



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Indian / Inuit Management Courses

Cours en gestion pour les Indiens et les Inuit

1 9 8 9 - 1 9 9 0

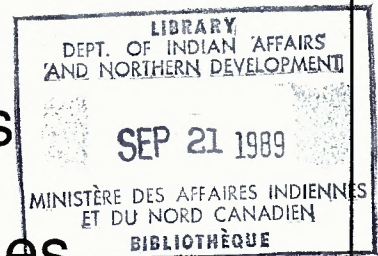


E96.2
I55
1989/90
c.1

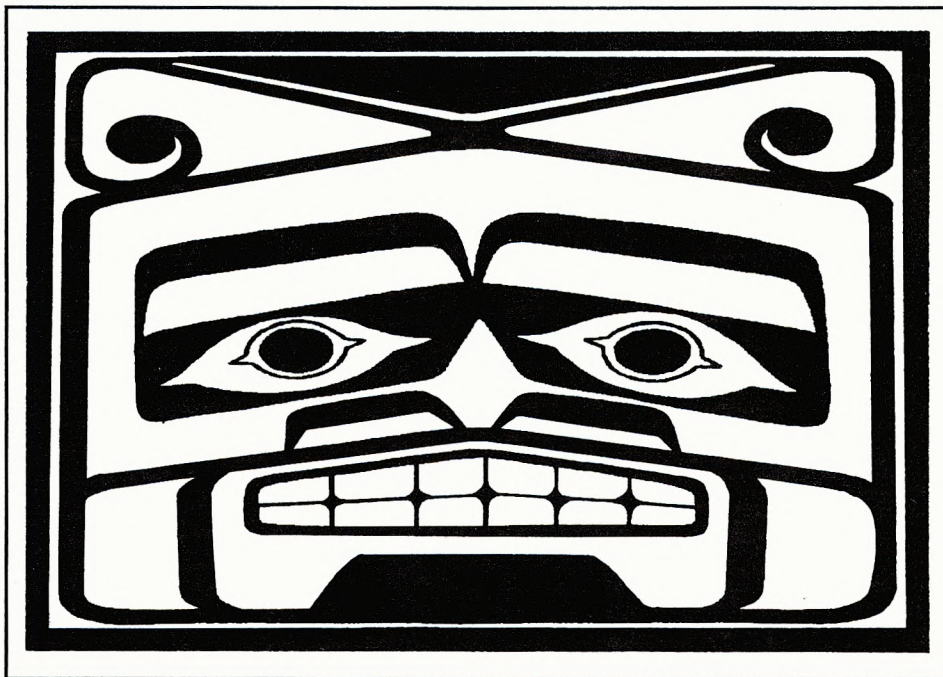
Canada

Indian / Inuit
Management Courses

Cours en gestion pour les
Indiens et les Inuit



1 9 8 9 - 1 9 9 0



Indian / Inuit Management Development
Band Support and Capital Management Branch

Formation et perfectionnement en gestion des Indiens et des Inuit
Direction générale du soutien des bandes et de la gestion des immobilisations

© Published under the authority of the
Hon. Pierre H. Cadieux, P.C., M.P.,
Minister of Indian Affairs and
Northern Development,
Ottawa, 1989.

QS-5252-000-BB-A1

Publié avec l'autorisation de
l'hon. Pierre H. Cadieux, c.p., député,
ministre des Affaires indiennes
et du Nord canadien,
Ottawa, 1989.

QS-5252-000-BB-A1

TABLE OF CONTENTS

	<u>PAGE</u>
INTRODUCTION	
<u>YUKON</u>	
1. Yukon College	1
<u>NWT</u>	
1. Arctic College	2
2. Atii Training Inc.	5
3. Tungavik Federation of Nunavut	8
<u>BC</u>	
1. British Columbia Institute of Technology	9
2. Centre for Indian Training and Research	10
3. Native Education Centre	11
4. Native Training Institute.	16
5. Nicola Valley Institute of Technology	17
6. Northern Lights College	19
7. UBC - Centre for Continuing Education	20
<u>ALBERTA</u>	
1. Alberta Vocational Centre	21
2. Blue Quills First Nations College	22
3. Lakeland College	23
4. Maskwachees Cultural College	25
5. Nechi Institute	26
6. Southern Alberta Institute of Technology	28
7. University of Alberta - School of Native Studies	29
8. University of Lethbridge	31
9. Westerra Institute of Technology	36
<u>SASKATCHEWAN</u>	
1. Saskatchewan Indian Federated College - School of Business and Public Administration	38
2. Touchwood - File Hills Qu'Appelle District Chiefs Council	40
<u>MANITOBA</u>	
1. Assiniboine Community College	42
2. Keewatin Community College	44
3. University of Manitoba	46
4. Yellowquill College	48

(Cont'd)

TABLE OF CONTENTS (Cont'd)

	<u>PAGE</u>
<u>ONTARIO</u>	
1. Anigawncigig Institute	51
2. Big Trout Lake	52
3. Cambrian College	53
4. Confederation College of Applied Arts and Technology .	55
5. KeyNorth	58
6. Lambton College	59
7. McMaster University	61
8. Native Skills Centre	62
9. Northern College	63
10. Trent University	65
<u>QUEBEC</u>	
1. Cégep de Sept-Îles	67
2. Institut de formation autochtone du Québec Quebec Native Training Institute	68
3. Kativik School Board	70
4. Université du Québec à Chicoutimi	72
<u>NOVA SCOTIA</u>	
1. Dalhousie University	74
<u>NATIONAL</u>	
1. The Public Service Commission of Canada Commission de la fonction publique du Canada	75

INTRODUCTION

Afin de permettre aux dirigeants indiens et inuit de comparer et de choisir des cours de gestion, les responsables du Programme de perfectionnement en gestion des Indiens et des Inuit ont préparé la publication Cours en gestion pour les Indiens et les Inuit 1989-1990.

Les descriptions de cours 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; on y indique la durée du cours, l'adresse de l'établissement et les exigences d'admission. La langue d'enseignement est l'anglais à moins d'indication contraire. Les personnes qui désirent participer à un programme de formation en gestion doivent toutefois faire confirmer par l'établissement les renseignements fournis dans la publication.

La publication Cours en gestion pour les Indiens et les Inuit est mise à jour chaque année. Depuis la dernière édition, quinze nouveaux établissements offrant des programmes en gestion se sont ajoutés au nombre croissant d'établissements spécialisés en formation pour les Indiens et les Inuit. La publication comporte ainsi 42 contributions, pour une augmentation de 56 % par rapport à l'année dernière.

