

GUIDE TO MANAGEMENT TRAINING COURSES

GUIDE DE GESTION A LA FORMATION

TRANSFER PAYMENTS MANAGEMENT

GESTION DES TRANSFERTS DE PAIEMENT

INDIAN AND NORTHERN AFFAIRS CANADA
AFFAIRES INDIENNES ET DU NORD CANADA

1986/1987

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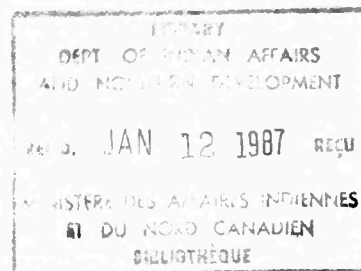


TABLE OF CONTENTS/TABLE DES MATIERES

INTRODUCTION

PAGE

B.C./C.-B.

1. British Columbia Institute of Technology	1
2. Centre For Indian Training and Research	2
3. Native Education Centre	3
4. Native Training Institute	4

N.W.T./T.N.-O.

1. Arctic College	5
-------------------	---

ALBERTA

1. Alberta Vocational Centre	9
2. Kanata Institute	11
3. Lakeland College	13
4. Nechi Institute	15
5. University of Calgary	16
6. University of Lethbridge	18

SASKATCHEWAN

1. Saskatchewan Indian Federated College	20
2. Institute for First Nations Law and Government	22

MANITOBA

1. University of Manitoba	23
2. Yellowquill College	25

ONTARIO

1. Anitwancigig Institute	26
2. Confederated College of Applied Arts and Technology	27
3. Keynorth	28
4. McMaster University	29
5. Northern College	30
6. Trent University	31

QUEBEC

1. Northern Quebec Management Training Centre	33
2. Quebec Native Training Institute/Institut de Formation Autochtone du Quebec	34

NOVA SCOTIA/NOUVELLE-ECOSSE

1. Dalhousie University/Advanced Management Centre	36
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INTRODUCTION

The Indian/Inuit Management Development Program has prepared this guide to assist Indian and Inuit leaders to compare and to choose management training programs.

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

The Guide to Indian/Inuit Management Training will be updated annually. We invite all institutions and organizations that might have training programs designed for Indians and Inuit to contribute to this publication. If you wish to list a training program or update course information contact:

Transfer Payments Management Directorate
17th Floor - Les Terrasses de la Chaudiere
Ottawa, Ontario
K1A 0H4
Tel: (819) 994-4343

INTRODUCTION

Afin de permettre aux dirigeants indiens et inuit de comparer et de choisir des cours de gestion, le Perfectionnement en gestion des Indiens et des Inuit a conçu le Guide to Indian/Inuit Management Development (guide de perfectionnement en gestion des Indiens et des Inuit).

Les descriptions de cours y sont données par province et par établissement. Chaque cours est accompagné d'une description générale rédigée dans la langue d'enseignement; on y indique aussi l'adresse et le numéro de téléphone de la maison d'enseignement et de la personne à contacter pour obtenir de plus amples renseignements. On conseille aux personnes qui souhaitent suivre des cours de confirmer, auprès de l'établissement, les renseignements qu'ils trouveront dans le guide.

Le guide de perfectionnement en gestion des Indiens et des Inuit sera mis à jour tous les six mois. Nous invitons tous les organismes et établissements qui peuvent dispenser des programmes de formation conçus pour les Indiens et les Inuit à participer à cette publication. Si vous désirez faire inscrire un programme ou au cours de formation quelconque, ou encore faire une mise à jour, veuillez communiquer avec:

Direction de la gestion des
transferts de paiement
17ième étage
Terrasses de la Chaudière
Ottawa (Ontario)
K1A 0H4
Tél: (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

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:

Doug Smith
Native Indian Outreach Program
B.C.I.T.
3700 Willingdon Avenue
Burnaby, B.C.
V5G 3H2
Tel: (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:

Centre for Indian Training & Research
Box 12150 - Nelson Square
611-808 Nelson Street
Vancouver, B.C.
V6Z 2H2
Tel: (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:

Management Process
Business Math
Business Communications
Accounting
Business Law

Second Semester:

Human Resources Management
Financial Management
Indian Government
Management in a Native Setting
Work Experience

Duration of the program: ten months

Location: Vancouver, B.C.

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.

