

Professional Profile

Paula Gallant specializes in adult learning and process facilitation with a focus on community and organizational development. Along with being a graduate of the University of King's College with a degree in International Development Studies, she graduated from St. Francis Xavier University with a Diploma in Adult Education. Her profile includes:

- Expertise in the design and facilitation of experientially based programs for adults and youth in local, national and international contexts
- Able to work in three languages (fluent in English and French, intermediate level in Spanish)
- Facilitate processes that engage diverse individuals, organizations, and stakeholders in collaborative and purposeful dialogue, planning and action
- Experience working on local, national and international partnerships, projects and programs
- Experience in the design and facilitation of learning programs on intercultural effectiveness (e.g. diversity and inclusion, pre-departure and re-entry sessions)
- Able to analyze, interpret and report on results of facilitated processes
- Able to communicate with people of another culture in a way that earns respect and trust
- Comfortable working independently and as part of a team to achieve results
- Self-employed adult educator and facilitator since December 2002

Education and Training

Diploma in Adult Education - 2003

St. Francis Xavier University, Antigonish, Nova Scotia
Recipient of the Jacqueline Brougham Memorial Award

Bachelor of Arts in International Development Studies - 1995

University of King's College, Halifax, Nova Scotia
Recipient of a Canada Scholar for Studies in Science and a King's College Entrance Scholarship

Behavioral Based Interviewing Qualification Course - 2011

Centre for Intercultural Learning, Ottawa, Ontario

Certificate in Organizational Learning and Change - 2010

Coady International Institute, Nova Scotia

Dialogue for Peaceful Change Training - 2010

Tatamagouche Centre, Nova Scotia

Mastery of the Self Course - 2006

Ishana Yoga and Retreat Centre, Salmon Arm, British Columbia

Tatamagouche Model of Education, Design and Leadership, Part I

2004 (Participant), 2005 and 2006 (Facilitator), Tatamagouche Centre, Nova Scotia

Leadership Connex - 2004

Non-Profit Sector Leadership Program, Dalhousie University and Tatamagouche Centre

Recent Projects

Identification of Services and Priority for Actions August 2010 and March 2011
National Roundtables Discussions September – December 2010
Focus Group Facilitation May 2009
Strategic Planning February 2006 – March 2008
Rural and Cooperatives Secretariat (RCS), Agriculture and Agri-Food Canada

In the fall of 2010, collaborated with RCS's Co-operative Policy and Research Unit to design and facilitate nine (9) roundtables that involved up to 35 participants per table held in six (6) locations across Canada. Provided analysis of participant comments that focused on education, training and communications; provided ongoing strategic advice and guidance to project team; and maintained a fair and transparent process.

The RCS consulted with a diverse group of local service users and providers in West Prince, PEI (2010) and Charlotte County, New Brunswick (2011). Facilitated and completed an analysis to support the development and implementation of local action strategies. In 2009, the RCS hosted a bilingual information-gathering session for the "Basket of Services" project with a diverse group of community-based leaders. Facilitated and recorded focus group results. Since 2006, designed and facilitated five (5) annual planning sessions for the Rural Teams (RTs) in Prince Edward Island and New Brunswick. The reports document the analysis and results achieved by the RTs during the previous fiscal year and outline their plans and priorities for the following year.

Team Development September 2010 – March 2011
Health PEI

Working in partnership to provide team development support to the Primary Health Care Networks in Prince Edward Island. Providing learning sessions in teamwork and collaborative practice.

Strategic Plan Development September 2010 – February 2011
La Société de développement de la Baie acadienne (SDBA)

As part of a team, developed a five-year strategic plan for SDBA through consultation, research and dialogue with key stakeholders.

Centre for Life-Long Learning, UPEI 2004 – Present

- Co-developed and facilitated a 10-module program on Project Management for the PEI Mi'kmaq Confederacy, Lennox Island and Abegweit Band staff
- Co-designed and facilitate a 5-day course on Designing and Facilitating Adult Learning
- Delivered workshops on communication, leadership, time management and training for trainers for the Administrative Professional's Development Program (APDP), Management Skills Program (MSP), Summer Language Program Staff and Profit Learn
- Designed and facilitate the final session of the Public Sector Leadership Program (PSLP). The purpose of the session is for participants to identify key program learning and discuss the integration of their learning in the workplace
- Designed and co-facilitate a three-day Introduction to Project Management course
- Coordinated the UPEI Transition Program for first-year students and developed a comprehensive vision, program structure and a plan of action for implementing an expanded Transition Program

PEI Tobacco Reduction Alliance (PETRA) Workshop February 2011
Teamwork, Collaboration and Leadership: Best Practices Session May 2010
Canadian Cancer Society (CCS) – PEI Division

Collaborated with the PETRA planning team to facilitate a daylong workshop for its members. Developed and facilitated a half-day session on teamwork for all CCS – PEI Division Staff.