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
Soutien à la gestion indienne
Affaires indiennes et du Nord Canada
Pièce 1744 - Les Terrasses de la Chaudière
10, rue Wellington
OTTAWA (Ontario)
K1A 0H4

Téléphone: (819) 994-4343

INTRODUCTION

The Indian Management Development Directorate has prepared Indian/Inuit Management Courses 1989/90 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 publication 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, and admittance requirements. Language of instruction is in English, unless stated otherwise. Individuals who wish to participate in a management program should confirm the information provided in this publication with the institute concerned.

Indian/Inuit Management Courses is updated annually. Since last year's book was published, fifteen more institutes with native management programs have been added to the growing number of institutes offering specialized training for Indian and Inuit people. The additions result in the book containing a total of forty-two contributions, an increase of fifty-six percent.

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

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

Telephone: (819) 994-4343

YUKON COLLEGE

Indian Government Management

Indian Government Management is a certificate program that provides culturally relevant educational and training experiences in management for employees and potential employees in Indian government. Courses are offered on a part-time basis in Whitehorse and through various community campuses.

A total of 10 courses must be taken to complete the requirement for a certificate. Of these, 6 or 7, depending on the alternatives chosen, are required courses and 3 or 4 are electives. In consultation with the faculty advisor, electives may be chosen from selected courses in Arts and Science, Computer Management, Indian Government Management, Business Administration or Municipal Administration.

Program Outline:

Bus 220	Bus 303
Acct 218 or 202	Eng 190/191 or 192
Bus 110	Bus 210
and 4 electives	

Upon completion of 10 courses, graduates will receive a certificate in Indian Government Management from Yukon College.

Duration: 10 courses on a part-time basis

Location: Whitehorse, Yukon

Admission requirements: No specific requirements, but an official record of all past education must be submitted.

For further information contact:

Division Head
Administrative and Management Studies
Yukon College
Box 2799
WHITEHORSE, Yukon
Y1A 5K4

Telephone: (403) 668-8800

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

Second semester

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

Third semester

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

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, NWT

Admission 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, NWT
X0E 0P0

Telephone: (403) 872-7590

2. Management Studies Program

The Management Studies Program (MSP) is meant to respond to the strong and increasing demand, from every sector of society in the Western Arctic, for northern residents who are well-trained in all aspects of management. The emphasis of the program is on the more local level of establishment: small business, regional and local government, native organizations, and other community organizations.

This two-year diploma program has two main streams from which students can choose:

- a) Public Sector management, aimed at such groups as government departments and agencies, native institutions and non-profit organizations.
- b) Private Sector management, aimed at such groups as small businesses, particularly commercial and service types as well as the travel and tours industry.

Year I

Communications I
Communications II
Mathematics I
Accounting I
Accounting II
Computers I
Computers II
Marketing I
Pub Admin I
Management I
Administration I
Tourism I

Year II

Economics I
Law I
Human Resources I
Org Behavior I
Mathematics II
Computers III
Economics II
3 electives
plus either:
Accounting III
Marketing II
Management II
or
Pub Admin II
Pub Admin III
Pub Admin IV

(Cont'd)

Arctic College (Cont'd)

Duration: Two years

Location: Aurora Campus, Inuvik

Admission requirements: Grade 12 or equivalent. Well-developed English and mathematical skills are essential.

For further information contact:

Mr. Victor Botari
Coordinator
Management Studies Program
Arctic College - Aurora Campus
Box 1008
INUVIK, NWT
X0E 0T0

Telephone: (403) 979-2556

ATII TRAINING INC.

Atii is the coordinating group for Inuit management development. It plans and carries out activities which will develop Inuit human resources in Nunavut. Participants have an opportunity to participate in professional development training designed and controlled by Inuit. These are lively training events for small groups, tailored to your training needs.

Atii 1989/90 Management Seminars

1. Personal Management Skills

An introduction to management skills: including time management, goal setting, problem solving, communication, listening skills, and stress management.

Duration: contact Atii for starting date

Location: Iqaluit, Baffin Island

2. Administration I

Accounting cycle, income statement and balance sheets, journalizing and posting entries, financial statements, cash control and principles, preparation of petty cash fund and bank reconciliation statements, understanding financial audits, non-financial control of cheques, payroll preparations.

Duration: contact Atii for starting date

Location: Iqaluit, Baffin Island

3. Managing Human Resources I

Recruiting, selecting, orientation, supervising, and training employees.

Duration: October 16-21, 1989

Location: Iqaluit, Baffin Island (Inuktitut)

4. Organizational Management

Types of organizations, organizational goals and objectives, policy development procedures, organizational structures, authority and roles.

Duration: September 25-30, 1989

Location: Iqaluit, Baffin Island

(Cont'd)

ATII TRAINING INC. (Cont'd)

5. Administration II

Financial statement/items identifications, subsidiary ledgers, classified financial statements, financial analysis, financial decision-making, master budget, operation forecast, capital forecast and cash flow.

Duration: November 13-18, 1989

Location: Iqaluit, Baffin Island

6. Leadership

Identifying formal and informal leadership, exercising both task and process leadership, leadership styles appropriate to situation, motivating employees or group members, working effectively with their board, delegating work and authority.

Duration: December 4-9, 1989

Location: Rankin Inlet, NWT

7. Managing Human Resources II

Legal aspects of managing people, disciplining employees, handling complaints, developing personnel policy and procedures manual.

Duration: January 22-27, 1989

Location: Iqaluit, Baffin Island (English)

Duration: March 12-17, 1990

Location: Iqaluit, Baffin Island (Inuktitut)

8. Executive Skills For Management

Developing organizational goals/objectives and strategies, evaluating organizational goals and objectives, communication/proposal writing, negotiation skills and techniques.

Duration: February 19-24, 1990

Location: Iqaluit, Baffin Island

(Cont'd)

ATII TRAINING INC. (Cont'd)

For further information contact:

Ms. Simona Arnatiag-Barnes
Coordinator
Atii Training Inc.
Suite 702
77 Metcalfe Street
OTTAWA, Ontario K1P 5L6

Telephone: (613) 232-2899/2951/3496
Fax: (613) 232-0238

**TUNGAVIK FEDERATION OF NUNAVUT AND CONFEDERATION COLLEGE OF
APPLIED ARTS AND TECHNOLOGY**Nunavut Sivuniksavut Program

Developed by the Tungavik Federation of Nunavut (TFN), the Nunavut Sivuniksavut program is designed to help young adult Inuit from Nunavut develop the knowledge, skills and confidence that will allow them to take advantage of further employment, training or educational opportunities. The long-term purpose of the program is to increase the number of trained Inuit who will be available to manage and participate in the implementation of a land claims settlement.

Structured to meet the individual needs of participants, the program integrates academic study with personal skill development.

Academic Study:

- Inuit pre- and post-contact history
- Native policy and the Treaty process
- Land claims policy since 1969
- Northern development since 1968
- Political economy of the North
- History, mandates and activities of Inuit organizations
- The TFN Land Claim

Skill Development:

- Inter-personal communications
- Group decision making
- Problem solving
- Leadership
- Goal setting/Time management
- Planning and Evaluation
- Public presentation
- Computer literacy

Nunavut Sivuniksavut is affiliated with Confederation College of Applied Arts and Technology, and graduates receive a College Certificate.

