



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Guide to Management Training Courses Guide des cours de Formation en Gestion

1988 / 1989

**Indian / Inuit Management Development
Transfer Payments Management**

**Formation et perfectionnement en gestion des Indiens
Gestion des Transferts de Paiement**

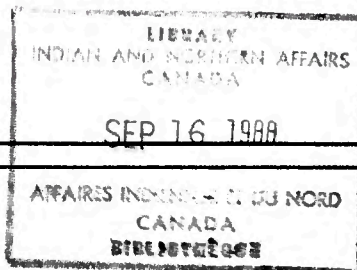
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Canada

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INTRODUCTION

The Transfer Payments Management Directorate has prepared the 1988/89 Guide to Management Training Courses to assist Indian and Inuit leaders to compare and to choose management training programs in their area.

Descriptions of the management and administrative programs contained in this guide are listed according to region and institution. For each program, the address and phone number as well as the name of a contact person is provided along with specific information about program duration, location, admittance requirements and the language of instruction. Individuals who wish to participate in a management program should confirm the information provided in this guide with the institute concerned.

The Guide to Management Training Courses is updated annually. Since last year's Guide was published, three more institutes with native management programs have been added to the growing number of institutes offering specialized training for Indian and Inuit people. In addition to the new institutes, a total of eleven original programs have been designed and are being offered by institutions already listed in the Guide.

Institutions and organizations that have training programs designed for Indians and Inuit or those who wish to update course information should contact:

Director
Transfer Payments Management Directorate
Indian and Northern Affairs Canada
Room 1744 - Les Terrasses de la Chaudière
10 Wellington Street
OTTAWA, Ontario
K1A 0H4

Telephone: (819) 994-4343

INTRODUCTION

Afin de permettre aux dirigeants Indiens et Inuit de comparer et de choisir des cours de gestion, la Direction de la Gestion des Transferts de Paiement a conçu le Guide des cours de Formation en Gestion 1988/89 (1988/89 Guide to Management Training Courses).

Les descriptions de cours y sont données par région et par établissement. Chaque cours est accompagné du nom, de l'adresse et du numéro de téléphone d'une personne à contacter ainsi que d'une description générale rédigée dans la langue d'enseignement; on y indique la durée du cours, l'adresse de l'établissement, les exigences particulières d'admission et la langue d'enseignement. Les personnes qui désirent participer à un programme de formation en gestion doivent le confirmer auprès de l'établissement d'après les renseignements offerts dans le guide.

Le Guide de Formation en Gestion est mis à jour chaque année. Depuis la dernière publication, trois nouveaux établissements offrant des programmes en gestion ont été ajoutés au nombre croissant d'établissements spécialisés en formation pour les Indiens et les Inuit. En plus de ces nouveaux établissements, un total de onze nouveaux programmes ont été désignés et sont offerts par les institutions déjà listées dans le Guide.

Tous les organismes et établissements qui dispensent des programmes de formation conçus pour les Indiens et les Inuit ou qui désirent faire inscrire un programme ou une mise à jour sont priés de communiquer avec:

Directeur
Direction de la Gestion des Transferts de Paiement
Affaires indiennes et du Nord Canada
Pièce 1744 - Les Terrasses de la Chaudière
10, rue Wellington
Ottawa (Ontario)
K1A 0H4

Téléphone: (819) 994-4343

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Business Certificate Program

Courses offered:

Preparatory English	Computer Fluency
Basic Math of Finance	Management I
Preparatory Math	Management II
Business Report	Introduction to Data Processing
Career Awareness Workshop	Public Speaking
Typing and Word Processing	Microeconomics
Computer Literacy	Macroeconomics
Organizational Behavior I	Business Law I
Organizational Behavior II	Business Law II
Government and Business	Accounting I
Personnel Management	Accounting II
Marketing I	Accounting for the Manager
Marketing II	Small Business Development
Statistics	Small Business Management
Managing Change	
Management Simulations	

Courses listed above are accredited and may also be taken through the Distance Education Department of B.C.I.T.

Duration: Nine months

Location: Merritt, B.C.

Language of instruction: English

Admittance requirements: High school graduation

For further information contact:

Mr. Doug Smith
Native Indian Outreach Program
B.C.I.T.
3700 Willingdon Avenue
BURNABY, B.C.
V5G 3H2

Telephone: (604) 432-8645

CENTRE FOR INDIAN TRAINING AND RESEARCH

The Centre for Indian Training and Research provides three series of courses related to Indian management training:

1) The Chief and Council Series offers:

- Roles and Responsibilities of Chief and Council
- Effective Band Organizations
- Policy Development and Implementation
- Financial Management

2) The Band Management Series offers:

- Program Planning
- Human Resources Development
- Financial Management and Information Series
- Strategic Planning and Decision Making

3) The Community Planning and Resource Management Series offers:

- Introduction to Community Planning
- Communication Skills and Planning
- Community Plans and Land Use
- Impact Analysis and Resource Management

The Indian Management Training Series has been designed to be delivered on-site throughout British Columbia in three-day workshops upon request. The workshops include opportunities to practice skills and apply knowledge in local situations through case studies, problem solving exercises and small group discussions.

Duration: Three-day workshops

Language of instruction: English

For further information contact:

Ms. Catherine Teneese
Centre for Indian Training & Research
Box 12150 - Nelson Square
611-808 Nelson Street
VANCOUVER, B.C.
V6Z 2H2

Telephone: (604) 682-8588

NATIVE EDUCATION CENTRE

Native Public Administration Program

The Native Public Administration Program is a one year certificate program that trains students in the policy and practices of public and business administration, especially as it applies to Indian people. This program will provide Native people with skills that will enable them to access employment in Native organizations as well as in the private and government sectors.

Courses offered:

First semester:

Introduction to Business
Business Math
Business Communications
Accounting
Business Law and Native
Legal Issues
Computers

Second semester:

Effective Supervision for
Native Settings
Applied Accounting in a
Native Setting
Management in a Native Setting
Work Experience
Public Administration
Intergovernmental Affairs
Public Speaking

Duration: Ten months, starting September

Location: Vancouver

Language of instruction: English

Admission requirements:

Students interested in this program must apply by using the standard Native Education Centre admissions application. In addition, students must:

- be 20 years of age or older
- have a grade twelve diploma or equivalency with a "C" average in grade twelve English and math
- have a career interest in business, finance, administration, management, commerce or related fields
- have two letters of reference
- write a one page letter outlining their interest in the program

Students are admitted after approval from both the Native Education Centre and a career counsellor at Canada Employment, if sponsored by C.E.I.C.

