



UNIVERSITY of GUYANA



CoETaL

Office of the Vice-Chancellor through CoETaL
presents

The University's **Senior Administrative Leadership On-Boarding Seminar 2022**

Dates & Time:

2nd September, 2022 (11:30 hrs - 14:03 hrs)

9th September, 2022 (10:00 hrs - 13:15 hrs)

16th September, 2022 (10:00 hrs - 13:00 hrs)

Please click below to register in advance:

<https://zoom.us/meeting/register/tJAkcuCrqjMtGteqeYRbiEjKh2qH3MjwHn3B>



UNIVERSITY of GUYANA

PROGRAMME

Week 1: 2nd September, 2022 | 11:30 hrs - 14:03 hrs

National Anthem

Chairperson: **Dr. Charmaine Bissessar**

11:30 - 11:33

Welcome Remarks: Dr. Lawrence Lewis

Chairperson, Committee of Deans

11:33 - 12:03

Orienting Presentation: Professor Paloma Mohamed Martin,

Vice Chancellor XI, University of Guyana

12:03 - 12:18

Questions and Answers

12:18 - 12:33

Operations in Academic Engagement: Prof. Emanuel Cummings,

Deputy Vice-Chancellor, Academic Engagement, University of Guyana

12:33 - 12:43

Questions and Answers

12:43- 12:58

Operating the Registry: Dr. Nigel Gravesande,

Registrar, University of Guyana

12:58- 13:08

Questions and Answers

13:08 - 13:23

Operations Personnel: Ms. Marcellin D'Aguiar,

Personnel Officer (Ag.), University of Guyana

13:23 - 13:33

Questions and Answers

13:33 - 13:48

Student Welfare - Inclusion Unit, Inclusion Policy:

Ms. Daniella King, Assistant Registrar - Student Welfare Division

13:48 - 13:58

Questions and Answers

13:58 - 14:03

Mentimap Evaluation

Dr. Charmaine Bissessar

End of Week 1

Week 2: 9th September, 2022 | 10:00 hrs - 13:15 hrs

National Anthem

Chairperson: **Professor Leyland Lucas, Dean, SEBI**

10:00 - 10:30

Operating the Tactical Online Services Unit (TOS):

Mr. Malcolm Williams, Director, TOS, University of Guyana

10:30 - 10:40

Questions and Answers

10:40 - 10:55

Operating the Department of Projects: Ms. Nikki Cole,

Director, Procurement, Planning and Monitoring (PPM),
University of Guyana

10:55 - 11:05

Questions and Answers



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PROGRAMME

Week 2: 9th September, 2022 | 10:00 hrs - 13:15 hrs

Chairperson: Professor Leyland Lucas, Dean, SEBI

- 11:05 - 11:20 ***Operating Estates and Maintenance: Mr. Orin Porter,***
Deputy Director, Estates and Maintenance, University of Guyana
- 11:20 - 11:30 ***Questions and Answers***
- 11:30 - 11:45 ***Operating Security: Mr. Terry Benn,***
Chief of Operations, University of Guyana
- 11:45 - 11:55 ***Questions and Answers***
- 11:55 - 12:10 ***Operating the Department of Events, Conferences and***
Communications (DECC): Mr. Jainarine Deonauth,
Director, DECC, University of Guyana
- 12:10 - 12:20 ***Questions and Answers***
- 12:20 - 12:35 ***Operating Philanthropy, Alumni & Civic Engagement (PACE):***
Professor Paloma Mohamed Martin,
Vice Chancellor XI, University of Guyana
- 12:35 - 12:45 ***Questions and Answers***
- 12:45 - 13:00 ***Teaching to Diverse populations: Dr. Lidon Lashley,***
Director, Early Childhood Centre of Excellence &
Chairperson, UoG Inclusion Task Force
- 13:00 - 13:10 ***Questions and Answers***
- 13:10 - 13:15 ***Mentimap Evaluation: Dr. Charmaine Bissessar***

End of Week 2



Week 3: 16th September, 2022 | 10:00 hrs - 13:00 hrs

National Anthem

Chairperson: Ms. Camanie Khedaroo, Division Coordinator, Faculty of
Education and Humanities, UGBC

- 10:00 - 10:15 ***Operations in Institutional Advancement: Dr. Mellissa Ifill,***
Deputy Vice-Chancellor, Institutional Advancement,
University of Guyana
- 10:15 - 10:25 ***Questions and Answers***
- 10:25 - 10:40 ***Operating the Bursary: Ms. Holda Poonai,***
Bursar, University of Guyana
- 10:40 - 10:50 ***Questions and Answers***



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PROGRAMME

Week 3: 16th September, 2022 | 10:00 hrs - 13:00 hrs

Chairperson: Ms. Camanie Khedaroo, Division Coordinator, Faculty of Education and Humanities, UGBC

- 10:50 - 11:05 ***Operating UGBC: Professor Gomathinayagam Subramanian,***
Director, UGBC, University of Guyana
- 11:05 - 11:15 ***Questions and Answers***
- 11:15 - 11:30 ***Operating the Institute Of Distance & Continuing Education (IDCE): Dr. Jacqueline Murray,*** Director, IDCE, University of Guyana
- 11:30 - 11:40 ***Questions and Answers***
- 11:40 - 11:55 ***Operating Occupational Health and Safety (OOHAS):***
Ms. Olivia Parris-Bowen, Director, OOHAS, University of Guyana
- 11:55 - 12:05 ***Questions and Answers***
- 12:05 - 12:20 ***Self Care and Conflict Resolution: Dr. Katija Khan,***
Dean, College of Behavioural Science and Research
- 12:20 - 12:25 ***Questions and Answers***
- 12:25 - 12:40 ***Operating Philanthropy, Alumni & Civic Engagement (PACE):***
Professor Paloma Mohamed Martin,
Vice Chancellor XI, University of Guyana
- 12:40 - 12:50 ***Questions and Answers***
- 12:50 - 12:55 ***Mentimap Evaluation:*** Dr. Charmaine Bissessar
- 12:55 - 13:00 ***Closing Remarks: Professor Paloma Mohamed Martin,***
Vice Chancellor XI, University of Guyana

Please click on the link below to give your feedback:

https://docs.google.com/forms/d/e/1FAIpQLSdEwcoPyllN_LCiqJLOup4bzarUsyd9tXCzZz4l-SjxUF6U-g/viewform?usp=pp_url

End