Duration: 8 months, mid-September to mid-May

Location: Ottawa, Ontario

For further information contact:

Morley Hanson / Murray Angus
Nunavut Sivuniksavut
336 MacLaren Street
OTTAWA, Ontario
K2P 0M6

Telephone: (613) 234-5603

BRITISH COLUMBIA

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 Behaviour I	Business Law I
Organizational Behaviour 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 BCIT.

Duration: Nine months

Location: Merritt, BC

Admission requirements: High school graduation

BCIT also offers custom designed courses for specific band needs. Both certificate and diploma programs are given on-site to all bands. Some examples of customized courses designed for individual bands in the past are resource management, band management, computer applications and hospitality and tourism.

For further information contact:

Ms. Maureen Palfreyman
Director
Native Indian Outreach Program
BCIT
3700 Willingdon Avenue
BURNABY, BC
V5G 3H2

Telephone: (604) 432-8252

BRITISH COLUMBIA

CENTRE FOR INDIAN TRAINING AND RESEARCH

The Centre for Indian Training and Research provides three series of workshop courses related to Indian management training. The workshops include opportunities to practice skills and apply knowledge in local situations through case studies, problem solving exercises and small group discussions.

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

Duration: Three-day workshops

Location: On-site in British Columbia

For further information contact:

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

Telephone: (604) 682-8588

BRITISH COLUMBIA

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 1/2 months, starting September

Location: Vancouver, BC

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 CEIC.

(Cont'd)

BRITISH COLUMBIA

NATIVE EDUCATION CENTRE (Cont'd)

Native Tourism Supervisors and Management Training Program

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

Courses offered:

First semester

Financial Controls
Human Resources Development
Introduction to Tourism
Human Relations in Tourism
Tourism Marketing for Supervisors
Leadership Skills in Tourism
Careers in Tourism - Part I
Basic Computer Applications in Tourism
Business Communications and Public Speaking
Practicum I

Second semester

Careers in Tourism II
Food and Beverage Services
Tourism Sales and Marketing
Travel and Tour Operations
Planning, Organizing and Developing a Tourism Event (Conferences)
Outdoor and Adventure Tourism Operations
Cross-Cultural Communications and Tourism
Directed Studies
Practicum II

Duration: Ten months, starting October

Location: Vancouver, BC

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 NEC 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 CEIC.

(Cont'd)

BRITISH COLUMBIA

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 November and April

Location: Vancouver, BC

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 NEC 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 Employment, if sponsored by CEIC.

Micro-Computer Office Training

The Micro-Computer Office Training program is designed to train Native people with an interest in micro-computers for employment with Native organizations, tribal councils and/or bands as well as with employers in the private and government sectors. A certificate from Vancouver Community College and the Native Education Centre will be granted, which will lead to employment in an automated office, or further training in various career areas that specialize in the use of micro-computers.

(Cont'd)

BRITISH COLUMBIA

NATIVE EDUCATION CENTRE (Cont'd)

Program Content:

Typing/Records Management	1 credit
Micro-Computers	4 credits
Work Experience	2 credits

Students will train on IBM and AES personal computers. The software will be DOS, D-Base III+, WordPerfect, Acc-Pac, General Ledger, Lotus 1-2-3, Multimate and a special AES word processing package.

Duration: 5 1/2 months, starting November and April

Location: Vancouver, BC

Admission requirements: * Students interested in this program must apply by using the standard NEC admissions application. In addition, students must:

- be 19 years or older;
- have a grade 12 diploma or equivalency with a C" average in grade 12 English and Math;
- have a typing ability of at least 40 wpm;
- have a previous successful office or business experience or an equivalent office training program;
- write a one-page letter explaining their interest in the career field;
- have a personal interview with the NEC Admissions Officer;
- show evidence of personal, living and financial stability;
- provide two letters of reference; and
- take an academic assessment test at the NEC.

* Admissions limited to 12 seats.

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

For further information contact:

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

Telephone: (604) 873-3761
in BC: 1-800-663-5405

(Cont'd)

NATIVE EDUCATION CENTRE (Cont'd)

Project Access Outreach Programs

Project Access enables native communities to run Native Education Centre programs in their local reserve or community area. In 1989-1990, the Centre hopes to assist 10 bands and/or Native organizations with their programming needs and aspirations.

For further information, contact:

Ms. Pat Baxter
Program Coordinator
Project Access Outreach
285 East Fifth Avenue
VANCOUVER, BC
V5T 1H2

Telephone: (604) 873-3761

BRITISH COLUMBIA

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 & 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

Location: Spences Bridge, BC

For further information contact:

Ms. Marie Shuter
Director
Native Training Institute
Box 1484
SPENCES BRIDGE, BC
V0K 2L0

Telephone: (604) 458-2409

BRITISH COLUMBIA

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, BC

Admission 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

Duration: Sixteen months

Location: Merritt, BC

(Cont'd)

BRITISH COLUMBIA

NICOLA VALLEY INSTITUTE OF TECHNOLOGY (Cont'd)

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

Duration: Sixteen months

Location: Merritt, BC

Admission requirements: High school graduation or a strong
background in band management,
community work or business;
computer literacy and strong
writing skills.

For further information contact:

Ms. M.J. Mahan
Director of Planning and Development
Nicola Valley Institute of Technology
Box 399
MERRITT, BC
V0K 2B0

Telephone: (604) 378-2251

BRITISH COLUMBIA

NORTHERN LIGHTS COLLEGE

Basic Band Management Skills

Portions of the Confederation College Basic Band Management Skills program have been adopted for use by the Stikine Campus of Northern Lights College. The certificate program includes:

1. Basic Band Administration (24 hours)
A review of the Indian Act, committees minutes and meetings, Band Council resolutions.
2. Basic Band Business Communications (24 hours)
An introduction to business correspondence, memos, letters, summaries and reports.
3. Basic Band Office Procedures (24 hours)
A study of office set-up, receptionist, secretary, various officers and functions, teamwork, staff relations, and job descriptions.
4. Basic Band Finance Practices (36 hours)
This is a presentation of the "one write system" of bookkeeping.

Duration: 108 hours

Location: Stikine Campus, Cassiar, BC

In addition to the above, a new program combining existing office administration courses in English, bookkeeping, and computer literacy have been combined with two new courses for native students: proposal writing (90 hours) and developing a business plan (90 hours). This is a pilot project for a class of native students from the college region, and the college plans to introduce credit for this program following an evaluation.

