

Student Name: Anique Baillon

Date Added	Skill	Experience	Situation	Task	Action	Result	Relevance
Dec 8, 2021	Event Planning	Consultation Assistant with DFO Pacific	Sponsoring Justice Institute of BC Facilitation Training	Coordinate 4 virtual training sessions for 80+ students	Communicated with JIBC staff, promoted event to DFO staff, and coordinated registration and waitlist	4 successful sessions with most available spots filled and most participants feeling that they learned something	Learned how to plan a virtual event, particularly a professional development session
Dec 8, 2021	Facilitation	Consultation Assistant with DFO Pacific	Policy and Economic Analysis Sector All-Staff Meeting	Chair an hour long meeting of 20+ people with a variety of speakers	Contacted speakers and sent agenda in advance. During the meeting, I kept an eye on the time, gave an introduction and spoke to indicate the transition between topics	Meeting ran smoothly and did not go over time. Everyone was able to say what they wanted to say.	Learned how to facilitate in a professional setting
Dec 8, 2021	Communications	Consultation Assistant with DFO Pacific	Writing promotional materials for Indigenous Corporate Training sessions	Write 3 different texts suited to 3 different platforms to explain the training sessions and how to register	Drafted texts and had them edited by my supervisor. Then wrote and published the final version to a variety of platforms that were visible to all DFO Pacific staff	People contacting me to register for the events being hosted, ensuring that there will be students for these trainings	Learned how to write promotional materials in a professional way
Dec 8, 2021	Record Keeping/Data management	Consultation Assistant with DFO Pacific	Consultation Advice Tracker Updates	Updated the Consultation Advice tracker to include new conversations being held by my unit to discuss consultation	Received information from my supervisor and manager, which was correctly formatted and inserted into our database	Up-to-date database highlighting the frequency at which our unit is contacted with consultation questions and concerns	Increased confidence in my data management skills
Dec 8, 2021	Feedback Compilation	Consultation Assistant with DFO Pacific	CIRNA Draft Document Review	Compile all feedback, written and oral, given	Recorded feedback given orally at a meeting of over 20 people. Combined these notes with the written feedback	Created a single document that my manager could read and approve	Learned to take meeting minutes and compile various forms of information

					received via email and categorized it		
Dec 8, 2021	Legal support	Consultation Assistant with DFO Pacific	Jambo Terms of Agreement	Coordinated the signature of terms of agreement document for over 40 DFO employees	Created the agreements and a tracking document to determine who needed to sign what. Contacted staff members to get them to sign and return documents. Compiled documents into one folder and handed over to IT.	Legally approved participation in the Jambo Pilot Project for 40+ staff members	Learned how to handle legal documents in a digital setting
May 17, 2021	Conflict Resolution	Coop Student with Stewardship Unit of CWS at ECCC	Holding a meeting with another unit within CWS to explain a project I was working on. I was the only one from my unit at the meeting.	Encourage them to support and participate in the project	They were concerned about the language we had chosen so I carefully explained it to them and then asked how I could help them feel more comfortable with it.	We scheduled another meeting with their boss and got her support to reassure the other staff members.	Learned to resolve conflicts without the support of senior staff
May 17, 2021	Hiring	Coop Student with Stewardship Unit of CWS at ECCC	My unit was hiring a new coop student	Select interview candidates, develop interview questions, rate responses	Read through all resumes and selected those that were qualified using an excel spreadsheet, worked with a team mate to write interview questions that were in line with the job description, sat in on interviews to rate interviewees responses	The best candidate was hired, and I helped choose them	Learned how the coop hiring process worked and how to select the best candidates

May 17, 2021	Presenting	Coop Student with Stewardship Unit of CWS at ECCC	Giving a presentation on my learnings on Indigenous Awareness to my unit	Writing a presentation, presenting it, and facilitating the discussion afterwards	I used PowerPoint to write the presentation, I was careful to speak slowly during the presentation, and I prompted discussion afterwards	Started a discussion about Indigenous involvement in our unit amongst my colleagues	Knowledge of the presentation process from start to finish
May 17, 2021	Working independently	Coop Student with Stewardship Unit of CWS at ECCC	Needed an overarching database to combine one that I was working on and one that was being built in another unit	Work with fellow coop student in a different branch to build this database	Designed the database with her, then proposed our plan to our managers at a meeting we organized, then incorporated their changes and then built the database and inputted data	A built database that was presented to managers and communities of practice	Confident in my ability to work only with my peers and produce quality work
May 17, 2021	Research and Analysis	Coop Student with Stewardship Unit of CWS at ECCC	Unit was building a relationship with a certain Indigenous government in BC	Writing a case study on the relationship between them and ECCC	Conducted research by contacting coworkers, looking online, and reviewing past ECCC, analysed that research to fit the format of the previous case studies. Wrote that analysis in a way that was understandable to the ECCC employees I worked with	30+ page summary of the relationship with ECCC than can be used by staff to form more meaningful relationships	I can independently research, analyse and write on a variety of topics and produce a high-level product
May 17, 2021	Set Priorities	Coop Student with Stewardship Unit of CWS at ECCC	3 weeks left in my contract	Writing a case study on the relationship between an Indigenous government in BC and ECCC	Spoke with my boss to determine priorities, broke down the task into a series of smaller tasks and assigned each one a time value so I could determine how many days it would take	30+ page summary of the relationship with ECCC written with enough time for my boss to review it before I left work	I learned to break down an overwhelming task to make it more accessible