For more information:

Howard Green
Administrator, Native Education Centre
285 East Fifth Avenue,
Vancouver, B.C.
V5T 1H2
Tel: (604) 873-3761

NATIVE TRAINING INSTITUTE

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. This management program is the first in B.C. to be established by Native people for Native people and has an Indian Board of Directors.

Band Community Management

Courses offered:

Indian Education	Community Planning
Indian Alcoholism	Team Building
Social Issues	Wholistic Management
Needs Assessment	Resource Management
Communication Skills	Community Leadership
Community Delivery Systems	Developing Community Involvement

Duration: twelve one-week modules

Language of instruction: English

For more information contact:

Marie Shuter, Director or Elaine Herbert, Director
Native Training Institute
Spences Bridge, B.C.
V0K 2L0
Tel: (604) 458-2213 or 458-2214

ARCTIC COLLEGE

1. Public and Business Administration Diploma

To meet the need for public and business administrators in the northern territories Arctic College offers a two year administration program. This program is designed to meet the needs of industry, business and government in the N.W.T.

Courses offered:

First semester

Accounting 234
Business Communications 201
Business Math 230
Economics 232
Introduction to Computers 220-2
Report Writing 301

Third semester

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

Second semester

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

Fourth semester

Accounting 335
Advanced Tech
Business Law 383
Income Tax 214
Local Government 352
Managerial Finance 367
Labour Relations 372
Policy Analysis 310
Public Issues 310
Purchasing, Invent. 338

Duration: two years

Location: Fort Smith, N.W.T.

Language of instruction: English

Admittance requirments: high school graduation

Martin Strikwerda,
Head, Public and Business Administration,
Arctic College,
Box 600,
Fort Smith, N.W.T.
XOE 0P0

Telephone: (403) 872-7590

2. Northern Business Management Introduction Program

This is a new program offered by Arctic College Public and Business Administration Department. It is very much 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: 7 months

Location: Inuvik, N.W.T.

Language of Instruction: English

Martin Strikwerda,
Head, Public and Business Administration,
Arctic College,
Box 600,
Fort Smith, N.W.T.
X0E 0P0

Telephone: (403) 872-7590

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

Martin Strikwerda,
Head, Public and Business Administration,
Arctic College,
Box 600,
Fort Smith, N.W.T.
X0E 0P0

Telephone: (403) 872-7590

4. Community Administration Certificate Program

This program is designed to be delivered at three levels to employees of Municipal, Settlement or Band councils in the N.W.T. As the N.W.T. develops and communities take on greater responsibilities, community administrators must also develop and refine their skills to successfully meet today's challenges.

Courses offered:

Introductory Level:

Financial Recordkeeping
Community Administration
Communications

Intermediate Level:

Financial Management
Management Skills
Community Administration and Law
Political Development in the N.W.T.

University Level:

Introduction to Local Government
Administrative Structures
Financial Management
Management in Small and Rural Municipalities

Duration: Each level/unit is of three weeks in duration offered twice each year

Location: Edzo, N.W.T.
Cape Dorset, N.W.T.

Language of Instruction: English

Admittance requirements: Employee of a municipality, settlement or band council in the N.W.T.

For more information contact:

Martin Strikwerda
Public and Business Administration
Arctic College
Box 600
Fort Smith, N.W.T.
X0E 0P0

Chuck Parker
Community Administration
Program,
Dept. of Education,
Government of N.W.T.
Yellowknife, N.W.T.
X1A 2L9

Tel: (403) 872-7590

Tel: (403) 920-8877

ALBERTA VOCATIONAL CENTRE

The Alberta Vocational Centre provides three programs which are related to management development: Business Administration, Local Government Administration, and Community Economic Development Leadership.

1) Business Administration Program

This program is designed to prepare students for careers in the various aspects of business enterprises. It identifies the administrative or management functions required in business and the methods for applying these functions.

Courses covered:

Accounting	Business Mathematics
Business Communications	Business Law
Economics	Organizational Behavior
Introduction to Marketing	

2) Local Government Administration

This program is designed to prepare students for administrative positions in local government and institutional organizations. Emphasis will be put on municipal authorities such as towns, villages and on service agencies.

Courses offered:

Accounting	Business Communications
Business Mathematics	General and Municipal Law
Systems of Government	Microeconomics
Taxation and Public Finance	Organizational Management

Duration of the programs: ten months

Location: Grouard, Alberta

Language of instruction: English

3) Community Economic Development Leadership

This program is designed to familiarize students with the community economic development process. Classroom instruction, grouped in one or two week periods, is alternated with one to three week periods of community based fieldwork.

