

## 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 Connector 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 Connectors, every other component of the Access program presents unique opportunities for networking as well as skill development and learning. From events, to workshops, to 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 [admin@bbot.ca](mailto:admin@bbot.ca) or 604-412-0100. Good luck!

Sincerely,



Paul Holden  
President & CEO  
Burnaby Board of Trade



## About the Burnaby Board of Trade

The Burnaby Board of Trade (BBOT) is Burnaby's pre-eminent member-based business association.

The 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 also provide services such as business registration, business name approvals, and certification of Certificates of Origin.

Recognized as the economic development arm of the City of Burnaby, the BBOT works closely with the municipality and is 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 Burnaby* online resource and directory.

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



## Checklist for Requirements

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

Every participant must complete the following requirements by September 2013:\*

### Orientation / Graduation

Please refer to [www.accessprogram.com](http://www.accessprogram.com) for the date and information about the graduation event. If for some reason you are unable to attend the graduation event, please contact staff A.S.A.P.

Orientation

Graduation

### Workshops: Attend a minimum of two sessions

Please refer to [www.accessprogram.ca](http://www.accessprogram.ca) for workshop dates and descriptions and registration info.

Workshop #1

Workshop #2

### Events: Attend one student-focused event plus one designated regular BBOT event or Distinguished Speaker event

Please refer to [www.accessprogram.ca](http://www.accessprogram.ca) for workshop dates and descriptions and registration info.

Student-Focused Event

BBOT Event *or* Distinguished Speaker Event

### Connector Meetings: Attend at least three (total) one-on-one meetings with your Connector and subsequent referred connections

You will be provided with your Connector'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 Connector, please contact staff at 604-412-0100 or [ann@bbot.ca](mailto:ann@bbot.ca).

Connector Meeting

Meeting #2 (Referral)

Meeting #3 (Referral)

\* The optional **Community Outreach** component of the Access Program can be used to supplement missed requirements/events in any of the other three components. For information on available Community Outreach opportunities, please contact [ann@bbot.ca](mailto:ann@bbot.ca).

## 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 in order to ensure everyone has the opportunity to meet their program requirements, those who have not already attended two workshops may be given priority when space is limited.

To ensure your place in your desired workshops we recommend you reserve your spot as soon as possible, as spaces may be limited. Often dates will only be finalized within an extremely short time of the workshop, so make sure to check often for new postings.

### Workshops

- **Professional Culture & Business Etiquette**  
Interpersonal skills, communication style, personal presentation  
November 21<sup>st</sup> 2012, 5:30pm to 7:00pm  
Presenter: Sam Thiara (SFU)
- **Building Relationships Beyond Networking**  
Effectively network to build long lasting business relationships  
January and March 2013  
Presenter: TBD
- **Public Speaking & Presentation Skills**  
How to speak and present authoritatively and effectively in any setting, from the interview, to the boardroom, to the sales call  
February 2013  
Presenter: TBD
- **Project Management Essentials**  
The tools, strategies, and mindsets behind successful project management  
March 2013  
Presenter: Efron Esseiva (IBM)
- **The Art of the Deal**  
Negotiation skills and strategies  
May 2013  
Presenter: TBD (IBM)
- **Entrepreneurship**  
How to be entrepreneurial as a business owner or in any position in a company  
June 2013  
Presenter: TBD

\*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). Workshops will be offered one to two times each, depending on popularity and presenter availability.

## 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 their event requirements, those who have not already attended an event may be given priority.

A very limited number of tickets will be made available for each of the following events\*, so we recommend you request tickets as soon as they become available. Often dates are only finalized within an extremely short time of the event, so make sure to check often for newly released tickets.

### Event List

- **Burnaby Business Excellence Awards Hall of Fame Luncheon**  
October 10<sup>th</sup>, 2012  
11:30am – 2:00pm  
Hilton Vancouver Metrotown
- **Getting People Talking Seminar: How to Align Your Audience with Your Core Business**  
October 17<sup>th</sup>, 2012  
8:00am – 9:15am  
Best Western Plus Coquitlam Inn and Convention Centre
- **Business Over Breakfast Networking Event**  
October 19<sup>th</sup>, 2012  
7:30am – 9:30am  
Riverway Clubhouse  
  
November 30<sup>th</sup>, 2012  
7:30am – 9:30am  
Riverway Clubhouse  
  
Additional dates to be scheduled
- **Small Business Week Reception**  
October 25<sup>th</sup>, 2012  
5:00pm – 7:30pm  
Riverway Clubhouse
- **High Tea Dim Sum**  
October 31<sup>st</sup>, 2012  
2:45pm – 4:30pm  
Fortune House Seafood Restaurant

November 28<sup>th</sup>, 2012  
2:45pm – 4:30pm  
Fortune House Seafood Restaurant

Additional dates to be scheduled monthly

- **BBOT & BC HRMA present the HR Café**  
November 14<sup>th</sup>, 2012  
7:30am – 9:30am  
Best Western Plus Coquitlam Inn and Convention Centre
- **Members Mixer at Mt. Seymour**  
TBD: late February – early March
- **City Council Reception**  
January 17<sup>th</sup>, 2013  
5:30pm – 8:00pm  
Delta Burnaby Hotel & Conference Centre
- **Environmental Sustainability Forum**  
TBD: March
- **State of the City Mayoral Address**  
TBD: April
- **BBOT Annual General Meeting and Spring Economic Update**  
TBD: June
- **Member Mixer at the Quay**  
June 27<sup>th</sup>, 2013  
5:30pm – 8:00pm  
Inn at the Quay
- **Distinguished Speakers Series**  
Events to be announced
- **Access-Specific Networking/Speaking Events**  
Events to be announced

\* 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](http://bbot.ca), where available).