(Cont'd)

NATIVE EDUCATION CENTRE (Cont'd)

Native Hospitality and Tourism Management Training Program

The native Hospitality and Tourism Management Training Program is a one year certificate program designed to assist native people gain skills in a growing employment sector of the B.C. economy and an area of great economic potential to many Native communities.

Courses offered:

First semester:

Introduction to Tourism
Public Speaking and
Communication Introduction
Current Economic Issues
Native Hospitality Tourism
Marketing
Hospitality Human Relations
and Supervisory Development
Management in the Hospitality
Industry
Computers Introduction

Second semester:

Hospitality Marketing and Sales
Promotion
How to Start Your Own Service
Business or Attractions and
Events
Hospitality Industry
Applications for Lotus 1-2-3
Hospitality Personnel
Administration
Travel Agency and Tour
Operations, An Introduction
Hospitality and Tourism
Practicum

Duration: Ten months, starting October

Location: Vancouver

Language of Instruction: English

Admission requirements:

Students interested in this program must apply by using the standard Native Education Centre admissions application. In addition, students must:

- have grade 12 or equivalency
- write a one page essay explaining their interest in this program
- be 20 years of age or older
- have some micro-computer experience, if possible
- have a personal interview and written assessment test conducted by the N.E.C. Admissions Committee
- have a high interest to seek employment in this field
- show evidence of a stable personal, financial and family situation
- have a proven history of good attendance in previous school experiences

Students are admitted after approval from both the Native Education Centre and a Career Counsellor at Canada Employment, if sponsored by C.E.I.C.

(Cont'd)

NATIVE EDUCATION CENTRE (Cont'd)

Secretarial Office Training

The Secretarial Office Training program is designed for students interested in a secretarial, office or clerical career. It is the first part of a course of study that will lead to training in micro-computers. The Secretarial Office Training program is for people who lack previous office experience. It will equip students with hands on skills that will enable them to pursue an office related career and/or gain entry in the computer training program at the Native Education Centre.

Courses offered:

Typing	Services Management
Bookkeeping	Reproduction/Distribution
Business Communications	Records Management
Reception/Public Relations	Work Experience

Duration: Five 1/2 months, starting October and April

Location: Vancouver

Language of instruction: English

Admission requirements:

Students interested in this program must apply by using the standard Native Education Centre admissions application. In addition students must:

- be 19 years of age or older
- have a grade 12 or equivalency
- have two letters of reference
- write a one-page letter explaining their interest in this career field
- have a personal interview with the N.E.C. Admissions Officer
- show evidence of personal, living and financial stability

Students are admitted after approval from the Native Education Centre and a Career Counsellor at Canada Manpower, if sponsored by C.E.I.C.

For further information contact:

Mr. Howard Green
Administrator, Native Education Centre
285 East Fifth Avenue
VANCOUVER, B.C.
V5T 1H2

Telephone: (604) 873-3761
in B.C.: 1-800-663-5405

NATIVE TRAINING INSTITUTE

Band Community Management

The Native Training Institute has developed a Band Community Management program which emphasizes the relevancy of traditional Indian management philosophy to modern day administration and management practices. The program is designed to meet the needs of Native people working in management fields on Indian reserves. Emphasis has been placed on the development of personal management skills and the appropriate support skills relevant and necessary to the growth and development of Indian communities.

Courses offered:

Community Health Advocate	
Alcohol & Drug Addictions Counsellor	Level I & Level II
Native Human Service Worker	
Sexual Abuse Counsellor	
Indian Education	
Needs Assessment	Wholistic Management
Communication Skills	Resource Management
Community Delivery Systems	Community Leadership
Community Planning	Developing Community
Team Building	Involvement

Duration: Twelve one-week modules class room

Language of instruction: English

For further information contact:

Ms. Marie Shuter
Director
Native Training Institute
Box 1000
SPENCES BRIDGE, B.C.
V0K 2L0

Telephone: (604) 458-2213 or (604) 458-2214

NICOLA VALLEY INSTITUTE OF TECHNOLOGY

Three courses are offered by the Institute

1. Administration Program Certificate

Courses Offered:

First Semester

ACC 151	Accounting 1
MGT 262	Organizational Behavior
TCOM 190	Tech. Comm I
CIS 150	Micro-Computer Applications

Second Semester

MGT 151	Management I
MKT 151	Marketing I
TCOM 191	Tech. Comm 2
MATH 154	Math of Finance
LAW 293	Law I
MGT 263	Personnel

Duration: Eight months

Location: Merritt, B.C.

Language of instruction: English

Admittance requirements: High School Graduation

2. Administration Program Diploma

Courses offered:

First Semester

ACC 151	Accounting 1
MGT 262	Organizational Behavior
TCOM 190	Tech. Comm I
CIS 150	Micro-Computer Applications

Second Semester

MGT 151	Management I
MKT 151	Marketing I
TCOM 191	Tech. Comm 2
MATH 154	Math of Finance
ECON 202	Micro Economics
MGT 263	Personnel

Third Semester

ACC 257	Financial Management I
ECON 201	Macro Economics
MGT 251	Applied Management Skills
MATH 157	Business Statistics
LAW 293	Law I

Electives

Concentrating in one or more of the following areas:

- Band Management
- Finance
- Small Business Development
- Accounting
- Marketing
- Finance
- Computing

(Cont'd)

NICOLA VALLEY INSTITUTE OF TECHNOLOGY (Cont'd)

Duration: Sixteen months

Location: Merritt, B.C.

3. Community Economic Development Diploma Program

Courses offered:

First semester

Business Development and
CED I
Accounting I
Market Research
Community Analysis
Leadership, Problem-Solving,
and Decision-Making

Second semester

Coop Work Placement
Elective course
Elective course

Third semester

Business Development and
CED 2
Indian Economic Development
and the law
Organizational Development,
Planning and Systems
Community Development 2
Financial and Investment Planning

Fourth semester

Coop Work Placement
Elective course
Elective course

Elective courses:

There are 7 elective courses to choose from. Choices will be made by the student with Instructor input, and will depend largely on the specific tasks the student will undertake in the Coop Work Placement.

Duration: Sixteen months

Language of instruction: English

Location: Merritt, B.C.

Admittance requirements: High School Graduation or a strong background in band management, community work or business; also, computer literacy and strong writing skills

(Cont'd)

NICOLA VALLEY INSTITUTE OF TECHNOLOGY (Cont'd)

For further information contact:

Mr. D.A. Baker
Principal
Nicola Valley Institute of Technology
Box 188
MERRITT, B.C.
V0K 2B0

Telephone: (604) 378-4235

ARCTIC COLLEGE

1. Public and Business Administration Diploma

The continuing growth of business, government and other organizations in the Northwest Territories, has resulted in a strong and increasing demand for well trained northern residents in all aspects of management. The two year Public and Business Administration program is a high level and demanding program designed to provide graduates with the necessary skills and experience to enter management careers.