Program of Studies:

The program enhances both analytical and leadership skills through participation in:

- Community profile development
- Community resource inventories
- Infrastructural needs analysis
- Potential economic ventures
- Feasibility studies
- Community impact assessment
- Preparation of an action plan

In addition, general knowledge of economic and business activities is further developed through the introduction of classroom study modules including:

Accounting principles	Administrative skills
Contract law	Economics
Funds sourcing	Human relations
Report writing	Marketing
Mathematical applications	Project planning
Tourism	

Duration: 40 weeks

Start date: September 8, 1986

Location: Grouard, Alberta

Language of instruction: English

Admittance requirements: Grade 11 Mathematics and English

For further information contact:

Jim Heighes
Community Liaison Consultant
Alberta Vocational Centre
Mission Street
Grouard, Alberta
T0G 1C0
Tel: (403) 751-3915

KANATA INSTITUTE

Courses and workshops are offered by the Kanata Institute in the following areas:

- 1) Economics
- 2) Business
- 3) Government
- 4) Law

The Kanata Institute has designed courses and workshops on various aspects of economics, business, government and law as they relate to aboriginal peoples. The curriculum can be custom-designed to meet the needs of specific groups of aboriginal peoples, public and private sector executives, and managers who have significant dealings with aboriginal peoples.

Courses and workshops are offered by the Institute itself, or jointly with universities, colleges, and other aboriginal organizations. Training sessions are delivered on campus, or any other premises convenient to the client group.

Examples of topics contained within the courses and workshops offered by the Kanata Institute are:

- 1) Aboriginal Law - taxation, business, contracts, aboriginal rights, treaties, constitution, reserves and lands, family, customary law
- 2) Aboriginal Business - financing, organization, corporations, interfacing with non-native businesses and associations, identifying business opportunities, agriculture
- 3) Aboriginal Economics - traditional, transitional mixed, comprehensive and strategic planning, costing and financing, management of natural resources, affirmative action programs, development of corporations for bands and tribes
- 4) Aboriginal Education - curriculum for design, administration, finance, personnel, policy-jurisdictional control, business and management training.

- 5) Aboriginal Government - legal basis, constitutional design, organizational design, negotiating skills, communicating political agendas
- 6) Public Finance - federal and provincial expenditures, alternative proposals for block-funding and transfer payments, formulating and negotiating contribution arrangements.

For more information contact:

Clive Linklater, Chairman

or

Dr. Victor O'Connell, Executive Director

Kanata Institute

2711 - 7th Avenue A North

Lethbridge, Alberta, Canada

T1H 1A5

Telephone: (403) 329-2148

LAKELAND COLLEGE

Business Administration Program

Lakeland College offers a Business Administration Program which includes optional band management courses. Courses offered within this program are: Band Management I, Band Management II, and 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

Band Management III (BA300) 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

For more information contact:

Glen Charlesworth
Vermillion Campus
Vermillion, Alberta
T0B 4M0
Tel: (403) 853-8508

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 Communications 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 more information contact:

Maggie Hodgson, Executive Director,
Attention: "training intake worker"
The Nechi Institute of Drug and Alcohol Education
Box 3884, Postal Station 'D'
Edmonton, Alberta
T5L 4K1
Tel: (403) 458-1884

UNIVERSITY OF CALGARY

1) Native Business Management Course

The Native Business Management course uses an approach to business management development that incorporates both the unique characteristics of Indian communities and the circumstances in which business development occurs. Through the use of specialized programs selected members of Indian groups develop skills required to manage their present businesses and initiate new ones. The Native Business Management Course facilitates the development and enhancement of in-house expertise for on-going management education and training by providing a series of non-credit community workshops which are delivered on-site at the request of interested groups.

Topics covered by the Native Business Management course are:

- Marketing
- Financing
- Personnel
- Developmental Stages

2) Policy and Environment 201

The University of Calgary at Old Sun Community College on the Blackfoot Reserve offers a Policy and Environment course. The course covers the foundations of management including accounting, organizational behavior and design, finance information systems and marketing.

3) Entry Program for Business Management

The Muskwachees Cultural College at Hobbema, Alberta offers an entry program for business management. This program is designed as a core program in general studies with a university skills curriculum incorporated in the first year. The program aims to increase the relevance of university courses to the circumstances presently facing the four bands at Hobbema. Also, it encourages the pursuit of university degrees in management and other disciplines.