Duration: seven months

Location: Stikine Campus, Cassiar, BC

For further information contact:

Mr. Tom O'Connor
Administrator, Stikine Campus
Box 128
Cassiar, BC
V0C 1E0

Telephone: (604) 771-5500

BRITISH COLUMBIA

THE UNIVERSITY OF BRITISH COLUMBIA, CENTRE FOR CONTINUING EDUCATION

The University of British Columbia offers a series of one and two week courses designed for individuals in management and leadership positions in bands, tribal councils and native organizations.

1. Planning for First Nations Self-Government (one week)
December 4-8, 1989 (tentative)

This course will introduce a variety of self-government options based on traditional and existing forms of government and will provide some planning tools to help communities define and reach their own self-government goals.

2. Introduction to Band Planning (two weeks)
May 7-17, 1990 (tentative)

This introductory course to the practice of community planning is designed to provide an overview of planning issues in native communities and to equip participants with specific skills in leading planning processes. A certificate is awarded on completion of all assignments.

3. Economic Development Planning (one week)
June 11-15, 1990 (tentative)

This course is designed to help native leaders and planners develop and implement economic strategies which are appropriate to the resources, locations and values of their particular communities.

4. Settlement Planning: Housing, Services and Land Use (one week)
June 18-22, 1990 (tentative)

This course is designed to help band leaders and staff work more effectively on their own and with technical professionals in planning for and building their communities.

Location: UBC Campus, Vancouver, BC

Admission requirements: No formal requirements

Limited to 30 students.

For further information contact:

Ms. Julie Glover
Director
Planning Programs
UBC Centre for Continuing Education
5997 Iona Drive
VANCOUVER, BC
V6T 2A4

Telephone: (604) 222-5260
Fax: (604) 222-5283

ALBERTA VOCATIONAL CENTRE - LESSER SLAVE LAKE

Band Administration

The Band Administration program provides managerial training for employees of reserve or settlement offices. The program is intended for those employees who work in an administrative or management role.

Program of Studies:

- Interpersonal Communications for Managers (Comm 243)
- Personnel Administration (BA 224)
- Financial Management
- Computer Accounting
- Funding - Sources & Applications
- Stress and Time Management
- Public Speaking
- Parliamentary Procedures
- Political Science, Law
- Program Development
- Community Planning

Upon successful completion of the program, graduates receive a Certificate of Program Completion from Alberta Vocational Centre - Lesser Slave Lake. In addition, transcripts are issued for courses taken through Athabasca University. Some courses may be applied towards a university degree.

Duration: 20 weeks throughout the year according to client demand

Location: Lesser Slave Lake, Alberta

Admission requirements: Preference is given to full-time employees of reserve or settlement offices with at least three months experience in a managerial position.

For further information contact:

Ms. Barb Heise, Coordinator
Special Projects Program
Slave Lake Campus
Box 1280
SLAVE LAKE, Alberta
T0G 2A0

Telephone: (403) 849-7171
Fax: (403) 849-7314

BLUE QUILLS FIRST NATIONS COLLEGE

Grant MacEwen College Programs

Management Studies Diploma

The Management Studies Diploma Program has two distinct components, Accounting and Management Studies for both first and second year students. In order to facilitate the delivery of the Diploma Program, students in both areas share common electives and required courses, while also fulfilling the prerequisites of each division.

1. Accounting: The Accounting Program lays the foundation for a successful career in business. Your understanding of accounting procedures and principles will be enhanced, as you progress through basic financial accounting to cost accounting, finance, taxation, auditing, data processing, business systems and management skills. Additionally, supervised field placements in accounting offices or with public practitioners can provide a valuable practical experience.
2. Management Studies: The Management Studies Program provides practical management training to prepare the student for the realities of the business world. Lectures, group work, case studies in management, human resources, marketing, accounting and finance provide you with the requirements for a management career by developing your problem-solving and decision making skills.

Location: Blue Quills First Nations College, St. Paul, Alberta

Duration: 1 Year Certificate, 2 Year Diploma

Admission requirements: Alberta High School Diploma or equivalent, a skills appraisal and an interview.

For further information contact:

Ms. Sylvia Leskin
Management Studies Instructor
Blue Quills First Nations College
Box 279
ST. PAUL, Alberta
T0A 3A0

Telephone: (403) 645-4455 Ext. 179

LAKELAND COLLEGE

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.

Admission requirements: Ability to read and write English

(Cont'd)

LAKELAND COLLEGE (Cont'd)

For further information contact:

Mr. Randy Ladret
Acting Director
Lakeland College
St. Paul Campus
Box 2259
ST. PAUL, Alberta
T0A 3A0

Telephone: (403) 645-3276

MASKWACHEES CULTURAL COLLEGE

Three programs in management skills are offered presently at MCC:

1. In conjunction with Saskatchewan Indian Federated College, a four course Certificate in Administration program emphasizes Indian public administration. These classes can be applied to a second-level certificate, a diploma and, eventually, to a degree in public administration.
2. An inservice program to develop and enhance practical skills of managers and assistant managers in the administrations of the four local bands is offered. This short course is designed to provide the means for increasing effectiveness day-to-day on the job.
3. A support staff skills enhancement program model has been developed and is being tested with one administration. A portion of this program aims at assisting managers in the maximum utilization of the skills of supporting staff.

Duration: 4 months

Location: Hobbema, Alberta

Admission requirements: mature students; with an English language proficiency exam requirement

For further information contact:

Dr. Fred Carnew
Director
Maskwachees Cultural College
Box 360
HOBEMA, Alberta
T0C 1N0

Telephone: (403) 585-3925

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

For further information contact:

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

Telephone: (403) 458-1884

(Cont'd)

NECHI INSTITUTE (Cont'd)

Native Trainers Development

The Native Trainers Development (NTD) project is a three-year training of "trainers" project housed under the auspices of the Nechi Institute and funded by the Canadian Job Strategy's Innovations Program. NTD is the Institute's response to both public and business demands for unmet needs in the labour market. Through the NTD, small business, band administration, health and social service agencies, community development organizations and governmental departments will have immediate access to their own in-house "trainer" expertise. Increased control and decreased expenses are cost-effective benefits which offset hiring costly, outside help.

Between 1987 and 1990, NTD will screen, select, train, evaluate and even assist in creating "trainer" jobs for any of the 60 (20 per year) "trainer" applicants accepted by NTD as potential "trainer" professionals.

Duration: 25 day course first year, with follow-up Professional Development workshops the following year.

Location: Nechi Centre, St. Albert, Alberta

For further information about the NTD project, contact:

Ms. Louise Mayo
Executive Assistant
Nechi Institute
Box 3884, Postal Station "D"
EDMONTON, Alberta
T5L 4K1

Telephone: (403) 458-1884

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

SAIT will design a program for particular band needs. In the past, SAIT has offered courses in the management and accounting fields, such as Decision Making, Office Management, Personnel Management and Time Management. For example, 12 specially designed courses are currently being offered to specific bands for the 1988/89 year, such as resource management and systems maintenance management. Programs in band management can be arranged upon demand for individual band needs.