Courses offered:

First semester

Accounting 234
Business writing 201
Business Math 230
Economics 262
Business Comm 302
Micro-computer
Applications 231

Third semester

Accounting 334
Business Law 382
Marketing 335
Organizational Behavior 353
Public Administration 391
Statistics 390

Second semester

Accounting 235
Economics 263
Income Tax 214
Introduction to Government 290
Entrepreneurial Mngt 227
Principals of Mngt 210
Micro-computer
Applications 232

Fourth semester

Accounting 335
Business Law 383
Policy Analysis 310
Human Resource Management 372
Public Administration 392
Purchasing, Inventory, on
Transport Management 338
Advanced D-Base III 333

Optional

Managerial Finance 367
Income Tax 314
Investments 368
AMCTO Certificate 393

Duration: Two years

Location: Fort Smith, N.W.T.

Language of instruction: English

Admittance requirements: High school graduation

(Cont'd)

ARCTIC COLLEGE (Cont'd)

For further information contact:

Mr. Martin Strikwerda
Chairman, Public and Business Administration
Arctic College
Box 600
FORT SMITH, N.W.T.
XOE OP0

Telephone: (403) 872-7590

2. Northern Business Management Introduction Program

This program offered by Arctic College Public and Business Administration Department is laying the foundations for the management training program that is being developed at the Inuvik campus.

Courses offered:

Accounting
Introduction to the Canadian Business Environment
Communications
Business Mathematics
Introduction to the Canadian Economy
Organizational Structures

Duration: Seven months

Location: Inuvik, N.W.T.

Language of instruction: English

For further information contact:

Mr. Victor Boteri
Coordinator
Business Management Certificate Program
Arctic College - Aurora Campus
Box 1008
INUVIK, N.W.T.
XOE OT0

Telephone: (403) 979-2556

(Cont'd)

ARCTIC COLLEGE (Cont'd)

3. Northern Business Management Certificate Program

This program is designed to meet the needs of the public and business administrators in the Inuvik Region of the Northwest Territories.

Note: The Northern Business Certificate Program is also the first year of the Public and Business Administration Diploma Program.

Courses offered:

First semester
(Sept. to Dec.)

Accounting 234
Business Communications 201
Business Mathematics 230
Economics - Macro 232
Introduction to
Microcomputers 220-2
Report Writing

Second semester
(Jan. to May)

Accounting 235
Economics 263
Income Tax 214
Introduction to Government 290
Personal Money Management 221
Systems Analysis 320

Duration: Nine months

Location: Inuvik, N.W.T.

Language of instruction: English

Admittance requirements:

High school graduation or equivalent and/or successful completion of the Northern Business Management Introduction Program.

For further information contact:

Mr. Victor Boteri
Coordinator
Business Management Certificate Program
Arctic College - Aurora Campus
Box 1008
INUUVIK, N.W.T.
XOE OT0

Telephone: (403) 979-2556

COMMUNITY VOCATIONAL CENTRES - SLAVE LAKE

Certificate in Band Administration

This program is designed to train people employed by Band Tribal Councils in the skills necessary to be competent administrators. Students attend class two weeks per month and work in positions with their bands for the rest of the month. Some courses are offered for university credit, e.g. Communications class includes English 255 from Athabasca University. Program content is designed to be as practical as possible in order to meet the needs of Band Councils and students.

Courses offered:

- Personnel Management
- Financial Management (includes accounting and computer accounting)
- Written and Interpersonal Communications
- Band Economic Development (includes Funding Grantsmanship, Program Development, Community Planning, etc.)
- Political and Legal Issues

Duration: Ten months

Location: Driftpile, Alberta

Language of Instruction: English

For further information contact:

Ms. Donna Morrison
Coordinator
Human Services Programs
Community Vocational Centres
Box 1280
SLAVE LAKE, Alberta
T0G 2A0

Telephone: (403) 849-7179

LAKELAND COLLEGE

Business Administration Program

Lakeland College Offers a Business Administration Program which includes optional band management courses.

Courses offered:

Band Management I
Band Management II
Band Management III

All three of these courses are designed to meet the learning needs of the band manager or band planner. The overall objectives of the band management courses are to:

1. Familiarize students with business and administrative developments, economic and resource development, and small business and educational development related to Native Bands in Canada.
2. Prepare students to deal with the various government agencies.
3. Familiarize students with band organization practices, band development strategies, and with current band policy and strategy.
4. Discover the variety of laws and regulations which affect: the lives of band members, reserve development, and the education of band members.

Band Management I (BA 100) topics include:

The Indian Act
Administrative Financial Regulations
Federal and Provincial Acts and Regulations
Band Council Roles, Procedures and Resolutions
Band Enterprises

Band Management II (BA 200) topics include:

Economic and Resource Development
Interacting with Indian Affairs
Market Research
Current Band Administration Procedures

(Cont'd)

LAKELAND COLLEGE (Cont'd)

Band Management III (BA 300) topics include:

Small Business Development
Human Development
Current Indian Act Regulations and Band Policy

Duration: Nine months

Location: Lloydminster, Alberta

Language of instruction: English

Admittance requirements: 17 years of age

Telephone: (403) 853-8508

(Cont'd)

LAKELAND COLLEGE (Cont'd)

Basic Management Program - Tribal Chiefs Association

Lakeland College offers a 600 hour client-centered Basic Management Program specifically designed for managers and management trainees working on reserves. This management training program results in a certificate of participation granted for attendance and a one year College accredited Basic Management Certificate for those participants who successfully complete four student projects and a practicum.

The Lakeland College Basic Management Program differs from other management programs in that the practical component is stressed in relation to each participant's particular situation. This is accomplished by dividing the program into three components:

1. 300 hours of in-class instruction (150 hours core instruction and 150 hours client-centered instruction);
2. 100 hours of student projects; and
3. 200 hours of practicum.

The following material is covered during the 150 hours of core instruction:

Planning, organizing, staffing	
directing and controlling	10 hours
Leadership	20 hours
Communications	40 hours
Computers	20 hours
Acquiring funds, budgeting and Accounting	40 hours
Law and legal matters	10 hours
Marketing, promotions, and selling for non profit and/or profit organizations	10 hours

The client selects the remaining 150 hours of instruction and can either expand on the core materials or choose additional management related topics.