Duration: two years

Location: Muskwachees Cultural College, Hobbema, Alberta

Language of instruction: English

Admittance requirements: high school graduation

For more information contact:

Dr. Beatrice Medicine
Director of the Native Centre
The University of Calgary
2500 University Drive N.W.
Calgary, Alberta
T2N 1N4
Tel: (403) 220-6687

UNIVERSITY OF LETHBRIDGE

1. Bachelor of Management Degree

The objective of the Bachelor of Management Degree is to prepare graduates for managerial careers in all areas of life by emphasizing the application of management skills in the political, economic, and social environments in which Indian organizations operate.

Topics covered:

Management
Accounting
Native American Studies
English
Mathematics
Statistics

Duration: four years

Location: Lethbridge, Alberta

Language of instruction: English

Admittance requirements: high school graduation or mature student status

2. Management Certificate

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

Courses offered in the General Program:

Introductory Management
Introductory Accounting
Principles of Financial Accounting
Organizational Behavior Theory and Design
Personnel Administration
Native American Studies

Other specializations include: Marketing
 Human resource management
 Finance

Duration: two years

Start date: September 4, 1985

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 more information contact:

Clive Linklater
School of Management
4401 University Drive
Lethbridge, Alberta
T1K 3M4
Tel: (403) 329-2231

SASKATCHEWAN INDIAN FEDERATED COLLEGE

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 courses offered that are related to Indian management:

- Administration 200: Introduction to Administration and Organizational Behavior
- Administration I220: Principles of Band Management
- Administration I228: Federal Policy and Financial/Administrative Development for Bands
- Administration I320: Organizational Behavior in Indian Bands

Program durations are:

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

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

Language of instruction: English

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

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 more information contact:

Paul Dudgeon
Saskatchewan Indian Federated College
Room 127, College West Building
University of Regina
Regina, Saskatchewan
S4S 0A2
Tel: (306) 584-8333

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

INSTITUTE FOR FIRST NATIONS LAW AND GOVERNMENT

Business Administration Program

The Business Administration program provides a background of sound business training from the most basic to the more advanced levels. The program will enable students to pursue careers in a wide variety of areas.

Courses offered:

First term:

- Accounting
- Data Processing
- Communications
- Economics
- Introduction to Management
- Mathematics of Finance

Second term:

- Accounting
- Data Processing
- Statistics
- Economics
- Marketing
- Communications

Third term:

- Money and Banking
- Managerial Accounting
- Industrial Relations
- Retail
- Sales Management
- Management Seminar

Fourth term:

- Contract Law
- Finance
- Merchandising
- Purchasing
- Taxation
- Credit
- Administration

Duration: two years

Location: Prince Albert, Saskatchewan

Language of instruction: English

Admittance requirements: grade twelve English and algebra or
mature student status

For more information contact:

Alfred Craine
Managing Coordinator
Institute for First Nations
Law and Government
904 Central Avenue
Prince Albert, Saskatchewan
Tel: (306) 764-3368

THE UNIVERSITY OF MANITOBA

Certificate for Senior Managers

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 of vital importance to senior managers.

Participants who complete the 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

THE HUMAN ASPECTS OF MANAGING:

Interpersonal and Group Skills for Managers (1 week)

March 1-6, 1987

Hecla Island, Manitoba

Human Resource Development (1 week)

Spring 1987 - Southern Manitoba

Fall 1988 - Northern Manitoba

Organization Development (1 week)

Winter 1987/88 - Southern Manitoba

MANAGING FOR DEVELOPMENT

Government Systems and Self-Government:

- . Module I - Federal & Provincial Government Systems
November 24-28, 1986 - Winnipeg

- . Module II - Native Self-Government
January 12-16, 1987 - Winnipeg

Community Economic Development

- . An Introduction to Economics
January 26-30, 1987 - Winnipeg
- . Economic Analysis
February 16-20, 1987 - Winnipeg
- . Preparing the Economic Study
March 23-27, 1987

Community Development (1 week)

Fall 1987 - Northern Manitoba

ADMINISTRATIVE SYSTEMS

Planning, Budgeting and Accounting - Winnipeg

- . Planning & Budgeting
Module I - October 6-10, 1986
- . Accounting Principles
Module II - November 3-7, 1986
- . Accounting Procedures
Module III - December 1-5, 1986

Project Planning and Control

Fall 1987 and 1988

For more information contact:

Angus MacIntyre or Joanne McNabb
Continuing Education Division
The University of Manitoba
Winnipeg, Manitoba
R3T 2N2

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

YELLOWQUILL COLLEGE

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

For more information contact:

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

ANITWANCIGIG INSTITUTE

Native Economic Development and Small Business Management

The Anitwancigig Institute, affiliated with Trent University, has designed an eleven month course in Native economic development and small business management. Students attend classes from 9:00 a.m. to 4:00 p.m. Monday to Friday. This program is designed to meet the learning needs of older or mature students.

