

GUIDE TO MANAGEMENT TRAINING COURSES  
INDIAN/INUIT MANAGEMENT DEVELOPMENT

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GUIDE DE GESTION A LA FORMATION  
PROGRAMME DE FORMATION ET DE PERFECTIONNEMENT  
EN GESTION DES INDIENS ET DES INUIT

November/Novembre 1985

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November/Novembre 1985

*Indian and Inuit Management  
Development  
Dept. of Indian Affairs &  
Northern Development.*



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## 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:

Glenn Barker  
Directeur intérimaire  
Perfectionnement en gestion  
des Indiens et des Inuit  
Pièce 1723  
Les Terrasses de la Chaudière  
Ottawa (Ontario)  
K1A 0H4  
Tél: (819) 994-4343

## INTRODUCTION

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

Descriptions of courses contained in this guide are listed by province and institution. For each course a general description is provided in the language of instruction, as well as an institutional address, telephone number and a contact person. Individuals wishing to take courses should confirm the outlined information with the institutions concerned.

The Guide to Indian/Inuit Management Training will be updated every six months. 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:

Glenn Barker  
A/Director  
Indian and Inuit Management  
Development  
Room 1723  
Les Terrasses de la Chaudiere  
Ottawa, Ontario  
K1A 0H4  
Tel: (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	Intro. 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

Start date: September, 1985

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. 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

Start date: upon request

Location: upon request

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 TRAINING INSTITUTE

### 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

Start date: upon request

Location: upon request

Language of instruction: English

#### For more information contact:

Pat Alexander  
Native Training Institute  
Spences Bridge, B.C.  
V0K 2L0  
Tel: (604) 458-2224



## THEBACHA COLLEGE

### 1) Public and Business Administration Diploma

To meet the need for public and business administrators in the northern territories Thebacha 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

Principles of Management  
Business Communications  
Accounting  
Economics  
Small Business Management  
Introduction to Computers  
Personal Money Management

##### Third semester

Report Writing  
Statistics  
Marketing  
Managerial Accounting  
Public Administration  
Business Law  
Personnel Administration  
Northern Economics

##### Second semester

Organizational Behavior  
Business Mathematics  
Accounting  
Economics  
Small Business Management  
Marketing  
Personal Income Tax

##### Fourth semester

Systems Analysis  
Business Law  
Public Issues (N.W.T.)  
Managerial Accounting  
Local Government  
Labour Relations  
Managerial Finance  
Research Paper

Duration: two years

Start date: September 1985

Location: Fort Smith, N.W.T.

Language of instruction: English

Admittance requirments: high school graduation

2) Northern Business Management Certificate Program

For those students who can not attend Thebacha College on a full-time basis a management certificate program has been designed. This program has six concentrations: administration, accounting, finance, marketing, personnel, and small business management. It is an introductory program which has been designed for students who have not acquired a complete high school education. Bands or tribal councils may request this program and then it may be delivered on-site in two or three week sessions.

Duration: three week sessions

Start date: to be set

Location: to be set

Language of instruction: English

For more information contact:

Martin Strikwerda  
Thebacha College  
Box 600  
Fort Smith, N.W.T.  
X0E 0P0  
Tel: (403) 872-7590

## ALBERTA VOCATIONAL CENTRE

The Alberta Vocational Centre provides two programs which are related to management development: Business Administration and Local Government Administration.

### 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

Duration: ten months

Start date: September 5, 1985

Location: Grouard, Alberta

Language of instruction: English

Admittance requirements: English 30/33 and math 20/33 or mature student status

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: ten months

Start date: September 5, 1985

Location: Grouard, Alberta

Language of instruction: English

Admittance requirements: English 20/23 and math 20/23 or mature student status

For more information contact:

- Mike Poulter
- Alberta Vocational Centre
- Mission Street
- Grouard, Alberta
- TOG 1C0
- Tel: (403) 751-3915 ext. 79

## ATHABASCA UNIVERSITY

### Public Administration Certificate Program

Athabasca University has developed a one year certificate program in Public Administration. This program prepares Native students for employment in local government, in the civil service, and in private business. Special emphasis is put on the problems and situations facing Native people today. The Public Administration Certificate Program is also aimed at providing professional qualifications for Native people already working for communities, service agencies and businesses with professional qualifications.

Courses covered include:

- Political Science and Economics
- Native People and the Canadian Political System
- Public Administration and Native People
- Administration, Human Resource Development Management
- Optional Courses, Accounting and Computer Science

The Public Administration certificate is available from Athabasca University by correspondence. It is also presented in a classroom setting in selected locations. Students who complete the Public Administration Certificate program may continue to study by correspondence to obtain a bachelor of Public Administration degree.

For more information contact:

- Rienhild Rodrigues
- Athabasca University
- 12352-149 Street
- Edmonton, Alberta
- T5V 1G9
- Tel: (403) 762-3391



## 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 effect: 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

Start date: September 1985

Location: Lloydminster, Alberta

Language of instruction: English

Admittance requirements: 17 years of age

For more information contact:

John Clarke  
Central Office  
4420-50  
Lloydminster, Alberta  
T9V 0W2  
Tel: (403) 853-8420

## 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)

Start date: September 1985

Location: Nechi Centre, St. Albert, Alberta

Language of instruction: English

#### For more information contact:

Audrey Lawrence  
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

Duration: to be determined

Location: to be determined

Language of instruction: English

### 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

Start date: Autumn 1985

Location: Muskwachees Cultural College, Hobbema, Alberta

Language of instruction: English

Admittance requirements: high school graduation

For more information contact:

Francine Whiteduck  
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

Start date: September 4, 1985

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 programme 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 I 220: Principles of Band Management  
Administration I 225: Band Business Development  
Administration I 228: Federal Policy and Financial/  
Administrative Development for Bands  
Administration I 320: Organizational Behavior in Indian Bands

Program durations are:

- 1) Certificate in Administration, two years
- 2) Diploma of Associate in Administration, four years
- 3) Bachelor of Administration, four years

Start date: September 6, 1985

Location: Regina, Saskatchewan

Language of instruction: English

Admittance requirements: high school graduation

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

Start date: September 6, 1985

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.