Duration: 1 year

Location: Any location. Those locations outside the traditional Lakeland College delivery area are served through co-operative agreements with local agencies.

(Cont'd)

LAKELAND COLLEGE (Cont'd)

Language of instruction: English

Admittance requirements: Ability to read and write English

For more information contact:

Mr. John Dahmer, Director
Lakeland College
St. Paul Campus
Box 2259
ST. PAUL, Alberta
T0A 3A0

Telephone: (403) 645-3276

NECHI INSTITUTE

Organizational Development and Program Management Workshops

Nechi Institute offers a series of organizational development and program management workshops. A certificate is awarded upon the completion of the program.

Workshops offered:

- Towards a Philosophy of Management*
- Inclusion and Prevention in the Workplace
- Policies and procedures
- Conflict Management and Decision Making
- Program Planning
- Program Development
- Budgeting I
- Budgeting II
- Internal Relations Development
- External Relations Development

* Note: This first module is a prerequisite for all other modules.

Duration: Ten modules (one 3-day module/month)

Location: Nechi Centre, St. Albert, Alberta

Language of instruction: English

For further information contact:

Ms. Marilyn Shirt
Training Coordinator
The Nechi Institute of Drug and Alcohol Education
Box 3884, Postal Station "D"
EDMONTON, Alberta
T5L 4K1

Telephone: (403) 458-1884

UNIVERSITY OF LETHBRIDGE

Program I

Bachelor of Management Degree (B. Mgt.)
with concentration in the Business Enterprises and Self-governing
Systems of Indian, Inuit and Métis Peoples.

The objective of the Bachelor of Management Degree is to prepare graduates for managerial careers in any area of life in the political, economic, and social environments in which Indian organizations operate.

Topics and specializations covered:

- Introduction to Management
- Introductory Accounting
- Principles of Financial Accounting
- Principles of Cost Accounting
- Management Accounting
- Introduction to the Market Economy
- The Economies of Indian, Inuit and Métis Peoples
- Native American History
- Native American Politics
- The World of Words
- Introduction to Probability and Statistics
- Techniques of Calculus
- Marketing
- Organizational Behavior, Theory and Design
- Finance
- Personnel Administration
- Information Systems 1
- Management Law
- Decision Analysis
- Management Policy and Environment (Cases)
- Management Policy and Strategy

CONCENTRATION

- Comparative Management Strategies of Aboriginal Peoples (Cases)
- Raising Capital and Money Management in Aboriginal Communities and organizations
- Socio-Economic Planning in Aboriginal Communities
- Public Finance and Aboriginal Peoples
- Small Business Management
- Organization and Design of Aboriginal Business Enterprises and Economic Development Projects
- Native Law and Economic Development
- Administrative Systems of Aboriginal Governments

(Cont'd)

UNIVERSITY OF LETHBRIDGE (Cont'd)

Program I (Cont'd)

Duration: four years

Location: Lethbridge, Alberta

Language of instruction: English

Admittance requirements: high school graduation or mature student status

Program II

Management Certificate
with a specialization in the **Business Enterprises and Self-governing Systems of Indian, Inuit and Métis People.**

Students may also choose an 8-10 course, Management Certificate with a concentration in one of a variety of related fields.

Courses offered:

Introduction to Management
Introductory Accounting
Principles of Financial Accounting
Organizational Behavior, Theory and Design
Personnel Administration
Raising Capital and Money Management in Aboriginal Communities and Organizations
Public Finance and Aboriginal People
Socio-Economic Planning in Aboriginal Communities
Organization and Design of Aboriginal Business Enterprises and Economic Development Projects
Training, Leadership and Communications Skills
Agricultural Business Management
Small Business Management
The Economies of Indian, Inuit and Métis Peoples
Native Law and Economic Development: prerequisite; N.A.S. 2400

(Cont'd)

UNIVERSITY OF LETHBRIDGE (Cont'd)

Duration: One or two years

Start date: September and January of each year

Location: Lethbridge, Alberta

Language of instruction: English

Admittance requirements: graduation or mature student status

Note: All of the courses within the Management Certificate Program are equal in every respect to the courses taught and evaluated in the Bachelor of Management Degree Program. If after the completion of the Certificate program a student is accepted into the Bachelor of Management Degree Program, all the credits earned under this program will be transferred to the Bachelor of Management Degree.

For further information contact:

Dr. Ken Nicol
Coordinator
School of Management
The University of Lethbridge
4401 University Drive
Lethbridge, Alberta
T1K 3M4

Telephone: (403) 329-2159

The Department of Indian Management and Administration offers classes leading to a Certificate in Administration, a Diploma of Associate in Administration, and a Bachelor of Administration. Courses offered by the department are designed to enable the student to adapt the management techniques and practices of today to the special needs and priorities of Indian program administrators, band administrators, and Indian business entrepreneurs.

Administration 200:	Introduction to Administration and Organization Behavior
Administration 220:	Principles of Band Management
Administration 225:	Band Business Development
Administration 228:	Federal Policy and Financial/Administrative Development for Bands
Introductory Financial Accounting	285
Introductory Managerial Accounting	288
Managerial Finance	290
Administration 320:	Band Planning

- July: Introductory Finance
- August: Introductory Finance

- 1) Certificate in Administration, 16 Credit hours (4 classes)
- 2) Certificate in Continuing Education and Administration
(32 classes)
- 3) Diploma of Administration, 64 Credit hours (16 classes)
- 4) Bachelor of Administration, 128 Credit hours (32 classes)

Regina, for on-campus students. All five classes listed above will also be offered off campus at various locations throughout the province through extension services in a modular format. Summer Institutes of 3 week duration are offered on campus in July and August.

Admittance requirements: High school graduation or permission
of S.I.F.C.

(Cont'd)

SASKATCHEWAN INDIAN FEDERATED COLLEGE (Cont'd)

Bachelor of Arts Degree in Indian Studies

The Bachelor of Arts degree provided by the Saskatchewan Indian Federated College offers courses related to management development. The Bachelor of Arts degree in Indian Studies enables students to interpret the past, clarify contemporary thinking and anticipate the future with sensitivity and enthusiasm for the traditional values and needs of the indigenous peoples.

Indian Studies courses offered that are related to management development for Indians:

Indian Studies 220: Politics and the Canadian Indian
Indian Studies 225: The Principles of Indian Law
Indian Studies 230: Traditional Foundations of Indian
Societies in Canada
Indian Studies 245: Reserves: History and development
Indian Studies 301: Contemporary Indian peoples of Canada
Indian Studies 325: The Indian Act

Duration: Three year general degree or four year honours degree.