Topics covered within this program:

- Accounting
- Economic Development
- Management

Duration: eleven months

Location: Peterborough, Ontario

Language of instruction: English

For more information contact:

Merrill Bridgen(Coordinator)
Anitwancigig Institute
267 Stewart Street
Peterborough, Ontario
Tel: (705) 748-1780
(705) 748-1784

THE CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Diploma in Band Management

Topics covered:

- Band enterprises
- Band Council resolutions
- Business mathematics
- Business law
- Marketing
- Accounting
- Communications
- Personal management

Duration: two years

Location: Thunder Bay, Ontario

Language of instruction: English

Admittance requirements: grade twelve or mature student status

The Confederated 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 more information contact:

Ralph Scarf
The Confederated College of Applied Arts and Technology
Business Division
P.O. Box 398, Thunder Bay, Ontario
P7C 4W1 Tel: (807) 475-6115

KEYNORTH

Word Processing Program

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

Duration: eight months

Location: Sudbury, Ontario

Language of instruction: English

Admittance requirements: grade ten level

For more information contact:

Rose Corbiere or Brian Beaton
Keynorth
66 Elm Street West
Sudbury, Ontario
P3C 1T5
Tel: (705) 674-1074

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: lectures, discussions and case studies.

1) Community Development: Processes and Products

Components covered:

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

2) Developing Community Strategies

Components covered:

- 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

Language of instruction: English

For more information contact:

Dr. Randolph Ross
McMaster University
Hamilton, Ontario
L8S 4M4
Tel: (416) 525-9140 ext. 4636

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 program 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

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:

Northern College
Porcupine Campus
P.O. Box 2002
South Porcupine, Ontario
P0N 1H0
Tel: (705) 235-3211

TRENT UNIVERSITY

Native Managment 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 Managment and Economic Development Studies. A minimum of 6 courses in Native Studies and 4 courses in Administrative and Policy Studies are required.

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) same as 2
plus an additional academic year of integrated study and 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)
Includes as required 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 please contact:

B. Heidenreich
Coordinator
Native Management and Economic Development Program
Trent University
Peterborough, Ontario
K9J 7B8

Office: Otonabee College 1.128
Telephone: (705) 748-1211

NORTHERN QUEBEC MANAGEMENT TRAINING CENTRE

1) Management/Administration Courses:

The Northern Quebec Management Training Centre will be providing a series of two week 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.

Duration: Two week seminars

Location: Kuujjaq or Kuujjuarapik

Language of instruction: English

2) Distance Education

The Northern Quebec Management Training Centre intends to provide eight distance education courses in January of 1986. There are three profiles or areas of interest: secretarial profile, business and cooperatives profile and administration profile.

Courses offered:

- Business Writing
- Technical Writing
- Applied Math I
- Applied Math II
- Accounting I
- Accounting II
- Business Organization
- Communications

For more information contact:

Denise Allard or Bruna Maestroani
Northern Quebec Management Training Centre
331 Minosa
Dorval, Quebec
H9S 3K5
Tel: (514) 636-8120 (ext. 276)

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 fifteen and one hundred and thirty-five 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 more information contact:

Germain Paul, General Director
Québec Native Training Institute
50 blvd. Bastien
Village des Hurons, Quebec
GOA 4V0
Tel: (418) 843-6857

INSTITUT DE FORMATION AUTOCHTONE DU QUEBEC

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 au 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:

Germain Paul, Directeur général
Institut de formation autochtone du Québec,
50, boul. Bastien,
Village - Huron (Québec)
GOA 4V0
(418) 843-6857

ADVANCED MANAGEMENT CENTRE - DALHOUSIE UNIVERSITY

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: Functional Management Skills - February 23-27, 1987
Interpersonal Skills - March 23-27, 1987

Location: Halifax, Nova Scotia

Language of instruction: English

For more information contact:

Donald C. Mills
Director
Advanced Management Centre
Dalhousie University
1261 Seymour Street
HALIFAX, Nova Scotia
B3H 3J5
Tel: (902) 424-2410