



**IEEE**

**Ottawa  
Section**



**The IEEE Ottawa Section and its Engineers in Transition Committee, Educational Activities Committee and Algonquin Student Branch are inviting all interested IEEE members and other engineers, technologists, and students to**

## **Taking Ownership of Your Career: a Workshop for the Ottawa Section**

Led by

**RAYMOND D. FINDLAY, Ph.D., P. Eng.  
Emeritus Professor, McMaster University  
Ontario, Canada**

**DATE:** Saturday, November 6, 2010, 10:00:00 a.m. – 12:30 p.m.

**PLACE:** Algonquin College, School of Advanced Technology, Building-T, Room T129 (Nortel Optophotonics Lab),  
1385 Woodroffe Ave., Ottawa, Ontario, Canada

**PARKING:** Free on Saturday

**Admission:** Free. Registration required. To ensure a seat, please register by contacting Emily Chen: [emily.hao.chen@ieee.org](mailto:emily.hao.chen@ieee.org)

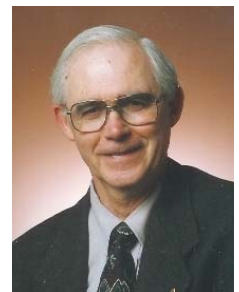
### **Workshop Agenda:**

- What do you do when you can't find a job?
- How do you improve your prospects? Exercise: document your abilities, strengths, weaknesses, etc. Know who you are!
- Decide what kind of job and working approach you want. Exercise: Who are you?
- What's your job history? Exercise: catalogue all the jobs you ever had
- Getting a job is called "making a match". Exercise: teams versus independence
- What are your best interpersonal skills? Exercise: What kind of job will suit your personality best?
- Résumés: the long and the short! Purpose, content and organization. Exercise: develop an outline for your résumé.
- Exercise: Write a description of a job you have held. Pay strict attention to what's important.
- Cover letters: Exercise: write out an example of an effective cover letter.
- Interview skills: what's important? What to wear, how to act, preparing to answer questions.
- Exercise: role play an interview (if time permits)

**Come prepared to work on developing your career! You should give some thought to your career path to date and what you have done to prepare yourself for the job you want.**

### **Speaker's Bio**

**Ray Findlay**, B.A.Sc., M.A.Sc., Ph.D. (Toronto), P.Eng. (Ontario), is Vice President of JDRF Electromag Engineering Research, Inc., a company specialising in research and development involving electromagnetics, power devices and equipment, energy systems, and development of new electromagnetic drives and separators. Ray is an Emeritus Professor at McMaster University, where he taught electrical machines at both the graduate and undergraduate level until 2004. He taught at the University of New Brunswick prior to joining McMaster University in 1981. Ray spent 1972-73 with GE in Peterborough, Canada, 1979-80 at the University of Southampton, (UK) and during 1988 worked at CSIRO, Sydney, Australia, and the Katholieke Universiteit, Belgium. His research interests include electromagnetic fields and losses in electrical power devices in which he has more than 200 technical papers and 4 patents. Ray, a Fellow of both IEEE and the Engineering Institute of Canada (EIC), was awarded the CPR Engineering Medal from EIC in 1998, the RAB Innovation Award, 1990; Canadian Region, Outstanding service Award 1999; IEEE Millennium Medal, 2000; IEEE



Canada W.S.Read Outstanding Service Medal, 2002; IEEE Toronto Section Centennial Medal, 2003; IEEE Canada McNaughton Medal, April 23, 2007, IEEE Haraden Pratt Medal, June, 2010.

Since 1990, Ray has given more than 50 Workshops on Leadership and Professional Development to engineering and engineering student groups.