Location: Regina, Saskatchewan

Language of instruction: English

Admittance requirements: High school graduation or
mature student status.

For further information contact:

Doctor B. Chadwick
Department Head
Department of Indian Management Administration
Saskatchewan Indian Federated College
Room 127, College West Building
University of Regina
REGINA, Saskatchewan
S2S 0A2

Telephone: (306) 584-8333
Toll free: 1-800-667-8060

Note: All studies offered by the S.I.F.C. are under the
jurisdiction of the Indian Governments of Saskatchewan.

KEEWATIN COMMUNITY COLLEGE

Band and Northern Communities Administration

This program was initiated in 1986 in response to a demand for entry and middle level administrators in bands, tribal councils and northern communities. The emphasis has been directed to developing strong accounting and communication skills. Currently the program is headquartered at the main campus in The Pas.

Courses offered:

Module 1

Accounting 1
Economics 1
Business Communications 1
Electronic Data Processing 1
Mathematics
Organizational Behavior

Module 3

Accounting 3
Community Development
Report Writing 1
Research Methods
Public Administration 2
Organizational Behavior

Module 5

Accounting 5
Report Writing 3
Law 2
Finance
Personnel Management
Organizational Behavior

Module 2

Accounting 2
Economics 2
Business Communications 2
Electronic Data Processing 2
Public Administration 1
Organizational Behavior

Module 4

Accounting 4
Cross Cultural Issues
Report Writing 2
Public Administration 3
Law 1
Organizational Behavior

Duration: 40 weeks of 5 eight week modules

Location: The Pas, Manitoba

Language of Instruction: English

Admittance requirements: Mature students, over 20 years of age in the September of entry or those individuals with 7 high school credits, 2 of which must be Math 100 or 101 and English 100 or 101.

(Cont'd)

KEEWATIN COMMUNITY COLLEGE (Cont'd)

For further information contact:

Mr. Warren Wain
Program Instructor
Band and Northern Communities Administration
Keewatin Community College
Box 3000
The Pas, Manitoba R9A 1M7

Telephone: (204) 623-3416

UNIVERSITY OF MANITOBA

Certificate in the Management of Community, Economic and Organization Development

The University of Manitoba offers a management development program designed for individuals holding senior management positions with bands, tribal councils and community organizations. This senior management program provides intensive learning experiences in key areas of managing. Courses are highly experiential and practical and are designed to increase a manager's understanding and skill in leading and managing an organization.

Participants who complete the eight required courses are granted a "Certificate in the Management of Community, Economic and Organization Development" from the Continuing Education Division of the University of Manitoba.

The management program addresses three themes:

The Human Aspects of Managing
Managing for Development
Administrative Systems

1. The Human Aspects of Managing

Interpersonal and Group Skills for Managers (1 week)

Human Resource Development (1 week)

December 6-11, 1987 - Gull Harbour Resort, Manitoba

Organization Development (1 week)

September 13-18, 1987 - Winnipeg, Manitoba

2. Managing for Development

Government Systems and Self-Government (2 weeks)

Module I - Federal & Provincial Government Systems

Module II - Native Self-Government

Community Economic Development (3 weeks)

- An Introduction to Economics

- Economic Analysis

- Preparing for Economic Study

Community Development (1 week)

(Cont'd)

UNIVERSITY OF MANITOBA (Cont'd)

3. Administrative Systems

Planning, Budgeting and Accounting (3 weeks)

- Planning & Budgeting
- Accounting & Principles
- Accounting Procedures

Project Planning and Control (3 weeks)

Duration: Total Program Commitment 24-30 months

For further information contact:

Mr. Don Castleden or Doris Young
Continuing Education Division
The University of Manitoba
WINNIPEG, Manitoba
R3T 2N2

Telephone: (204) 474-8034 or 474-8036 or
toll free in Manitoba 1-800-432-1960

YELLOWQUILL COLLEGE

Native Economic Development Program

The program provides native men and women with recognized economic development skills and knowledge, qualifying them as planners, economic officers, band managers, and finance officers.

Courses offered:

Native Law	60 hours
Interpersonal Communication	120 hours
Community Planning	60 hours
Computer Applications	120 hours
Canadian/Native Government	60 hours
Native Awareness	60 hours
Effective Writing Skills	90 hours
Economic Development	120 hours
Financial Administration	90 hours
Personnel Administration	60 hours

Length of the program: 12 months with 2 months designated for summer work practicum.

Location: Portage la Prairie Manitoba

Language of instruction: English

Admittance requirements: Students must be 18 years of age, have grade 11 education and demonstrate ability and interest in economic development management.

For further information contact:

Mark Fouad
Yellowquill College
P.O. Box 1599
Crescent Road West
Portage la Prairie, Manitoba
R1N 3P1

Telephone: (204) 239-1570

(Cont'd)

YELLOWQUILL COLLEGE (Cont'd)

Indian Program Management

The Indian Program Management curriculum prepares students for careers and positions as administrators and managers of social services, human services, and financial offices which may be operated by the band, tribal council, and other Native organizations.

Certificate requirements:

In order to receive a certificate in Indian Program Management each student must complete the following classes:

Business communications 3720
Beginning accounting 3751
Advanced accounting 3752
Personnel management 4740
Computer literacy 1402
Technical writing 4720
Canadian government 4710
Principles of Management 4741
Communications systems 4721
Organizational structures 4742

Suggested Schedule

Fall Term

Beginning accounting 3751
Personnel management 4740
Computer literacy 1402
Business communications 3720
Technical writing 4720

Spring Term

Advanced accounting 3752
Canadian government 4710
Principles of management 4741
Organizational structures 4742
Communications systems 4721

(Cont'd)

YELLOWQUILL COLLEGE (Cont'd)

Business Administration

This two year program will include a 2-month practicum in a setting whereby the student will have the opportunity to implement the practice application of the concepts learned through course work.

The program will be articulated through Assiniboine Community College in Brandon, Manitoba. Upon successful completion of the program, the student will receive a Business Administration Diploma, specializing in Tribal/Band Community Administration.

The purpose of the Business Administration Program is to prepare skilled administrators to assume the responsibilities of that of Band Administrators, Economic Development Workers, Community Resource Workers and Administrators, in general. The Program is also designed to enable participants to work in both Native and non-Native environments.