For further information on customized courses contact:

Mr. Louis Masson
Coordinator
Customized Training Program
Southern Alberta Institute of Technology
1301-16th Avenue NW
CALGARY, Alberta
T2M 0L4

Telephone: (403) 284-7083

UNIVERSITY OF ALBERTA - SCHOOL OF NATIVE STUDIES

Although the following courses are not designed specifically for natives, a large number of native students are enrolled at the school.

Aboriginal Self-Government

Topics include:

- Objectives of Self-Government
- Origin of Aboriginal Position
- Policy on Self-Government by Federal and Provincial governments
- The Impasse
- Alternatives Available to Resolve Impasse
- The Economics of Self-Government
- Concerns and Issues for Self-Government

Duration: One term

Location: Edmonton, Alberta

Native Land Use Research and Planning

This course will approach land use research and planning as it applies specifically to traditional native land use.

Topics include:

- Background of land use and occupancy research
- Control of land and management of resources
- Land use planning
- Roles of resource development

Duration: Two terms

Location: Edmonton, Alberta

Native Communication and Negotiation Strategies

This course will focus on strategies used to acquire land, economic and self-government agreements in Alberta, NWT and the Yukon. A portion of the course will also review communication strategies within native communities and organizations.

Duration: 26 weeks

Location: Edmonton, Alberta

(Cont'd)

UNIVERSITY OF ALBERTA - SCHOOL OF NATIVE STUDIES (Cont'd)

Native Economic Development

This course will review underlying factors which affect the economies of native communities and examine different approaches to native economic development, including community, corporate and entrepreneurial business approaches. The native perspective to native economic development will be a predominant theme.

Duration: 14 sessions

Location: Edmonton, Alberta

Management Issues in the Native Community

This course introduces the major management issues commonly faced by contemporary native community and business organizations as a result of their unique cultural, social, economic, demographic and political environment. In addition, opportunities will be made to develop and practice the managerial skills involved in diagnosis, analysis and resolution of management issues frequently encountered in native organizations.

Duration: 13 weeks

Location: Edmonton, Alberta

For further information contact:

Mr. Richard Price
Director, School of Native Studies
University of Alberta
11023-90 Avenue
EDMONTON, Alberta
T6G 1A6

Telephone: (403) 492-2991

THE 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 Behaviour, 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

Duration: 4 years

Location: Lethbridge, Alberta

(Cont'd)

THE UNIVERSITY OF LETHBRIDGE (Cont'd)

Admission requirements: High school graduation or native 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 Behaviour, 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

Duration: One or two years

Start Date: September and January of each year

Admission 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.

(Cont'd)

THE UNIVERSITY OF LETHBRIDGE (Cont'd)

Program III

Management Workshops

The objective of the Management Workshop is to deliver an outreach program to residents of native communities across Canada, who for various reasons cannot afford to spend two to four years pursuing a management degree or certificate. The workshops will be of varying durations from 2 to 15 days. Workshops completed or under development include:

- Introduction to Management
- Financial Management
- Project Management
- Organization Design
- Entrepreneurism
- Community Based Economic Development
- The Band/Métis Council
- Human Resources Management
- Indian Labour Law
- Research Procedures
- Project Evaluation
- Software Evaluation
- Conflict Management
- Negotiation Skills
- Stress Management
- Time Management
- Managing Change
- Communication Skills
- Media Relations

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 UNIVERSITY OF LETHBRIDGE (Cont'd)

The Business Enterprises and Self-Governing Systems (BESS) Management Workshop Series

The Business Enterprises and Self-Governing Systems of Indian, Inuit and Métis Peoples Program (BESS) at the University of Lethbridge, is a series of workshops being developed which cover a wide variety of management issues. They are aimed at sensitizing participants to management issues and advancing management skills. These workshops are designed for adult native learners who occupy or will occupy managerial positions in the native community. The workshops may contain some university level material, which will be adapted for practical application.

Management workshops under development include:

1. An Introduction to Management (WKSP-001)
2. Financial Management (WKSP-002)
3. Project Management (WKSP-003)
4. Organizational Design (WKSP-004)
5. Entrepreneurism (WKSP-005)
6. Community Based Development (WKSP-006)
7. The New Band/Métis Council (WKSP-007)
8. Human Resource Management (WKSP-008)
9. Indian Labour Law (WKSP-009)
10. Economic Development Officer Training (WKSP-010)
11. Business and Commercial Law (WKSP-011)

Skills Workshops Under Development

1. Managing Conflict (SKILL-01)
2. Negotiation Skills (SKILL-02)
3. Stress Management (SKILL-03)
4. Time Management (SKILL-04)
5. Strategies for Change (SKILL-05)
6. Communication Skills (SKILL-06)

Duration: Varies depending upon workshop and client needs

Location: Lethbridge, Alberta

Admission requirements: Workshops are geared towards adult natives who play a managerial role in their band or tribal councils.

(Cont'd)

THE UNIVERSITY OF LETHBRIDGE (Cont'd)

For further information contact:

Mr. Randy Brothen
Lecturer
The School of Management
The University of Lethbridge
4401 University Drive
LETHBRIDGE, Alberta
T1K 3M4

Telephone: (403) 328-4398

WESTERRA INSTITUTE OF TECHNOLOGY

The following programs are scheduled on an "as needed" basis and funded either through ad hoc funds or on a direct contract basis.

Managing the Development Process

Westerra is contracted by the Yellowhead Tribal Council to provide instruction in this program. The program has three primary objectives:

1. to enable the bands to deal effectively with the changes brought on by self-government, e.g. program transfers. These changes mean that bands must operate in an increasingly more competitive and complex environment.
2. to enable bands to maximize their existing human, financial and natural resources.
3. to provide managers/administrators and community leaders with information and new strategies so they are better able to plan and execute their present duties.

Courses offered:

Management	The Law and Bands
Decision Making	Contract Law
Project Management	Labour Law
Planning	Community Development
Organizations and Organizing	Accounting
Working with People	Computer Literacy
Communication	Accountability and
Policies and Administration	Control

Duration: 17 months (3 classroom days and 4 on-the-job consultation days per band per month)

Native Entrepreneurial Training

This program is based on the Hawaii Entrepreneurship Training and Development Institute (HETADI) model. The Yellowhead Tribal Development Corporation has adapted the HETADI model to address regional needs. The program is designed to develop knowledge and skills necessary to produce a business plan which will be acceptable to a financial institution. Fundamental small business operating and management skills are also developed.

(Cont'd)

WESTERRA INSTITUTE OF TECHNOLOGY (Cont'd)

Courses offered:

- Market research and planning
- Business realities
- Product planning
- Location, competition, support services
- Business plan
- Financial forecasting and planning
- Financing
- Business organization types, staffing
- Sales Forecasting

Duration: 4 weeks

Contract Services

Westerra responds to the management and administration training needs of native bands by designing and delivering specific training programs on a contractual basis.