Provincial Youth Excel Forum: Youth Health in School Settings **November 2010**
Comprehensive School Health Research, University of Prince Edward Island

Designed and facilitated a one-day session with key stakeholders to build relationships, enduring collaborations and networks amongst policy, program and research leaders in PEI to support youth health programs and policy in school settings in Prince Edward Island.

Rural Policy Forum **November 2010**
Coastal Communities Network, Nova Scotia

As part of a facilitation team, designed and facilitated a three-day policy forum on rural issues and solutions for community leaders in Nova Scotia.

Strategic Planning Session **August 2010**
Healthy Eating Alliance

Designed and facilitated a daylong session to gather input from Alliance members and other key stakeholders on HEA's strategic plan for 2011-2014.

Professional Development Sessions **August 2010**
Trout River Industries, Trout River, Prince Edward Island

Co-designed and co-facilitated two days of interactive practical workshops for 45 employees on attitude and respectful behaviours at the workplace, interpersonal communications and personal leadership.

Building Research Capacity in Two Early Childhood Centres in PEI **May 2010**
Centre for Education Research, University of Prince Edward Island

Designed and facilitated a half-day session with key stakeholders to explore the idea of building a collaborative research partnership for creating applied research. Prepared a summary report of the discussions.

Kent Enterprise Program, Bouctouche, New Brunswick **March 2010**
HeartWood Centre for Community Youth Development

Facilitated a daylong community dialogue on youth engagement for youth and adults in the Kent region of New Brunswick (in French).

Rural Youth Conference **March 2010**
Rural Planning Office, Fisheries, Aquaculture & Rural Development

Facilitated the planning of a provincial youth conference that focused on the ideas and needs of youth to develop a framework for the development of policies and services that will enhance opportunities for young people in rural PEI.

Open House Review and Recommendations **March 2010**
Mount Allison University Registrar's Office

Developed and implemented a review of the Open House for potential students for Mount A's Admissions Office. The final report included recommendations on how to increase the participation and engagement of Open House attendees.

Regional and National Field Staff Training **2008 and 2009**
Katimavik Head Office and Atlantic Regional Office

Designed and developed national training program for Katimavik project leaders and subsequently collaborated with the Atlantic regional office staff to deliver the national training program to 20 staff. Delivered workshops on Katimavik's educational approach and facilitated on-going reflection and learning during training and in follow-up sessions.

**Annual Planning
Cooper Institute****2003, 2004, 2005, 2007 and 2009**

Collaborated with the planning team to write achievable and measurable objective and designed an effective and efficient process to meet objectives to clarify the Institute's plan for the coming year. Facilitated the session and prepared final written plan.

**Discussion amongst government and community on Food Security March 2009
Working Group on Food Security, Public Health Agency of Canada and Health Canada**

Facilitated a session that brought together representatives from the provincial food security networks in Atlantic Canada to discuss food security issues and policy in the region, to share research, best practices and lessons learned, to engage key stakeholders in discussion on how to coordinate pan-Atlantic activity; and to explore policy directions for food security in Atlantic Canada. Designed and facilitated this discussion, analyzed its results and presented a final report.

**Planning Session
Learning Disabilities Association of Prince Edward Island (LDAPEI)****February 2009**

Designed and facilitated a one-day planning process for the board and staff of LDAPEI and wrote the final report along with a logic model for planning and evaluation.

**Program Development: Leave Smoking Behind
PEI Lung Association****February – March 2009**

Wrote the facilitator's guide for the Leave Smoking Behind program, a smoking cessation support program for people living with mental illness, co-facilitated the pilot program, tracked lessons learned and incorporated these into final guide. Facilitated a series of sessions, BLAST – Building Leadership Against Smoking Today with students from junior high schools across PEI.

**Planning and Organizational Development
PEI Children's Secretariat****February 2006, April 2006
January – March 2009**

In 2006, designed and facilitated a process in which the Children's Secretariat, whose members were provincial government employees, and the Children's Working Group, which included the same provincial government employees along with representatives of the community networks, were merged to form a new Children's Secretariat. In 2009, worked with the 30-member Children's Secretariat to facilitate the development of a go-forward plan through consultation and dialogue with all Secretariat members. The final report reflected the discussions, the analysis and decisions made throughout the process.

**Annual Board/Staff Retreat
International Youth Internship Program (IYIP) Re-entry
Atlantic Council for International Cooperation****March 2007, April 2007, September 2008**

Developed and implemented a questionnaire to identify expectations and outcomes and based on the results, wrote achievable and measurable objective and designed a process to strengthen board/staff relationships and draft a Code of Ethics. Facilitated the retreat, developed and implemented an evaluation process and prepared final report including a draft Code of Ethics. Designed and facilitated a three-day re-entry program for youth interns.

