

Are you having trouble doing that ONE thing you really want to do?  
The STARTING POINT Professional Services wants to help

# Make it Happen<sup>2022</sup>

The STARTING POINT Professional Services is a Canadian general partnership registered in BC founded in 2017 by husband and wife team, Victoria and Justin. Together they've been delivering personal and professional development programs, events and planning services.

## MAKE IT HAPPEN sessions include:

- Find Your Focus
- Vision Boards
- Goal Setting
- Identify Barriers
- Overcome Obstacles
- Stop Procrastinating
- Make Your Plans
- Be Accountable to You
- Find Resources & Support
- Make it Happen!

This program is delivered online with  
day or evening sessions available

10 week personal development  
program designed to help you  
*Make it Happen in 2022*



2 hours/ session  
1 session/ week  
10 sessions  
Register today!

Starts  
April  
2022

## SESSION FEES

	Early Bird	Regular
Adult (age 26+)	\$30/ ea	\$35/ ea
Young Adult (age 15 - 25)	\$20/ ea	\$25/ ea

Early Bird rate ends April 8, 2022  
Full Program/ Group Rates available



**STARTING  
POINT**  
PROFESSIONAL SERVICES

Every one has a STARTING POINT, let us be yours!

For more information visit [www.the-starting-point.com](http://www.the-starting-point.com)

To Make it Happen email: [thestartingpointproservices@gmail.com](mailto:thestartingpointproservices@gmail.com)

# MAKE IT HAPPEN 2022

Attend one 2-hour session a week for 10 weeks to help you get started!  
Afternoon and evenings sessions available to accommodate different schedules.

Afternoon Session	Evening Session
2:00 pm – 4:00 pm (PST) Minimum registrants required	6:00 pm – 8:00 pm (PST) Minimum registrants required

## PROGRAM REQUIREMENTS:

**ALL SESSIONS:** Electronic Device with camera & mic, stable internet connection & ability to take notes (pen & paper or word processing software – MS Word / Google Docs).

**SESSION 2 – VISION BOARDS:** Optional (at registrant's own expense): Posterboard, scissors, glue, magazine/ news paper

**SESSION 4 - IDENTIFY BARRIERS** Drop-in's recommended to participate in this session if registering for Session #5.

**SESSION 5 - OVERCOME OBSTACLES** Drop-in's recommended to participate in Session #4 – Identify Barriers.

## SCHEDULE & PRICING:

Make it Happen 2022 runs on Mondays, beginning Monday, April 25, 2022 through to Jul 4, 2022. Registrants can purchase the full 10-session program at the Early Bird or Regular rates or pay for each session individually at drop-in rate. Refer to refund policy for cancellation policy.

**EACH SESSION** is \$35/ adults or \$25/ young adults. Adults are aged 26+ & Young Adults are 15-25 yrs.

**FULL PROGRAM RATES** are Regular \$250/ adults or \$200/ young adults or early birds \$200/ adults or \$150/ young adults.

Date	Session 1 2 – 4 pm	Session 2 6 – 8 pm	Early Bird Fees Full Program to Apr 8	Regular Fees Full Program Apr 9 – Apr 22	Drop-in Fee Individual Session Adults/ Y. Adults	Cancellation Deadline
April 25	Find Your Focus		<b>ALL SESSIONS Adult (26 +) \$200 (\$150 savings)</b>  <b>Young Adult (15 – 25) \$150 (\$100 savings)</b>	<b>ALL SESSIONS Adult (26 +) \$250 (\$100 savings)</b>  <b>Young Adult (15 – 25) \$200 (\$50 savings)</b>	\$35 / 25	<b>*refer to credit &amp; cancellation policy</b>
May 2	Vision Boards	\$35 / 25				
May 9	Goal Setting	\$35 / 25				
May 16	Identify Barriers	\$35 / 25				
May 30	Overcoming Obstacles	\$35 / 25				
Jun 6	Stop Procrastinating	\$35 / 25				
Jun 13	Make Your Plans	\$35 / 25				
Jun 20	Be Accountable to You	\$35 / 25				
Jun 27	Find Resources & Support	\$35 / 25				
Jul 4	Make it Happen!	\$35 / 25				

Discounts for students, elders, low/ no income clients & registered members of the Penticton Indian Band & Tkemlups te Secwepemc communities.