Program of Studies:

Year I

Accounting I
Law I
Business Maths
Law II
Business Management
Marketing I & II
Accounting II
Business Communications
Computer application

Electives

One of: Typing
 Word Processing/Business Communication II
Three of: Native Law/Community Planning
 Political Science/Band Management
 Personal finance

N.B. Proposal Writing will be included in
 Business Communication

Year II

Intermediate Accounting I
Micro Economics
Intermediate Accounting II
Personnel Management
Macro Economics
Business Practicum
4 electives
Final presentation (Bus. plan)

(Cont'd)

YELLOWQUILL COLLEGE (Cont'd)

Business Administration (Cont'd)

Duration: Two years

Location: Portage La Prairie

Language of instruction: English

For further information contact:

Mrs. S. Myran
Yellowquill College
P.O. Box 1599
Crescent Road West
PORTAGE LA PRAIRIE, Manitoba
R1N 3P1

Telephone: (204) 239-1570

ANIGAWNCIGIG INSTITUTE

Native Economic Development and Small Business Management

This program is designed specifically for Native students. It is jointly sponsored by the Anigawncigig Institute and Sir Sandford Fleming College of Applied Arts and Technology.

The purpose of the program is to provide education and training which will result in the development of viable Native community-centred enterprises and employment. The curriculum reflects this dual goal of entrepreneurship and community economic development.

Topics covered:

- Accounting
- Communications
- Community Development
- Economic Development
- Computer Literacy
- Field Placement
- Small Business Management
- Leadership Skills
- Mathematics
- Cultural Awareness

Duration: 44 weeks

Location: Peterborough, Ontario

Language of instruction: English

Admittance requirements: Grade 10 or equivalent

For further information contact:

Mrs. N. Belfry
A/Executive Director
Anigawncigig Institute
267 Stewart Street
PETERBOROUGH, Ontario
K9J 3M8

Telephone: (705) 748-1780

ASSINIBOINE COMMUNITY COLLEGE

Community Social Development Worker Program

This course is designed to give students the background needed to work in a helping and organizing role. Instruction centres on assisting individuals in native communities. Students will develop the skills needed to refer individuals to appropriate services; assist them in finding answers to community problems; and initiate community activities that promote continuity of the native way of life.

The main area of employment will be found with employers who serve native people. Some examples of employing agencies are band administrations, tribal councils and government departments.

Courses offered:

Term 1

Learning and Study Skills
Community Resources
Government and the Law
Social Psychology
Written Communications 1
Written Communications 2
Native Studies 1

Term 2

Community Development
Administrative Procedures
Counselling and Interviewing
Interpersonal Communication
Community Proposals and
Projects
Natives Studies 2
Community Recreation

Term 3

Computer Literacy
Community Issues
Financial Control in Community Organizations
Practicum Seminar
Practicum

Enrolment date: September

Duration: 10 months

Location: Brandon, Manitoba

Language of instruction: English

(Cont'd)

Admittance requirements:

Applicants to this course should be mature students with several year's work experience and should be functioning at the Grade 10 level. Testing may be required to determine suitability. Candidates must have a sincere interest in helping people as well as the sensitivity to listen and develop interpersonal skills. Applicants must attach a resume of volunteer and work experience to their application. The ability to make use of community resource material and function in an adult instructional environment is also essential. To succeed in this course, students will need good reading skills. Persons wishing to enter this course should contact their nearest Canada Employment Centre, because students in this program are sponsored by the Canada Employment and Immigration Commission. This is an affirmative action program and admissions preference is given to applicants of native ancestry.

For further information contact:

Admissions Office
Assiniboine Community College
1430 Victoria Avenue East
Box 935
Brandon, Manitoba
R7A 5Z9

Telephone: (204) 725-4530 or call toll free within Manitoba
1-800-862-6307

BIG TROUT LAKE

The Big Trout Lake Training Program, owned and operated by The Big Trout Lake Band promotes the self-determination of the indigenous people of Big Trout Lake and the surrounding region in their business, community and local government institutions through a practical program of skill development in management, administration and related areas.

Topics covered:

- Economic development
- Bookkeeping
- Accounting
- Financial management
- Word processing
- Computers
- Newsletter production writing
- Personal growth
- Communications - theory
- Business
- Media and native studies
- Native language

Duration: 41 week certificate program, starting Sept. 19, 1988

Location: Big Trout Lake

Language of instruction: English

Admittance requirements: No formal requirements
Limited to 12 seats

For further information contact:

Mr. Stan McKay
Program Co-ordinator
BIG TROUT LAKE, Ontario
POV 1G0

Telephone: (807) 537-2534

THE CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Diploma in Business Band Management

Topics covered:

Semester 1

Introductory Accounting
Business Math.
Basic Communications
Native Spec. Legislation
Sociology Community Life
Committee, Meetings & Minutes

Semester 2

Fundamental Acc't Principles
Intermediate Communications/
Business
Introduction to Computers
Gov't. Struct. & Function
Proposals & Fund Raising
Elective

Semester 3

Management Accounting
Advanced Communications/
Business
Office Management
Intro. to Business Law
Intro. to Economic Dev'mt
Personnel Management
Bands & Native Organizations
Elective

Semester 4

Applied Band Accounting
Microcomputer Application
Management Psychology
Small Business Management
Topics in Native Management
Planning & Scheduling
Elective

Duration: Two years

Location: Thunder Bay, Ontario

Language of instruction: English

Admittance requirements: Grade twelve or mature student status.

For further information contact:

Mr. Arthur Moore
Coordinator
Native Management Program
The Confederation College of Applied Arts and Technology
P.O. Box 398
THUNDER BAY, Ontario
P7C 4W1

Telephone: (807) 475-6424

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THE CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY
(Cont'd)

The Confederation College of Applied Arts and Technology also offers two distance education programs:

1) Band Management

Topics covered:

Administration
Band Council resolutions
Office management
Business communications
Committee meetings
One write system and audits
Band enterprises
Accountable contributions

2) Band Clerk

Topics covered:

Fundamentals of typing
Business communications
Office procedures
Business English
Business mathematics
One write system and audits
Legislation
Accountable contributions
Band Council resolutions
Band administration

For further information contact:

Ms. Debbie Ball
Supervisor of Distance Education
The Confederation College of Applied Arts and Technology
P.O. Box 398
THUNDER BAY, Ontario
P7C 4W1

Telephone: (807) 475-6346

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FRONTIERS FOUNDATION

Operation Phoenix Program

The program is a comprehensive community planning program designed to enhance the ability of native communities to take control over their own development. To achieve and maintain autonomy, the community must function as a viable unit. Therefore, goals and strategies for development must address the needs of the community as a whole - its economic, social and cultural elements. The program's objectives are to assist native communities in increasing employment opportunities, generating revenue to support social and cultural programs and decreasing dependence on government funding. In order to achieve these objectives, Operation Phoenix has established a resource team to train and advise community groups as they work through each stage of the planning process.

