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# REPORT RAPPORT

Discussion Paper on the  
Role of the Regional  
Technical Training Coordinator

November 15, 1983

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Discussion Paper on the  
Role of the Regional  
Technical Training Coordinator

November 15, 1983

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997-0156

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Band Technical Training Coordinator (TTC)
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3.1 Planning/Managing the Regional Technical Training Program for Bands and Field Staff

- by providing advisory services on short and long term planning of band technical training to regional and district staff;
- by planning the number of field-tests, initial presentations and deliveries made by HQ which will be hosted or attended by the region each year;
- by planning the number of deliveries of TS&C courses that will be made by regional staff each year; and
- by arranging for these activities (e.g. selecting date; locating facilities, identifying and notifying participants, arranging for their travel and accommodation, etc.)
- by conducting functional reviews of district band training programs.

3.2 Evaluation and Feedback/Maintaining Statistics

- by evaluating each course after it has been field-tested, presented and/or delivered using the forms supplied by HQ;
- by reporting to the Director of Engineering and Architecture (E&A) and HQ the results of the evaluation and recommending improvements as required; and
- by implementing information systems to capture data (e.g. number of courses given, who attended, from what band, at what costs, with what results, etc.)

3.3 Analyzing Training Needs and Priorities

- by liaising with bands and regional staff to determine training needs and priorities and relaying these through the Director of E&A and HQ; and



- by acting as a focal point for requests from bands and field staff for courses and relaying these through the Director of E&A to HQ.

#### 3.4 Maintaining an Inventory of Available Technical Training Materials

- by receiving TS&C courses and storing them in such a way that they are easily accessible but their use is controlled;
- by updating the courses according to amendments received from HQ;
- by reporting to HQ any problems with the courses (e.g. technical inaccuracies, malfunction of a/v materials, etc.) and
- by researching and reporting on technical training activities initiated by the region, by the private sector and others

#### 3.5 Coordinating Regional Training Activities

- by acting as a member of the regional band/staff training committee (where it exists);
- by liaising with local band/staff training authorities to coordinate the regions's annual training plan;
- by working with the regional Band Training and Advisory Services representative in order to prepare and submit funding proposals for technical training;
- by coordinating band training activities undertaken by other components (eg. Housing, Local Government, etc.) in the region;
- by liaising with native educational organizations.

Note: In regions where there is in-house development and delivery of training, over and above involvement in the TS&C program, eg. occupational skills training etc., the role of the TTC could be considerably more extensive than as it is described here.

#### 4.0 Other Related Training Activities

Aside from technical training, regions are also involved in contract and fire and safety training. In the case of the former, it is usually handled through the contract administration group in the regional Finance and Administration office.

In the case of the latter, each region has a Fire and Safety Officer actively implementing training programs. At present, the role of the TTC does not include coordination of activities in these two areas in most regions.

Two exceptions are Manitoba and B.C. Regions. In Manitoba, the TTC coordinates both contract training and fire and safety training. In B.C. Region, the TTC looks after the financial and administrative arrangements for fire and safety training. In addition, the development of a regional approach to construction, maintenance safety training is also a part of the B.C. TTC's work plan.

Any suggestions from the regions as to the pro's and con's of involving the TTC in these areas are welcome.

#### 5.0 Action Plan

The following describes the action plan for distributing this paper, generating discussion and finalizing a national guideline on the role of the TTC

- 5.1 Discussion paper sent to select TTC's by March 31, 1983. (Done)
- 5.2 Feedback is received from selected TTC's by April 29, 1983. (Done)
- 5.3 Revised discussion paper is issued to all regions for comments by June 30, 1983. (Done)
- 5.4 Feedback is received from all regions by July 29, 1983. (Done)
- 5.5 TTC role guideline is finalized and issued to all regions by November 15, 1983. (Done)