Courses offered:

- Introduction to Microcomputers
- Word Processing
- Computerized Accounting
- On-Reserve Small Business Development
- Meeting and Conference Skills
- Business Communications
- Other Management related courses as requested

Duration: According to the need

For further information contact:

Mr. Earle Alexander
Director, Continuing Education
Westerra Institute of Technology
Box 5000, 4813-47 Avenue
STONEY PLAIN, Alberta
T0E 2G0

Telephone: (403) 963-1000

SASKATCHEWAN

SASKATCHEWAN INDIAN FEDERATED COLLEGE - SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

The School of Business and Public 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 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

Summer Institute: call SIFC for starting dates

Duration:

- 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)

Locations:

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

Admission requirements: High school graduation
or permission of SIFC

(Cont'd)

SASKATCHEWAN

SASKATCHEWAN INDIAN FEDERATED COLLEGE - SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION (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

Admittance requirements: High school graduation or
mature student status.

For further information contact:

Professor William Chadwick
Department Head
School of Business and Public Administration
Saskatchewan Indian Federated College
Room 118, College West Building
University of Regina
REGINA, Saskatchewan
S2S 0A2

Telephone: (306) 584-8333

Note:

All studies offered by the SIFC are under the jurisdiction of the Indian Governments of Saskatchewan.

SASKATCHEWAN

TOUCHWOOD-FILE HILLS QU'APPELLE DISTRICT CHIEFS COUNCIL

Indian Business Management Program

The Indian Business Management Program is an accredited two year diploma program offered through the TFHQ District Chiefs in affiliation with Saskatchewan Indian Institute of Technologies and Palliser Campus in Moose Jaw, Saskatchewan. The program is designed to provide the student with a sound knowledge of business practices and principles enabling them to pursue careers in a wide variety of fields; to provide the knowledge and background required to enter business for oneself; to integrate Indian content into the existing program to make it more meaningful and applicable to Indian business and administrative needs; and to provide the student with a common first year of business classes that can be applied to other diploma programs offered through Palliser.

First semester (Sept - Jan):

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

Second semester (Jan - May):

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

Practicum - 8 weeks June - July

Summer Break - 4 weeks August

Third semester:

- Managerial Accounting
- Money and Banking
- Organizational Behaviour
- Industrial Relations
- Retailing
- Salesmanship

Fourth semester:

- Commercial Law
- Credit and Collections
- Finance
- Administration
- Small Business
- Purchasing
- Taxation

Indian Studies elective:

Including: Indian Administration in Canada
Detribalization Policy
Structure of the Department of Indian Affairs
Structure of Indian Political Organizations
Indian Self-Government

Duration: Two Years: Diploma
One Year: Certificate
Contact TFHQ for starting dates

Location: SIAST Palliser Campus, Moose Jaw, Saskatchewan

Cont'd

SASKATCHEWAN

TOUCHWOOD-FILE HILLS QU'APPELLE DISTRICT CHIEFS COUNCIL (Cont'd)

Admission requirements: Academic Grade 12/ABE12/GED 12 with a strong aptitude for algebra and English.
Twenty-five participants are admitted annually.

For further information contact:

Ms. Joan Peigan
Coordinator
Indian Business Management Program
TFHQ District Chiefs Council
Box 1549
FORT QU'APPELLE, Saskatchewan
S0G 1S0

Telephone: (306) 332-5664

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 focuses 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

(Cont'd)

ASSINIBOINE COMMUNITY COLLEGE (Cont'd)

Admission requirements:

Mature students with several year's work experience. Applicants should be functioning at the Grade 10 level.

For further information contact:

Mr. Bob McTaggart
Chairperson
Assiniboine Community College
1430 Victoria Avenue East
Box 935
BRANDON, Manitoba
R7A 5Z9

Telephone: (204) 726-6600 or call toll free within Manitoba
1-800-862-6307

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

Admission requirements: Mature students over 20 years of age 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 unique senior management development program designed for those individuals responsible for leadership within bands, tribal councils and community organizations. This management program provides intensive learning experiences in key areas of managing. Courses are highly experiential and practical. They are developed out of the manager's own experience and are designed to increase a manager's understanding and skill in leading and managing his or her organization.

The program is organized in week-long modules which are offered in regional centres over a two year period. 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 program addresses 3 themes:

1. Managing With People

Interpersonal and Group Skills for Managers (1 week)
Human Resource Development (1 week)
Organization Development (1 week)

2. Managing for Development

Government Systems and Self-Government (2 weeks)
Module I - Federal & Provincial Government Systems
Module II - Indian Government

Community Economic Development (3 weeks)
Module I - An Introduction to Economics
Module II - Economic Analysis
Module III - Preparing an Economic Study

Community Development (1 week)

3. Administrative Technologies

Planning, Budgeting and Accounting (3 weeks)
Module I - Planning & Budgeting
Module II - Accounting Principles
Module III - Accounting Procedures

Planning and Control of Capital Projects (3 weeks)
Module I - Planning
Module II - Costing and Scheduling
Module III - Implementation

(Cont'd)

UNIVERSITY OF MANITOBA (Cont'd)

For further information contact:

Mr. Don Castleden
Continuing Education Division
University of Manitoba
WINNIPEG, Manitoba
R3T 2N2

Telephone: (204) 474-8034 or 474-8037
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
Band Management	60 hours
Effective Writing Skills	90 hours
Economic Development	120 hours
Financial Administration	90 hours
Personnel Administration	60 hours

Duration: 12 months with 2 months designated for summer work practicum.

Location: Portage la Prairie, Manitoba

Admission 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:

Mr. Mark Fouad
Economic Development Program Coordinator
Yellowquill College
P.O. Box 1599
Crescent Road West
PORTAGE LA PRAIRIE, Manitoba
R1N 3P1

Telephone: (204) 239-1570
Fax: (204) 857-4272

(Cont'd)

YELLOWQUILL COLLEGE (Cont'd)

Business Administration

This two year program will include a 2-month practicum in a setting where the student will have the opportunity to practice the concepts learned during the course.

The program will be offered 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, 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:

First Year:

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

Second Year:

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

Electives:

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

Note: Proposal writing will be included in
 Business Communication.

Duration: Two years

Location: Portage la Prairie, Manitoba

(Cont'd)

YELLOWQUILL COLLEGE (Cont'd)

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
Fax: (204) 857-4272

Specialized Seminars & Workshops

Yellowquill College offers a number of specialized seminars and workshops in the areas of:

Decision Making
Leadership
Proposal Writing
Group Dynamics
Computer Accounting
Cross Cultural Training
Public Relations for Managers
Word Processing

These workshops are designed to meet the needs identified by the Native Communities.