Topics covered:

- Preparing community profiles and needs assessments
- Identifying community goals and formulating development strategies
- Feasibility studies
- Fund raising strategies
- Business administration and project management
- Evaluation of plans and projects

Duration: Short term workshops

Location: On-site

Language of instruction: English

For further information contact:

Ms. Marla Metson
Program Manager
Frontiers Foundation
2615 Danforth
TORONTO, Ontario
M4C 1L6

Telephone: (416) 690-3930

KEYNORTH

Word Processing Program

KeyNorth offers a word processing program for native women which involves "hands-on" experience in the operation and applied use of data entry and word processing.

Duration: Flexible contracts, maximum length 10 months

Location: Sudbury, Ontario

Language on instruction: English

Admittance requirements: Grade ten level

For further information contact:

Ms. Katherine Beddows
KeyNorth
66 Elm Street West
SUDBURY, Ontario
P3C 1T5

Telephone: (705) 674-1074

LAMBTON COLLEGE

Lambton College offers courses to bands in Lambton County upon request, to develop competent graduates who have acquired skills, knowledge and awareness applicable to management positions in the native, non-native or government communities.

Topics covered in Band Management I, II, and IV include:

- Indian Act
- Fed/prov. acts
- Basic office procedures
- Band Administration
- Band responsibilities - councillors, chiefs, and committees

Duration: Band Management I - 12 weeks
Band Management II - 12 weeks
Band Management IV - 36 weeks

Location: Lambton College and Field Trips

Language of instruction: English

For further information contact:

Mr. Bob Wilson
Manager of Contract Education
Lambton College
Riverside Campus
265 N. Front Street
SARNIA, Ontario
N7T 7K4

Telephone: (519) 542-7751 ext. 401

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LAMBTON COLLEGE (Cont'd)

Entrepreneurial Studies

Lambton College, through its Southwest Enterprise Centre, offers an Entrepreneurial Program to the Seven Bands, Muncey Reserve.

This program is delivered through the Seven Bands Community Futures Committee.

Topics covered in the program include:

- Spirit of Self-Employment
- Business Idea
- Market Research
- Market Plan
- Organizing
- Financial Planning
- Financing the Business
- Operation and Start Up

Duration: 20 weeks

Location: Muncey Reserve

Language of instruction: English

For further information contact:

Mrs. Joyce Fleck
Manager
Professional Services
Lambton College of Applied Arts and Technology
P.O. Box 969
SARNIA, Ontario
N7T 7K4

Telephone (519) 542-7751 ext. 440

MCMASTER UNIVERSITY

McMaster University has designed two Indian Management training seminars: Community Development and Developing Community Strategies.

The main objective of the two seminars is to educate band leaders and administrative officers on the processes and usefulness of community development. Depending upon the trainees' existing skill level it is possible to alter the depth of instruction to meet the trainees' particular learning needs. Seminars are divided into components which include: lecture, discussions and case studies, and are available upon request.

1) Community Development: Processes and Products

Components covered:

- Understanding terms fundamental to community development work
- Understanding place of people in community development work
- Understanding the role of the community development worker
- Examples of successful community development programs
- Community development planning
- Community development action

2) Developing Community Strategies

- Understanding terms fundamental to developing community strategies
- Resource profile: Assessment of community strengths and weaknesses
- The search for opportunity
- Evaluating community plans
- Implementing community strategies

Duration: Five days

Location; To be set upon request

Languages of instruction: English

For further information contact:

Dr. Randolph Ross
McMaster University
HAMILTON, Ontario
L8S 4M4

Telephone: (416) 525-9140 ext. 4636 or 7101

NORTHERN COLLEGE

1) Native Business Administration Program

Northern College offers a three year diploma in Native Business Administration which integrates both conventional administration courses with specialized topics concerning Native Indians today. Specialized courses offered within the Native Business Administration programs are:

- an Introduction to Native Culture; and
- Indian Canadian Government Relations.

Duration: Three years

Location: Kirkland Lake, Timmins, Kapuskasing and James Bay Campuses

Language of instruction: English or French

Admittance requirements: General level or mature student status

1) Programme d'administration des affaires autochtones

Le Northern College offre un programme de trois ans sur l'administration des affaires autochtones. Celui-ci comprend deux cours conventionnels d'administration avec des cours spécialisés sur des sujets concernant la vie contemporaine des autochtones. Les cours de spécialisation du programme d'administration des affaires autochtones sont:

- une introduction à la culture indienne, et
- les relations du Gouvernement canadien avec les administrations indiennes.

Durée du cours: Trois ans

Lieu: Kirkland Lake, Timmins, Kapuskasing et le campus de La Baie James

Langue d'enseignement: Anglais ou français

Conditions d'admission: Niveau général ou un statut d'étudiant adulte

(Cont'd)

NORTHERN COLLEGE (Cont'd)

2) Native Core Program, one year certificate

The main objectives of the Native Core program are: to prepare Native students for continuing studies, and also to allow them to obtain a one year certificate in Arts and Science. The content and delivery of the Core Program has been established to provide a forum for the examination of national issues which affect Indian people.

Duration: Two semesters (32 weeks)

Location: South Porcupine (Timmins), Ontario

Language of instruction: English

Admittance requirements: High school graduation,
mature student status

For further information contact:

Ms. Sophie McKewen
Northern College
Porcupine Campus
P.O. Box 2002
SOUTH PORCUPINE, Ontario
P0N 1H0

Telephone: (705) 235-3211

TRENT UNIVERSITY

Native Management and Economic Development Program

The Trent University Native Management and Economic Development Program (N.M.E.D.P.) is a program of study jointly offered by the Native Studies Department and the Administrative and Policy Studies Program. It has been established to provide students and practicing managers and administrators with an opportunity to receive management and entrepreneurial training and to be involved in research and demonstration projects in the context of Native communities. The emphasis of the program will be on planning and managerial skills that are vital to the success of organizations and economic development initiatives.

1) Diploma Program in Native Management and Economic Development

The Diploma Program is open to students who have the equivalent of Ontario Grade 12, or who qualify as mature students. Students of Native ancestry are encouraged to enroll.

Over a two year period students are required to complete 8 to 8 1/2 courses of which 7 are university credit courses. These may include courses on Fundamentals of Accounting, Management in Native Organizations, Native Economic Development, Introduction to Marketing, Entrepreneurship and Canadian Small Business and others.

