetings and conversations with your mentor should go, it is more about creating a relationship than it is about checking off boxes from a list. You may want to give a short introduction of yourself at the beginning of the meeting that will let your mentor know who you are, why you wanted to be a part of the program and what you hope to get out of it. From there be sure to come prepared to ask questions about the industry, the company, and of course your mentor’s personal career journey.

**Potential Points of Discussion**

Following are some statements and questions that will remind you of some important topics to touch on over the course of your meetings.



* Discuss your mentor’s path to establishing themselves in their career
* How have expectations or requirements changed for some new professionals?
* Views on beneficial networking forums and ways to connect
* Advice for new graduates



* Does their company ever hire or recruit new graduates?
* Views on non-professional work experience (such as that gained through volunteering, school clubs, Co-op programs, and development programs like Access) when making hiring decisions
* Expectations regarding the aging workforce and the potential for significant retirement over the next 5-10 years and what do plans to address this challenge look like and mean for recent graduates
* Notes on any common challenges they or their organization have faced when hiring relatively inexperienced employees
* Are there ways prospective employees can address these concerns?



* How has your mentor’s industry or field managed in a tough economic climate in recent years?
* How is the industry positioned for future growth?
* Discussion of main benefits to pursuing a career in this industry/field
* Pieces of advice on the best ways to seek employment in this industry/field

Now that you have gotten to know your mentor through some of these areas, you may want to ask them a few additional questions regarding their opinion on your resume. You will also want to discuss some of your own goals. A great way to create, present and work on goals with your mentor is by using the S.M.A.R.T goals format (See below for example).

 You will want to ask your mentors about any referrals they may be able to offer you as more sources of information in your field, however, only ask about these after you have had your first meeting. Make sure to collect the referral’s contact information such as name, title, company, phone, and email. When you contact one of these referrals you should introduce yourself, let them know who gave them your information and what your purpose if for reaching out. It is very important after meeting with any referral to send an email or note thanking them for their time. It is also important to send your mentor a message thanking them for the referral and letting them know how valuable the information you got from the referral was. **Please remember, mentors are not required to give referrals.**

One last note, these areas of interest and questions are not meant to be as structured as an interview. They are more for sparking your own questions and thoughtful discussions between you and your mentor. You should try and use your time with your mentor in the most valuable way, which will include asking questions. F**eel free to** **use the ones provided for inspiration as well as come up with your own to supplement them.**

**S.M.A.R.T Goal Example**

Broad Goal: I want to start a business

**S**pecific: I want to sell customizable handmade knit babywear on Etsy.com

**M**easurable: I will measure my progress receiving and being able to fill 10 orders per month.

**A**ttainable: I will set up my Etsy page first and then purchase all of my materials and decide which patterns I will sell. Finally, I will promote my business through referrals, word of mouth, networking and social media marketing such as Pinterest.

**R**elevant: Selling handmade knit babywear will enable me to create a secondary income from doing my favourite hobby.

**T**imely: My Etsy page will be designed and functional and I will have gathered all of my materials within one month.

**Lastly, Please Remember…**

****

**…TO HAVE FUN!**