Duration: Varies as to identified objectives

Location: Yellowquill Campus or on site

For further information contact:

Mr. Mark Fouad
Yellowquill College
P.O. Box 1599
Crescent Road West
PORTAGE LA PRAIRIE, Manitoba
R1N 3P1

Telephone: (204) 239-1570
Fax: (204) 857-4272

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 Sanford 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

Admission requirements: Grade 10 or equivalent

For further information contact:

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

Telephone: (705) 748-1780

BIG TROUT LAKE TRAINING PROGRAM

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
- Life Skills
- Communications - theory
- Business
- Media and Native Studies
- Native Language
- Modern Indian Psychology

Duration: 41 week certificate program

Location: Big Trout Lake

Admission requirements: No formal requirements.
Limited to 12 seats.

For further information contact:

Program Coordinator
Big Trout Lake Training Program
BIG TROUT LAKE, Ontario
P0V 1G0

Telephone: (807) 537-2534

CAMBRIAN COLLEGE - WABNODE INSTITUTE

Cambrian College serves hundreds of native students each year at its main campus and at off-campus locations on Manitoulin Island. Cambrian also offers a Native Counselling Course and a Native Child Worker Course along with its two Arts and Science Programs.

General Arts and Science Program - Native

This one-year program has been specifically designed for native students who wish to pursue a more general post-secondary education before committing themselves to a specific career path.

First Semester

Study, Reading and
Research Skills
Modern Science Mathematics
Information to Canadian
Native Peoples
Culture and Heritage, Part I
Introduction to
Ojibwe Language
Self Awareness
General Science Physics

Second Semester

Introduction to Communication
Mathematics for Science and
Technology
General Science Chemistry
Contemporary Native Concerns
Native Culture and Heritage II
Self Determination for
First Nations
Career Planning

Duration: 1 year

Location: Sudbury, Ontario

Admission requirements: Mature students or Ontario Secondary School Diploma (OSSD) or equivalent.

General Arts and Science - Skills Training Program

This four semester program is designed to prepare students to seek employment opportunities which require a specific skill.

The program consists of a common first semester with the following areas of study:

English
Math

Computer Literacy
Life Skills

and three semesters in a Skills Training Program of the student's choice, subject to availability. Some examples are:

Welding
Industrial Maintenance
Mechanic
Cabinet Making
Carpentry
Masonry

Heavy Duty Equipment Mechanic
Clerk Typist
Accounting Assistant
Drafting
Food Preparation

(Cont'd)

CAMBRIAN COLLEGE - WABNODE INSTITUTE (Cont'd)

Students will acquire on-the-job experience in their skills training option during a field placement. Graduates from the program receive a General Arts and Science diploma as well as a certificate in their area of skills training.

Duration: 4 semesters

Location: Sudbury, Ontario

Admission requirements: An OSSD diploma (30 credits) or an OSSGD (27 credits) or its equivalent or mature student status.

For further information contact:

Ms. Heather Debassige
Cambrian College - Wabnode Institute
1400 Barrydowne
SUDBURY, Ontario
P3A 3V8

Telephone: (705) 566-8101 Ext. 7833

THE CONFEDERATION COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Diploma in Business Band Management

Topics covered:

Semester 1

Introductory Accounting
Mathematical Skills
Development
Basic Communications
Native Spec. Legislation
Sociology & Community Life
Committee, Meetings & Minutes

Semester 3

Management Accounting
Advanced Communications/
Business
Entrepreneurship
Intro. to Business Law
Intro. to Economic Dev't
Personnel Management
Bands & Native Organizations
Elective

Semester 2

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

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

Admittance requirements: Grade twelve or mature student status

For further information contact:

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

Telephone: (807) 475-6424

(Cont'd)

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
(currently in revision)

GENERAL VOCATIONAL PREPARATION

Overview

General Vocational Preparation is a two-semester certificate program which will provide native students with a general level of education to ensure success in regular college programs. The program will either reduce the length of time native students must be away from home to study or provide the qualifications and background needed to pursue further education through the distance education mode.

Credit requirements

To obtain a diploma, students are required to successfully complete the following subjects:

CS 010 Language Development I
CS 110 Native Literature I
NP 010 Mathematical Skill Development I
NP 011 Study Skills I
NP 112 Contemporary Social Issues Facing Native People I
SS 509 Conversational Ojibway, Cree, Oji-Cree
CS 020 Language Development II
CS 120 Native Literature II
NP 020 Mathematical Skill Development II
NP 021 Study Skills II
NP 030 Career Preparation
NP 022 Contemporary Social Issues Facing Native People II

(Cont'd)

ONTARIO

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

Duration: Two semesters

Location: Thunder Bay, Ontario

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

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

Admission requirements: Grade 10 level

For further information contact:

Ms. Christine Bushey
KeyNorth
111 Elm Street West
SUDBURY, Ontario
P3C 1T5

Telephone: (705) 674-1074

LAMBTON COLLEGE

Band Management

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 or non-native communities.

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

- Indian Act
- Federal/Provincial 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

For further information contact:

Mr. Bob Wilson
Manager of Contract Education
Lambton College
Riverside Campus
265 N. Front Street
SARNIA, Ontario
N7T 7X1

Telephone: (519) 542-7751 Ext. 401

Entrepreneurial Training

Through its Southwest Enterprise Centre, Lambton College has delivered two self-employment training projects (20 weeks) to seven bands in southwestern Ontario and one self-employment training project to the Onigaming Band in Northwestern Ontario.

Modules include:

- The Small Business Environment
- The Self-Employment Option
- The Business Plan
- Marketing
- Organization
- Operations
- Financial Planning
- Financing
- Start-Up

(Cont'd)

LAMBTON COLLEGE (Cont'd)

Native Economic Development and Small Business Management

The Centre has delivered the academic portion of the NEDSBM program (11 months) for the Rainy Lake Ojibway Education Authority in northwestern Ontario.

Courses include:

- Leadership
- Communications
- Computer Applications
- Community Economic Development
- Small Business Management
- Accounting

For further information contact:

Ms. Joyce Fleck
Manager
Southwest Enterprise Centre
Lambton College
265 N. Front Street
SARNIA, Ontario
N7T 7X1

Telephone: (519) 542-7751 Ext. 474

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

For further information contact:

Dr. Luke Chan
Associate Dean, External Relations
McMaster University
HAMILTON, Ontario
L8S 4M4

Telephone: (416) 525-9140 Ext. 4636

NATIVE SKILLS CENTRE

The Native Skills Centre currently offers computer training for natives living in Toronto. There are changes in progress to offer distance education and computer networking with bands outside of Toronto within the next year.