2) Degree Program (3 year) Bachelor of Arts (Native Management and Economic Development)

Students will complete 15 courses successfully to receive a B.A. degree with a major in Native Studies and an emphasis in Native Management and Economic Development Studies. A minimum of 6 courses in Native Studies and 4 courses in Administrative and Policy Studies are required.

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TRENT UNIVERSITY (Cont'd)

3) Honours (4 year) Degree Program (two options available)

Option 1: Bachelor of Arts BA (Honours) in Native Studies (Native Management and Economic Development Studies emphasis) This option offers the same courses as Option 2 plus an additional academic year of integrated study and the successful completion of a minimum of four additional credits.

Option 2: Bachelor of Administrative Studies B.A.S. (Native Management and Economic Development Studies emphasis). This option includes such courses as Introductory Economic Analysis, Introduction to Management in Native Organizations, Accounting, Microeconomic Theory, Macroeconomic Theory, Administration and Policy, Native Economic Development, Entrepreneurship and Canadian Small Business, Managerial Planning and Control, Native Community Development, and Strategic Management.

4) Graduate (2 year) Degree Program

Master of Arts (M.A.) in Canadian Heritage and Development Studies (Native Studies emphasis) with a research focus on community-based Native Management and Economic Development.

Location: Peterborough, Ontario

Language of instruction: English

Admittance requirements: High school graduation or equivalent

For further information contact:

Dr. Don McCaskhill
Co-Chair
Department of Native Studies
Native Management and Economic Development Program
Trent University
PETERBOROUGH, Ontario
K9J 7B8

Telephone: (705) 748-1310/1466

NORTHERN QUEBEC MANAGEMENT TRAINING CENTRE

1) Management/Administration Courses:

The Northern Quebec Management Training Centre will be providing a series of regional and/or local courses. Courses will review business or administrative problems and will be presented to groups of administrators and local government managers on location in Northern Quebec. Topics for the workshops will be identified by regional organizations.

2) Distance Education

The Northern Quebec Management Training Centre intends to provide several distance education courses during 1988-89.

Courses offered:

- Written Communications (in Inuttitut)
- Bookkeeping
- Introduction to Micro-Computers (Apple Version)
- Introduction to Micro-Computers (IBM Version)
- Programming 1
- Introduction to Economics *
- How to start up a small business *
- (* video packages not completed)

Duration: To be determined

Location: On-site

Language of instruction: Inuttitut and English

For further information contact:

Bruna Mastroianni
Northern Quebec Management Training Centre
331 Mimosa
DORVAL, Quebec
H9S 3K5

Telephone: (514) 636-8120 (ext. 276 or 287)

QUEBEC NATIVE TRAINING INSTITUTE

The Quebec Native Training Institute is a private, non-profit educational organization which was established in 1982, and is under the leadership of an Indian board of directors.

1) Management in a Native Environment

Management in a Native Environment is an adult education program designed to meet the needs of Indian community leaders, existing or potential managers and community members who require management skills. This program is comprised of twenty courses varying between 15 and 135 hours. Courses can be divided into modules of shorter duration in order to facilitate access to training (15 to 21 hours/week). Management in a Native Environment offers the following three fields of specialization:

1. Project or Program Management
2. Small Business Management
3. Organization/Band Management

Admittance requirements: Grade eight or equivalent

Language of instruction: French or English

2) Introductory General Management (I or II) and Entrepreneurship

Introductory sessions are offered to groups interested in management skills and entrepreneurial potential development. Sessions vary from 18 to 54 hours, and include the following activities: a community training needs assessment, planning and integrated training, and the identification of the entrepreneurial potential of individuals. Small business creation and effective self-administration of existing resources is encouraged through these sessions.

For further information contact:

Mr. Germain Paul, General Director
Quebec Native Training Institute
59 blvd. Bastien
VILLAGE DES HURONS, Quebec
GOA 4V0

Telephone: (418) 843-6857

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INSTITUT DE FORMATION AUTOCHTONE DU QUÉBEC

L'Institut de formation autochtone du Québec, établi en 1982, est un organisme privé à but non-lucratif dont le conseil de direction est composé d'Indiens.

1) Programme de gestion en milieu autochtone.

Le programme de gestion en milieu autochtone est un programme d'éducation pour adultes désigné pour les besoins des chefs des communautés indiennes, des gestionnaires existants ou potentiels et des membres des communautés indiennes qui désirent acquérir des habilités administratives. Les vingt cours de ce programme varient entre 15 et 135 heures. Les cours peuvent être divisés en modules d'une durée plus courte afin de faciliter l'accès à la formation (15 à 21 heures par semaine). Le Programme de gestion en milieu autochtone offre les trois spécialisations suivantes:

1. Gestion de projet ou de programme
2. Gestion de petite entreprise
3. Gestion d'organisation/bandes

Conditions d'admission: 8ième année ou l'équivalent

Langue d'enseignement: Anglais ou français

2) Introduction à l'administration générale (I et II) et au sens des affaires

Des sessions d'introduction sont offertes aux groupes intéressés à acquérir des habilités administratives et à développer leur sens des affaires. Les sessions sont d'une durée de 18 à 54 heures et incluent les activités suivantes: évaluation des besoins de formation au niveau de la communauté; la planification d'un programme intégré de formation; identification du potentiel du sens des affaires des participants. La création de petites entreprises et l'administration efficace des ressources existantes sont encouragées durant les sessions.

Pour de plus amples renseignements, contacter:

M. Germain Paul
Directeur général
Institut de formation autochtone du Québec
50, boul. Bastien
VILLAGE DES HURONS (Québec)
GOA 4V0

Telephone: (418) 843-6857



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DALHOUSIE UNIVERSITY - ADVANCED MANAGEMENT CENTRE

Senior Band Management Program

The Advanced Management Centre of Dalhousie University has designed a course specifically geared to meet some of the management requirements of senior managers at the band level. The course is divided into two intensive week-long sessions.

Session One

Interpersonal Skills
Group Decision Making/
Problem Solving
Teamwork/Group Dynamics
Interpersonal Communications
Productivity and Performance
Factors
Motivational Management
Managing Performance Deficiencies
Management Style and Productivity
Managing Change and Conflict
Self-Management

Session Two

Functional Management Skills
Understanding Financial
Statements
Purchasing a Computer
Financial Analysis/Allocation
of Funds
Economic Decision Making
Internal Financial Control

Duration: Two one-week sessions

Start Dates: February and March 1989

Location: Nova Scotia

Language of instruction: English or French

For further information contact:

Director
Advanced Management Centre
Dalhousie University
1261 Seymour Street
HALIFAX, Nova Scotia
B3H 3J5

Telephone: (902) 424-2410