

DONALD C. MOORS
Manager

PROFESSIONAL EXPERIENCE

(Continued)

**Policy and
Organizational
Development**

For a provincial Department of Education, with two other persons, provided a comprehensive analysis of the policies, organization and activities of the province's adult education activity. Provided a complete plan for the reorganization of the activity combining three distinct sections into one overall organization. Defined, for the Deputy Minister's approval, a new policy statement, long and short term objectives, an organizational plan and statement of responsibilities.

For a provincial hospital and rehabilitation centre, analyzed the work attendance patterns of the medical, maintenance and rehabilitation staff (300 employees). Reported results to the hospital management board and provided guidelines for the selection and yearly assessment of employees.

For a provincial Department of Education, through a task force activity, analyzed the needs of and resources available for a province-wide adult literacy program. Provided, for the approval of the Deputy Minister, a policy statement associated with the department's involvement in this area. Provided guidelines for planning and implementation of a new program.

For a provincial Department of Tourism, directed the five-year projection of training needs for the hospitality industry at a province wide level. Outlined plans for the implementation of a jointly operated industry based training program to meet these projected needs.

**EDUCATION &
PROFESSIONAL ASSOCIATIONS**

Education

Bachelor of Arts, 1965, Dalhousie University

Master of Arts (Psychology), 1969, Dalhousie University

**Professional
Affiliations**

Member, Association of Psychologists of Nova Scotia

Member, Association of Education and Training Technology