IEEE Activities -- (S'61-M'68-SM'79-F'94-LF'03) OFFICES: President-Elect 2001, President, 2002, Past President, 2003; Board of Directors, 1994-97, 2001-2003, Chair, 2002; Vice President, Regional Activities, 1996-97; Region 7 Director, 1994-95. COMMITTEES/BOARDS: Executive Committee, 1996-7, 2001-3, Chair, 2002; ad hoc Marketing and sales Committee, 2003-55, Chair, 2005; Marketing and sales Committee 2006-9; ad hoc History Committee 2005; ad hoc History Committee 2006; History Committee 2004-6; Nominations and Appointments Committee 2004; Implementation Committee on Structural Reorganization, 1996-97; Regional Activities Board, 1990-92, 1994-99; Chair, 1996-97; Administrative Committee, 1990-92, 1996-97; Admissions and Advancement, 1993-94; Awards and Recognition, 1990-92, 1996-97; Membership Development, 1990-92, 1994-97; Operating Committee, 1990, 1998-99; POTENTIALS, Advisory Board, 1990-92, 1996-97; Priorities and Planning, 1990; Regional Conferences Committee, 1996-97; RAB/TAB Section/Chapter Support, 1990-91, 1996-97; Strategic Planning, 1997; Student Activities, 1985-87; Chair, 1990-92; Ad Hoc Advisory Committee, 2000; Ad Hoc Budget Committee, 1996-97; Ad Hoc Leadership Workshop Committee, 1998-2000; Ad Hoc Committee on Professional Activities, Chair, 2000; Ad Hoc Sections Congress Organizing Committee, 1996-97; RAB/IEEE Foundation Committee on Student Branch Centers of Excellence, Chair, 1998-2000; EAB/RAB Reference list of Educational Programs Committee, 1991-93; RAB/TAB Transnational Committee, 1994-97; RAB/TAB TC Facilities and Services Subcommittee, Chair, 1995; Educational Activities Board, 1994-95, 1998; EAB, Vice Chair, 1995; EAB OpCom, 1995; EAB Liaison Committee, Chair, 1994-95; EAB, Planning and Review, Chair, 1998; . REGIONS: Region 7: IEEE-Canada, President, 1995; Canadian Region Committee, 1985-87, 1993-95, non-voting member 2003-4; Director Emeritus 2005-6; ; Chair, 1994-95; Engineering Institute of Canada (EIC), Councillor, 1995, 2004-6, Chair History and Archives Committee 2004-6; IEEE Canadian Foundation, member, 1998- ; Director, 1995-97, 2005-9; SOCIETIES: Industry Applications: Electric Machines Committee, 1988-99, Distinguished Lecturer, 2002. Power Engineering: Induction Machinery Subcommittee, 1994-97; Power Engineering Education Committee (PEEC), AdCom, 1991-92; PEEC, 1991-95; Education, 1986-92; Education, Reviewer, 1971-81. Magnetics: Transactions on Magnetics, Reviewer, 1990-91. Engineering Management, Board of Governors, 1997. SECTIONS: Hamilton: Executive Committee, 1981-85; Membership, Chair, 1984; Student Activities, Chair, 1981-85; Industry/Student Liaison, 1981-85. New Brunswick Section: Executive Committee, 1973-79; Program Chair, 1974-75. New Brunswick Subsection: Chair and Founder, 1971. STUDENT BRANCHES: University of New Brunswick: Counselor, 1980-81; McMaster University, Counselor, 1981-85; Computer Chapter, Advisor, 1987-2000. CONFERENCES: International Workshops on Electric and Magnetic Fields, International Scientific Committee, 1995-2000.  
5/2006.

### **Other Activities:**

EIC (Engineering Institute of Canada) ; Councillor, Engineering Institute of Canada (EIC), 1995, 2003-8: Chair, Archives and History Committee, 2003-8.

Member, Advisory Committee on Computer, Electrical Electronic, Instrumentation Technology, Mohawk College. Appointed by the President of Mohawk College, April 12, 1990. (Retired Dec. 2000)  
Camp 13, Hamilton, Corporation of the Seven Wardens, Secretary, 1984-1999, Proctor and Alternate Warden 2000-

Canadian Bookbinders and Book Artist's Guild: book binder, 1984