

SARAH GAYER CHRP

416-656-7524

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EDUCATION

Advanced Certificate in Dispute Resolution	York University
Certificate in Dispute Resolution	York University
Certificated Coach	Adler School of Coaching
B.A. Business Administration	York University
Certificate in Advanced Strategic Change	University of Toronto
Certificate in Occupational Health and Safety	Ryerson University
Certificate in Disability Management	Mohawk College
Human Resources Management Certificate	Seneca College
Industrial Relations Certificate	Seneca College
Certificate in Business Administration	Seneca College
Certificate in Marketing Administration	Seneca College

TRAINING EDUCATION

MBTI Certified Professional	MBTI Certification Program-U.S.A.
Certified - Myers Briggs	Career/Life Skills Resources Inc.
Certificate in Adult Education	Seneca College
Certificate in Adult Education (Facilitators)	Seneca College
Certified - True Colors	Career/Life Skills Resources Inc.
Certified- Personality Dimensions	Career/Life Skills Resources Inc.
Certified – DDI	(Development Dimensions International) programs

Other training:

- WHMIS Trainer
- Tow Motor Driver Certified
- Propane Handler Certified

PROFESSIONAL DESIGNATION

CHRP Certified Human Resource Professional

PROFESSIONAL MEMBERSHIPS

ADR Institute of Canada
Human Resources Professional Association of Ontario
Canadian Society for Training and Development
International Coaching Federation
Toronto Board of Trade/North York Chamber of Commerce

VOLUNTEER WORK

Toronto Small Claims Court	Mediator- Volunteer
United Way of Toronto	Human Resource Consultant Develop and deliver workshops-Volunteer
Human Resources Association of Ontario	Past – Chair Mentoring Program-Volunteer Develop and deliver workshops-Volunteer
Jewish Vocational Services of Toronto	Past-Board of Directors/Chair

CURRENT TEACHING EXPERIENCE

University of Toronto Continuing Studies
Instructor- Human Resources Certificate Program

Human Resources Professional Association of Ontario
Instructor – Human Resources Certificate Program

Sheridan College
Instructor – Human Resources Certificate Program
Ontario Management Development Program

PAST TEACHING EXPERIENCE

Seneca College
Centennial College
University of Guelph

WORK EXPERIENCE

Currently a consultant in both the profit and not for profit sectors in the human resources field.

Below is a list of some of my accomplishments but not limited to:

- Conducted organizational change to meet organizational goals. Developed and facilitated workshops in Change Management
- Chief spokesperson for labour negotiations. Developed bargaining strategies. Negotiated collective agreement in record time and broke established pattern of mediation
- Mediate various disputes in the workplace
- Provided mentoring and coaching to management on an ongoing basis
- Coach business managers and entrepreneurs in enhancing their skills to become more effective leaders
- Coach clients on career and life changes
- Represented clients at arbitrations
- Developed and implemented a “bright idea” suggestion program
- Developed recruitment and retention strategies to attract and retain candidates, in a very competitive labour market. Programs were successful in attracting and recruiting competent individuals to meet organizational needs
- Provide expertise in all areas of human resources including disability management, health and safety, training, counselling, ADR, project management, change management, labour relations
- Conducted needs assessments to determine training needs of clients, developed training programs, facilitated programs and evaluated success
- Developed and facilitated Career Transition workshops to assist individuals in carrying out a successful job search
- Implemented Pay and Employment Equity programs
- Reorganized health and safety programs including claims management. Reduced accidents and costs by 20%. Sourced and established EAP programs for employees. Provided EAP programs in partnership with the union for hourly employees
- Developed performance evaluation processes and instituted 360 degree feedback
- Wrote and/or revised policy and procedure manuals and employee manuals
- Developed and conducted workshops on a variety of topics

PREVIOUS EMPLOYERS PRIOR TO BECOMING A CONSULTANT

A&P Retail Support (Distribution) Centres

PCL Plastics Corporation

Ontario March of Dimes

Swift Adhesives

Reichhold Chemicals Ltd

Petro Canada

Domtar Inc.

Atlantic Packaging

PUBLISHED ARTICLES

Metro News

Various Newsletters

SPEAKER

Conference for the Mature Worker

Human Resources Professional Association Annual Conference

Ontario Kinesiologist Annual Conference

SHRM Conference - Buffalo

HRPAP Monthly Luncheon

4th Annual Executive Assistant Forum

QUOTED

Globe and Mail

Risk Management