

PUNCTUAL ATTENDANCE FOR CLASS, PRACTICUM AND WORKPLACE

Muriel Shewchuk RN,BScN, CPN(C)

Being consistently “on time”, which also includes somewhat ahead of designated start time, is a critical part of the expectation of social, meeting, educational, and work life activities. Being consistently late for the occasion is viewed as disrespectful, rude, non-caring and insulting. Lateness, accompanied by preoccupation with cell phone or email messaging, further negatively affects your reputation. Consistent lateness, even if a few minutes, affects your reputation and in many instances precludes your success for a positive reference, job search or in maintaining a job, and a risk of being fired. Occasionally late is understood, for reasons beyond your control, however each occurrence must be accompanied by notification, an satisfactory explanation and genuine apology to the appropriate person.

Late to class demonstrates disrespect and disregard for fellow classmates, instructors and the College. Delays of start time, in order to accommodate consistently latecomers, is also a totally unacceptable practice. Instructors and leaders must not adopt delayed starts. Delayed starts are also interpreted as disrespect, to those who are on time. Consistent interruption, due to late entry and settling noise, for class conversation and learning process is also totally unacceptable. What is your reputation and practice – how do you personally affect the situation?? As a respectful citizen, no one has the right to interfere negatively with others learning, care provision, or activity process.

Arriving ahead of the designated time is an important “social interaction” time whereby expected social greetings for all classmates or team members sets the tone for the day and ongoing team interaction. Attention to the preparation for class, Practicum or work also needs to occur, prior to the designated start time, so as not to interrupt anyone and devote full attention to the process. Arrival at the “last minute”, or “exactly” on time is also unacceptable since it sets the same disregard tone.

Late arrival also presents risks in Practicum and work environment. On time start of transfer of reports from shift to shift contains vital information that is either missed or distorted via interruptions of latecomers. Consistent late comers can expect to be subject to verbal and nonverbal negative communication, due to the disregard and impact. A late arrival reputation is a “redflag” during Reference discussions and is readily a “do not hire.”

“Respect yourself, your classmates, colleagues, team mates, patients, clients and customers by being ahead of expected time! Punctuality is a major part of your success in life and work.”



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Newsletter

Stampede Breakfast

ABM College held its first ever Stampede Breakfast on Friday July 11th. This was a great success and ABM would like to thank all of the wonderful staff and students for their help. The weather was beautiful which allowed for this event to be held outdoors in the school parking lot. Pancakes, eggs, turkey bacon and refreshments were a big hit with students and their families!



The idea and inspiration behind the whole idea was Debbie Matthews, a Medical Office Assistant & Unit Clerk student at ABM College. Debbie was rewarded for efforts at the last Student Recognition Potluck in July. She was awarded the first ever "Pancake Queen" certificate and crown (pictured below left with the president)

This was a great social event for ABM College and we look forward to next Stampede! We would like to thank all of the incredible student and faculty volunteers for helping out, without you it wouldn't have been possible!



Student Recruitment

Recruiting students to ABM college has its rewards. Previously referring a friend to ABM College earned you \$200. Well now ABM is doubling that offer! If you refer someone to ABM College and they enrol you will earn \$400! This is great incentive to refer friends or family to ABM College of Health and Technology!

ABM College is also looking for a Part-time Student Recruiter. Do you like interacting with people? Are you result oriented? Want to earn extra income? If you said yes to all of the above and come apply in person at the ABM main office, where they can answer and questions you have. This is a great opportunity to meet great people and gain valuable experience to pad your resume!



The Capitan's

ABM College proudly promotes a family-like environment and atmosphere. This is evident at the numerous social events like Student Recognition Potlucks and seasonal parties. The Capitan's are legitimizing this family-like atmosphere. Gary Capitan is a student enrolled in ABM's Massage Therapy program and is the first Capitan to attend. Gary originally from the Philippines, worked various jobs while in Canada before enrolling at ABM College. He is in his first year in the program and was interested in massage therapy from the start. He practiced Massage back in the Philippines as a hobby but wanted to get proper training. "I kept passing by ABM College and saw the signage and decided to walk in to ask about their programs." Soon after that Gary made the decision to enroll in Massage Therapy. "The instructors are very helpful and understanding, allowing me to be comfortable and happy here." Gary was enjoying his experience so much at ABM College he decided to recommend it to his family.

Gary's son Dale Patrick decided to enroll after his father's recommendation. Although Massage Therapy wasn't Dale's path he decided to enroll in ABM's Health Care Aide program along with his mother, Vivian. At just twenty years of age Dale is a focused on his schooling. Dale came to Calgary from the Philippines in April of this year and enrolled in May at ABM College. Dale takes classes in the evening and enjoys the friendly staff and flexible schedule. After Dale completes the Health Care Aide program at ABM College he plans to continue his education in the medical field. His father Gary wants a brighter future for his family and continues to recommend ABM College to friends and family. Gary's training is off to a great start as he was awarded student of the month earlier this year (pictured below middle)





In the Classroom:

- **We Respect Each Other**
- **We Try Our Best**
- **We Are A Team**
- **We Learn From Mistakes**
- **We Create**
- **We Celebrate Each Other's Success!**

New program to begin: Oil and Gas Administrative Assistant

ABM College has a new program starting up! The Oil and Gas Administrative Assistant program is 25 weeks of in class training supplemented with a 4-week practicum. Upon completion of the Oil and Gas Administration program you will have a strong understanding of oil and gas industry terminology, practices and ready to seek employment in Alberta's vast industry.

The standard admission requirements for the course are a minimum age of 18 and Alberta High School Grade 10 level verified by transcript or non-Alberta equivalent. Prospective Oil and Gas Administrative students also have to pass the screening interview with the College Admission Department. All students must pass the criminal background check as well. Students who are interested in working in the Oil and Gas industry should apply. Some courses include Geology, Land & Legal, Drilling, Business Writing & Communication and more. If you have a passion for this industry then the Oil and Gas Administrative Assistant program at ABM College is for you! For more information visit our website at abmcollege.com.

IMPORTANT DATES TO REMEMBER...

Upcoming Holidays, Events and Classes at ABM College:

September:

1 Labor Day (NO CLASSES)

20, 21 CPR & First Aid

26 Student Recognition Potluck

27, 28 CPR & First Aid

October:

4, 5 CPR & First Aid

13 Thanksgiving (NO CLASSES)

25, 26 Advanced Medication

24 Student Recognition Potluck

31 Halloween

November:

11 Remembrance Day (NO CLASSES)



Want to Get Involved with the Monthly Newsletter?

Contact us to join the team and contribute to the development and writing of the newsletter.

Contact the team at ABM College by phone at 403-719-4300 or by email at

reception@abmcollege.com

Need Assistance: Resume Writing, Job Searching, Mock Interviews?

Call ABM Reception for an Appointment at 403-719-4300