## SASKATCHEWAN INDIAN MANAGEMENT TRAINING INSTITUTE

### 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

Start date: September 1985

Location: Prince Albert, Saskatchewan

Language of instruction: English

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

For more information contact:

Stan Wilson  
Saskatchewan Indian Training Institute  
1004-1 Avenue West  
Prince Albert, Saskatchewan  
Tel: (306) 922-7800



## 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.

The management program addresses four themes:

- The Human Aspects of Managing
- Participation in Development
- The Technology of Development
- Accessing Resources

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.

#### 1985 Program:

(Courses, locations and dates)

- |                                    |                        |
|------------------------------------|------------------------|
| 1) Community Development           | October 25-November 1, |
| Falcon Lake Resort                 | 1985                   |
| 2) Government systems and Programs |                        |
| Thompson, Manitoba                 | to be announced        |
| 3) Interpersonal and Group Skills  |                        |
| for Managers Falcon Lake Resort    | November 25-29, 1985   |

#### 1986 Program:

- |                                       |                        |
|---------------------------------------|------------------------|
| 1) Project Planning and Control       | Jan. 13-17, Feb. 17-21 |
| Gimli, Manitoba                       | and March 17-21, 1986  |
| 2) Planning, Budgeting and Accounting | Jan. 20-24, Feb. 17-21 |
| Thompson, Manitoba                    | and Feb 24-28, 1986    |
| 3) Organization Development           |                        |
| Falcon Lake Resort                    | to be announced        |

For more information contact:

Don Castledon or Sherrie Blasko  
The University of Manitoba  
Continuing Education Division  
R3T 2N2

Tel: (204) 474-9921 or toll free in Manitoba 1-800-432-1960

## YELLOWQUILL COLLEGE

### Certificate in the Management of Community, Economic, and Organizational Development

This program has been designed to accomodate people employed by bands and tribal councils. Three main themes are covered: the community, economic development, and the organization. Courses are organized into three to five day modules with each module designed to maximize individual involvement within the learning decision.

#### Courses offered:

- Project planning
- Administration, budgeting and accounting
- Personnel and interpersonal relations
- Community economic development
- Government systems, services and programs

Duration: three months

Location: Portage la Prairie, Manitoba

Language of instruction: English

#### For more information contact:

Yellowquill College  
Box 1599, Crescent Road West  
Portage la Prairie, Manitoba  
R1N 3P1  
Tel: (204) 239-1570

## 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

Start date: January 1986

Location: Peterborough, Ontario

Language of instruction: English

For more information contact:

- Merrill Bridgen(Coordinator)
- Anitwancigig Institute
- 267 Stewart Street
- Peterborough, Ontario
- Tel: (705) 748-1456

## THE CONFEDERATED 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

Start date: September 6, 1985

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

Start dates: year round entry

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

Start date: September 1985

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)

Start date: September 1985

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

### Diploma Program in Native Studies

Trent University offers a three year diploma program in Native Studies which includes courses related to management training.

Courses related to Indian Management offered within the Native Studies program:

#### Native Community Development:

A study of critical issues in the social, political, and economic development of Native communities in Canada.

#### Social Services and the Native People:

A study of tribal and contemporary approaches to meeting common human needs.

#### Politics and Native Peoples, structure and participation:

An analysis of the political structures, Indian Act, and treaties from legal and historical perspectives within which Native people exist.

Duration: three years

Start date: September 8, 1985

Location: Peterborough, Ontario

Language of instruction: English

Admittance requirements: high school graduation

For further information contact:

Don McCaskill  
Department of Native Studies  
Trent University  
Peterborough, Ontario  
K9J 7B8  
Tel: (705) 748-1310

## 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:

Marc Voinson  
Northern Quebec Management Training Programme  
331 Minosa  
Dorval, Quebec  
H9S 3K5  
Tel: (514) 636-8120

## INSTITUT DE FORMATION AUTOCHTONE DU QUEBEC

L'Institut de formation autochtone du Québec est un organisme à non lucratif dont le conseil de direction est composé d'Indiens et de Métis. Tous les cours de formation peuvent être dispensés dans la réserve et être conçus de manière à répondre aux besoins particuliers de chaque client. Les cours peuvent être d'une durée de 15, 30, 45 ou 120 heures.

### Programme d'administration en milieu autochtone

Le Programme d'administration en milieu autochtone comporte trois secteurs de spécialisation des affaires. Les vingt cours offerts dans le cadre de ce programme sont actuellement dispensés en français et le seront en anglais compter du 1er janvier 1986.

Pour de plus amples renseignements, contacter:

Institut de formation autochtone du Québec  
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## QUEBEC NATIVE TRAINING INSTITUTE

The Native Training Institute of Quebec is a non-profit organization with an Indian and Metis board of directors. All training courses can be delivered on-reserve and can be designed to meet the specific needs of each individual client. Courses may be 15, 30, 45 or 120 hours in duration.

### Management in the Native Environment

The Management in the Native Environment Program offers three areas of specialization: band organization manager, project manager, and business manager. There are twenty courses offered within the "Management in the Native Environment Program. Courses are currently offered in French and will be available in English in January of 1986.

For more information contact:

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