Contact Victoria at [thestartingpointproservices@gmail.com](mailto:thestartingpointproservices@gmail.com)

## PROGRAM SESSION DETAILS

DATE	SESSION TITLE	DETAILS
Sess. 1 Monday Apr 25	<b>FIND YOUR FOCUS</b>	Facilitator will lead registrants in a discussion and provide a series of exercises to help participants find their focus.
Sess. 2 Monday May 2	<b>VISION BOARDS</b>	Facilitator will lead registrants in an exercise to make/ create either a physical or digital vision board in a variety of styles. Course requirements: <ul style="list-style-type: none"> <li>• Word Processing Software (Word/ Google Docs)</li> <li>• OPTIONAL: Poster board, magazines/ newspapers, scissors and glue</li> </ul> <b>SUPPLIES:</b> Participants wanting to make a Vision Board collage are responsible for bringing their own supplies to the session or they will be asked to participate in making the digital version. (Approx.. \$20/ pp at Staples or \$10/ pp at dollar stores).
Sess. 3 Monday, May 9	<b>GOAL SETTING</b>	Facilitator will lead registrants in an exercise to identify their wants to create and set goals. MS Word or Google Doc templates provided or PDF to download and print.
Sess. 4, Monday, May 16	<b>IDENTIFY BARRIERS</b>	Through example, Facilitator will lead a discussion on identifying and listing potential barriers (real and perceived) with registrants. <b>NOTE:</b> It is recommended for Drop-in's to participate in this session if they're registering for Session #5 - Overcoming Obstacles.
Sess. 5 Monday, May 30	<b>OVERCOMING OBSTACLES</b>	Under guidance of the Facilitator, Registrants will list and review their barriers (real or perceived) to help them create a plan to overcome obstacles or as they arise. <b>NOTE:</b> It is recommended for Drop-in's to participate in Session #4 – Identifying Barriers when registering for this session.
Sess. 6, Monday, Jun 6	<b>STOP PROCRASTINATING</b>	Facilitator will lead a discussion and various exercises to help registrants recognize what and why we procrastinate and provide tools to implement methods to stop procrastinating.
Sess. 7 Monday, Jun 13	<b>MAKE YOUR PLANS</b>	In a lecture-style presentation, Facilitator will lead discussions in personal planning and time management techniques assisting registrants in developing and implementing plans.
Sess. 8 Monday, Jun 20	<b>BE ACCOUNTABLE TO YOU</b>	Facilitator will lead a series of exercises to help participants establish methods and implement plans for self-accountability.
Sess. 9 Monday, Jun 27	<b>FIND RESOURCES &amp; SUPPORT</b>	Facilitator will lead registrants in a discussion and provide a series of exercises to help participants find resources and support.
Sess. 10 Monday, Jul 4	<b>MAKE IT HAPPEN!</b>	In a lecture-style presentation, Facilitator will review what it takes to MAKE IT HAPPEN.

## TERMS AND CONDITIONS

### BOOKING & REGISTRATION INFORMATION

Please complete attached registration form and submit by email to The STARTING POINT: [thestartingpointproservices@gmail.com](mailto:thestartingpointproservices@gmail.com)

By submitting payment and completed registration form you are agreeing to the Terms and Conditions as outlined.

#### SELECT PREFERRED SESSION

Indicate preferred session on your registration form in order of preference when booking or registering with the STARTING POINT Professional Services.

#### MAXIMUM REGISTRATION:

Each session has a maximum registration limit.

Once Max. is reached no more registrations will be accepted for that session.

#### MINIMUM REGISTRATION:

Each session has a minimum registration number.

Minimum registration must be received by 2:00 PM, Apr 20, 2022 to continue as planned.

If registration minimum is not reached both sessions will be merged into the session with the higher registration numbers.

If a session is merged with another and registrant is not available during new session time slot, full refund (or credits) will be issued to registrant.

If sessions are cancelled due to low registration - full refunds (or credits) issued.

### SESSION INFORMATION & DETAILS

**Duration** Each session is approximately two (2) hours in length and held on Mondays.

Afternoon Sessions are from 2:00 pm to 4:00 pm.

Evening Sessions are from 6:00 pm to 8:00 pm

**Online Sessions** will be held via ZOOM.

**ZOOM log in and access codes** will be sent to registrants via email once registration is received and payment confirmed.

### TERMS OF PAYMENT

Payment must be made in full (100%) at time of registration to hold seat.

Once payment is received by the STARTING POINT Professional Services your organization/ contact person will receive a confirmation email with a receipt and additional details specific to your registration.