**Center Leadership Team Member
El Camino Solar Meditation Center, Mexico****September 2007 – March 2008**

Collaborated with center team to manage retreats and programs and coordinated communication between center and students and teachers worldwide. Led retreat meetings and provided one-on-one support and guidance to retreat and program participants.

Program Development Tatamagouche Centre, Nova Scotia

As a member of the Tatamagouche Centre's Program Resource Group:

- Co-designed and facilitated the Education, Design and Leadership Program (2006 and 2007);
- Recruited and supervised facilitators and participants for SJYC 2007;
- Co-coordinated SJYC planning, logistics and development of educational programming; and
- Designed and facilitated one-day IYIP re-entry session on career planning (2003, 2004, 2005).

Sustaining an Active Living Community Workshop Series January – September 2007 PEI Active Living Alliance

Clarified a collective vision for learning events and collaborated with Alliance's staff to develop a good understanding of Active Communities' current activities. Prepared, implemented and synthesized a brief questionnaire sent to participants and prepared and co-facilitated five (5) learning events (in both official languages). Developed a participant workbook and prepared final written report.

International Youth Internship Program (IYIP) February 2003 – February 2007 Coady International Institute, St. Francis Xavier University

Developed and implemented a needs assessments with learners and, based on the results, wrote clear learning objectives, designed and facilitated processes. Developed learning material for a three-day IYIP re-entry session focused on professional development and one-day pre-departure session.

Volunteerism Training Sessions January 2006 – December 2006 PEI Network – Canada Volunteerism Initiative

Designed and delivered lunch and learn series on Volunteer Recruitment and How to Run a Great Meeting. Designed and delivered a one-day training session: Growing from Within – Internal Practices to Build Your Volunteer Program: An organizational Self-Assessment Guide for volunteer organizations across Prince Edward Island (in French and in English)

Planning Meeting Facilitation June 2006 – January 2006 Women's Network PEI

Over a three-year period, designed and facilitated five (5) planning meetings and consultations to plan events/conferences, take research findings and analysis and develop policy options, and consult with key stakeholders. Projects included Youth Healthy Sexuality and Safety in Atlantic Canada Conference Planning Meeting and Looking Beyond the Surface: An In-depth Review of Parental Benefits.

Training Designed and Delivered

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|---------------------|-----------------------------------|-----------------------|
| Adult Education | Intercultural Learning | Training for Trainers |
| Time Management | An Introduction to Meditation | Conflict Resolution |
| Presentation Skills | Volunteer Management & Engagement | Leadership Skills |
| Communication | Respectful Workplace | Effective Teamwork |
| Management Skills | Influencing Public Policy | Effective Reading |

Professional Experience

Katimavik – Canada's leading youth organization

- Coordinator of the National Training for Project Coordinators 2002-03

- Program and Human Resources Advisor, Atlantic Regional Office 2000-02
- Project Coordinator, Nova Scotia 1998/99
- Project Leader, Ferryland, Newfoundland 1997/98

Canada World Youth – Jamaica/Canada Youth Exchange Program

- Project Supervisor, Prince Edwards Island and Jamaica 1999/00
- Facilitated orientation camps and learning programs for Cuba, Jamaica, Sri Lanka and Brazil programs

Other Projects/Contracts 2002-2004

Community Capacity Building

- Cooper Institute: Minimum Wage in PEI: Citizen Engagement to Influence Public Policy
- Cooper Institute: Rural PEI: Community Democracy and Dialogue Around Food Security
- PEI Seniors Federation: Building Seniors' Capacity to Influence Public Policy

Public Consultations

- Environment Canada: Tar Ponds & Coke Ovens Cleanup Public Consultation (in French)
- Eastern Kings Community Enhancement Corporation Forum, Department of Development
- West Prince Hospital Project Community Consultation (in both official languages)

Focus Groups

- Carousel Family Resource Centre Focus Groups as part of evaluation
- PEI Task Force on Student Achievement Focus Groups with high school students
- National Action Committee (NAC) on the Status of Women: "How NAC Relates" Consultation
- PEI Population Secretariat Consultation with key stakeholders
- Taking Stock: community and government working for community safety and well-being (in French)

Evaluation and Planning Sessions

- Farmers Helping Farmers Strategic Planning
- PEI Association for Newcomers to Canada Annual Meeting
- Latin America Mission Program Annual Meeting
- Literacy Research Network Visioning Session

Forum Coordination

- CUSO World Annual General Meeting
- Faculty of Education, UPEI, Canadian Association of Immersion Teachers Summer Institute
- French for the Future, Local Forum

Courseware Development

"New Veterans Charter" training for Veteran's Affairs Canada, subcontracted through Future Learning

Volunteer Community Engagement

Chair, Board of Directors, Tatamagouche Centre, Nova Scotia

Member of the Maritimes-Guatemala Breaking the Silence Network

Member of the Tatamagouche Centre's Social Justice Youth Camp Advisory Committee

Relay for Life Team member (Fundraising event for the Canadian Cancer Society)