## Connector Organizations\*

- AgeCare Investments
- Alma Consulting Group
- Altimus Product Development
- Ballistic Arts Media Studios
- BC International Commercial Arbitration Centre
- BCIT
- City of Burnaby
- Delta Burnaby Hotel and Conference Centre
- Down Syndrome Research Foundation
- Electronic Arts Canada
- Executive Decisions
- FortisBC
- FS Financial Strategies
- G&F Financial Group
- Gloo Studios
- Hemlock Printers
- HollyNorth Production Supplies
- IBM Canada
- Ignite Leadership International
- Investors Group
- Kemp Harvey Goodison Hamilton, CGAs
- KOTRA
- KPMG LLP
- Member of the Legislative Assembly (BC NDP)
- OSI Geospatial Inc.
- Pacific Blue Cross
- Ritchie Bros. Auctioneers
- Royal Bank of Canada
- SanaWorks
- Sun Life Financial
- Susan Papadionissiou Consulting
- Tourism Burnaby
- University of British Columbia
- Valley Bakery
- Vancity

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

Access Program staff have taken care to match you with the best available Connector for your interests and/or field of study. However, it is important to remember there are a limited number of Connectors, and there may not always be a perfect match available. Please be assured that every Connector is an experienced and respected professional in their field, and they will all offer valuable insights. Plus additional referrals will always present new opportunities for different perspectives and areas of expertise.

## 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). Make sure to check back often to see what's coming up.

### 2) 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 meet their event requirements, those who have not already attended an event may be given priority.

### 3) How do I prepare for a Connector Meeting?

- Once you have received your Connector's contact information, contact them and politely ask to schedule your 45 – 60 minute interview.
- Although the Connector meetings are meant to be casual and friendly, you should always conduct yourself in a professional manner. Make sure to dress appropriately for an office environment, and consider ahead of time what questions you would like to ask your Connector. Don't forget to bring the Connector Interview Template to help guide the conversation.
- At the conclusion of the meeting, politely ask for contact information for two referrals.

### 4) How am I assigned a Connector?

- Access Program staff have taken care to match you with the best available Connector for your interests and/or field of study. However, it is important to remember there are a limited number of Connectors, and there may not always be a perfect match available. Please be assured that every Connector is an experienced and respected professional in their field, and they will all offer valuable insights. Plus additional referrals will always present new opportunities for different perspectives and areas of expertise.

### 5) What should I do if I can't contact my Connector?

- If after several attempts you are unable to contact your assigned Connector through the contact information you are given, please contact staff at [admin@bbot.ca](mailto:admin@bbot.ca) or 604-412-0100 for assistance.



**6) What if my Connector doesn't give me a referral?**

- If for some reason your Connector is unable to give you two referrals, please contact staff at [admin@bbot.ca](mailto:admin@bbot.ca) or 604-412-0100 for assistance.

**7) What if I can't meet the minimum requirements of the program?**

- Participants are required to complete the minimum requirements outlined in the Requirements Checklist in order to successfully complete the program. If you are concerned about your ability to complete all the requirements for reasons outside of your control, contact staff at [admin@bbot.ca](mailto:admin@bbot.ca) or 604-412-0100 and we will work with you to try to address the issue.

If you have questions that are not answered in this list, please contact staff at [admin@bbot.ca](mailto:admin@bbot.ca) or call 604-412-0100.

# Connector Interview Template

## Interview Details

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Connector Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Questions to Ask Connector

### A. Industry

1. How has this industry/field managed in a tough economic climate over the past 5 years? How is it positioned for future growth?

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2. In your opinion, are there many opportunities for current/future employment in this industry/field?

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3. What would you say are the main benefits to pursuing a career in this industry/field?

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4. Do you have any advice on the best ways to seek employment in this industry/field?

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### B. Company

5. Does your organization ever hire/recruit recent graduates?

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6. Does your organization take into consideration non-professional work experience (like that gained through volunteering, school clubs, Co-op programs, and development programs like Access), when making hiring decisions?

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7. Is your organization expecting to experience significant retirement over the next 5-10 years? If so, how are you planning to address this challenge?

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8. Are there any common challenges you or your organization have faced when hiring relatively inexperienced employees? Are there ways prospective employees can address these concerns?

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**C. Personal**

9. How did you establish yourself in your career? Do you think it is more or less challenging today? Have the requirements/expectations changed?

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10. In your opinion, what are the best forums for networking in this field?

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11. After looking at my resume, in your opinion is there anything I lack or that I should consider?

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12. May I stay in touch with you from time to time to let you know what I am doing and to seek advice? Of course, I will be very considerate of your time.

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13. Do you have any questions for me, or other advice you would like to share?

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**Referrals**

As a continuation of the Connector program, would you please provide (at least) two referrals in this field I could speak to?

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_