**PAYMENT OPTIONS** Cash, Cheque, Money Order, Credit Card (via website only) or E-transfer to [thestartingpointproservices@gmail.com](mailto:thestartingpointproservices@gmail.com)

**Note:** Cheques only accepted by businesses/ organizations. Personal cheques not accepted.

### PAYMENT INFORMATION

**Early Bird (E.B.) Rates** (A -\$200 & YA-\$150) ends 11:59:59 PM on Apr 8, 2022.

**Regular (R) Rates** (A -\$250 & YA-\$200) apply from 12:00:00 AM on Apr 9, 2022 to 11:59:59 PM on April 22, 2022

**Drop-in Rates** (A-\$35 & YA-\$25) apply after 12:00:00 AM on April 23, 2022 each session.  
(A = Adult & YA = Young Adult)



## DISCOUNT RATES

<b>Elders/ Students</b>	E.B. \$125 or R \$175
<b>PIB/ TteS Member</b>	E.B. \$100 or R \$125

**GROUP RATES** for groups, families, communities, businesses, organizations...

<b>Groups of 2-5</b>	E.B. \$150/ pp or R \$200/ pp
<b>Groups of 6-10</b>	E.B. \$125/ pp or R \$175/ pp
<b>Groups of 11+</b>	E.B. \$100/ pp or R \$150/ pp

Please contact Victoria via email at: [thestartingpointproservices@gmail.com](mailto:thestartingpointproservices@gmail.com)

**Group Registrants** using group rates MUST provide key contact on registration form.

**Key Contact** MUST submit first & last names in writing for registrants (no later than 2:00:00 pm Weds. Apr 20, 2022) to access ZOOM log in.

Cancellation/ No Show Policy applies for groups

## CANCELLATION POLICY

Notice of Cancellation must be made in writing to [thestartingpointproservices@gmail.com](mailto:thestartingpointproservices@gmail.com) to request & receive refund or credit.

**72 Hour Notice** (no later than 2:00:00 pm Fri. Apr 22, 2022) written request must be given for full refund or credit towards another session of equal or lesser value.

**48 Hour Notice** (no later than 2:00:00 pm Sat. Apr 23, 2022) written request must be given for partial 75% refund or credit towards another session of equal or lesser value.

**24 Hour Notice** (no later than 2:00:00 pm Sun. Apr 24, 2022) written request must be given for partial 50% refund or credit towards another session of equal or lesser value.

**No Shows** are non-refundable.

**No Shows** Partial credits (30- 50%) may be applied for by groups only and granted at the discretion of Program Manager. Partial Credit requests for NO SHOWS must be made in writing to within 24 hours of program to: [thestartingpointproservices@gmail.com](mailto:thestartingpointproservices@gmail.com)

## REFUND POLICY

Refunds will be made within ten (10) business days following sessions as a cheque for businesses/ organizations/ groups & upon written request, via e-transfer to individuals/ families. Refund arrangements will only be made to Key Contact listed on group registrations.

## CREDIT POLICY

Credits are given to clients in place of monetary refund for cancellations.

Credits are transferrable but non-refundable.

## NO SHOWS:

Registrants who have confirmed their booking with The STARTING POINT Professional Services and do not show up for their confirmed date and time and have not submitted their cancellation request in writing by email a minimum of twenty-four (24) hours prior to booking are not eligible for refund/ credit.

**No Shows** are non-refundable.

**No Shows** Partial credits (30-50%) **may** be applied for by groups only and granted at the discretion of Program Manager. Partial Credit requests for NO SHOWS must be made in writing to Victoria within 24 hours of missing program: [thestartingpointproservices@gmail.com](mailto:thestartingpointproservices@gmail.com)

## **RESCHEDULING YOUR BOOKING**

To reschedule your booking using credit where applicable please contact the STARTING POINT Professional Services via email: [thestartingpointproservices@gmail.com](mailto:thestartingpointproservices@gmail.com)

**Please Note:** All Cheques payable to: The STARTING POINT PROFESSIONAL SERVICES

**Mail to:** Victoria Jaenig, The STARTING POINT  
153 Speetlum Place  
Penticton, BC V2A 0E3

**In Person:** Pickup/ Drop off available if applicable

**E-transfers** accepted to: [thestartingpointproservices@gmail.com](mailto:thestartingpointproservices@gmail.com)

## **FOR MORE INFORMATION**

Please refer to our website for latest and most up-to-date information about this program by going to [www.the-starting-point.com](http://www.the-starting-point.com)