For further information on current and soon to be offered courses, contact:

Ms. Marla Metson
Program Manager
Native Skills Centre
Suite 384
401 Richmond Street West
TORONTO, Ontario
M5V 1X3

Telephone: (416) 581-1392

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

Admission 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

Admission 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 (NMEDP) 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 BA 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.

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 BAS (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.

(Cont'd)

TRENT UNIVERSITY (Cont'd)

4. Graduate (2 year) Degree Program

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

Location: Peterborough, Ontario

Admission requirements: High school graduation
or equivalent

For further information contact:

Department of Native Studies
Native Management and Economic Development Program
Trent University
PETERBOROUGH, Ontario
K9J 7B8

Telephone: (705) 748-1310/1466

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'instruction: 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)
 G0A 4V0

Téléphone: (418) 843-6857

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
50 blvd. Bastien
VILLAGE DES HURONS, Quebec
G0A 4V0

Telephone: (418) 843-6857

KATIVIK SCHOOL BOARD

The Inuit Educational Leadership Training Program (IELTP) is aimed at Directors of Education who desire management training in order to become more capable of recognizing, responding to and directing the educational needs of their community. The Program is comprised of 5 themes:

1. Training
2. Organization
3. Management
4. Operations:
 - a. Administration
 - b. Pedagogy
 - c. Adult Education
 - d. Technical and Support Services
5. Inter-personal skills

Duration: 3 years

Location: Northern Communities within the KSB district

Admission requirements: Program designed for Directors of Education in Nunavik.

Language of Instruction: Innuktitut and English

For further information contact:

Mr. Chris Nicolas
 Training Counsellor
 The Inuit Educational Leadership Training Program
 Kativik School Board
 331 Mimosa
 DORVAL, Quebec
 H9S 3K5

Telephone: (514) 636-8120

(Cont'd)

KATIVIK SCHOOL BOARD (Cont'd)

NORTHERN QUEBEC MANAGEMENT TRAINING PROGRAM

1. Management/Administration Courses

The Northern Quebec Management Training Program 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 Program has developed several distance education courses. They are:

Written Communications (in Inuttitut)
 Bookkeeping
 Introduction to Micro-Computers (Apple Version)
 Introduction to Micro-Computers (IBM Version)
 Programming 1
 Introduction to Economics *
 Business in Nunavik *

Location: On-site

* Language of Instruction: English and Inuktitut

For further information contact:

Ms. Bruna Mastroianni
 Pedagogical Counsellor
 Northern Quebec Management Training Program
 Kativik School Board
 331 Mimosa
 DORVAL, Quebec
 H9S 3K5

Telephone: (514) 636-8120 Ext. 287

UNIVERSITÉ DU QUÉBEC À CHICOUTIMI

Programme de formation intégrée des gestionnaires attikameks et montagnais - Certificat I (1988-1989)

Ce programme est lié au projet de prise en charge des programmes fédéraux par les bandes et les organisations régionales attikameks et montagnaises. Son but ultime est l'amélioration des capacités des participants à mettre en oeuvre des processus gestionnels efficaces et adaptés à leur milieu et à la conjoncture actuelle.

Le programme comprend 30 crédits de cours répartis de la façon suivante:

1. Tronc commun - 21 crédits (obligatoires):

Activité d'intégration des apprentissages I (2 cr.)
 Activité d'intégration des apprentissages II (1 cr.)
 Principes de gestion en milieu amérindien (3 cr.)
 L'appareil d'état et les politiques gouvernementales (3 cr.)
 Les fondements et les environnement des organisations amérindiennes (3cr.)
 Principes comptables et éléments de gestion financière (3 cr.)
 Comptabilité de gestion (3 cr.)
 Projet d'intervention pratique (3 cr.)

2. Bloc complémentaire - l'étudiant choisit 3 cours parmi les suivants (9 cr.):

Gestion des ressources humaines (3 cr.)
 Planification des interventions et gestion de projet (3 cr.)
 Évaluation des politiques et des programmes gouvernementaux (3 cr.)
 Techniques d'analyse des besoins communautaires (3 cr.)

Structure du programme:

Ce certificat offre des activités de formation appartenant à deux grandes catégories:

les sessions intensives de formatin qui ont lieu dans les locaux de l'UQAC. Il s'agit de six sessions de dix jours organisées autour des différents objets d'étude définis par les objectifs des cours obligatoires (tronc commun) et des cours aux choix (bloc complémentaire);

les activités d'apprentissage supervisées et réalisées en dehors de l'institution. Elles comprennent un travail pratique de trois crédits.

(à suivre)

UNIVERSITÉ DU QUÉBEC À CHICOUTIMI (Suite)

Conditions d'admission: Détenir un diplôme d'études collégiales (D.E.C.) ou l'équivalent ou posséder des connaissances appropriées, une expérience jugée pertinente et être âgé d'au moins vingt-deux ans.

Langue d'enseignement: français

Pour de plus amples renseignements, contacter:

Mme Pierrette Beaudoin
Coordonnatrice des programmes
Programme de formation intégrée
des gestionnaires attikameks et montagnais
Université du Québec à Chicoutimi
Pavillon Sagamie, Local B-320
555, boulevard de l'Université
CHICOUTIMI (Québec) G7H 2B1

Téléphone: (418) 545-5011 poste 3320

Le programme de formation intégrée des gestionnaires attikameks et montagnais est un projet de:

L'Institut Éducatif et Culturel Attikamek-Montagnais
40, rue François Gros-Louis
VILLAGE DES HURONS (Québec)
G0A 4V0

Téléphone: (418) 843-0258

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.

First Session:

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

Second Session:

Functional Management Skills
Understanding Financial
Statements
Purchasing Analysis/Allocation
 of Funds
Economic Decision Making

Duration: Two one-week sessions

Location: Halifax, Nova Scotia

For further information contact:

Ms. Barb Mealiea
Advanced Management Centre
Dalhousie University
1261 Seymour Street
HALIFAX, Nova Scotia
B3H 3J5

Telephone: (902) 424-3650

PUBLIC SERVICE COMMISSION OF CANADA

The PSC offers courses dealing with Informatics, Financial Management, Personnel Management and Management Theory and Practices. The PSC will customize these courses according to specific band needs. Some of these courses have already been initiated in Quebec.

1. Informatics

- Introduction to Informatics
- Defining Line Management Role in the Development of Computer-Based Systems
- Using a Business Micro Computer and DOS
- Using an Electronic Spreadsheet
- Using Data Base Management Software (dBase III Plus)
- Introduction to WordPerfect
- Computer Concepts for Managers

2. Financial Management

- Financial Management Portfolio - Level I and II

3. Personnel Management

- Human Resource Planning
- Staff Relations for Officers

4. Management Theory and Practices

- Work Simplification
- Network Planning and Control
- Using Basic Statistical Techniques
- Systems Analysis and Design
- Negotiating Skills
- Writing for Results: Correspondence
- Stress Management
- Managing the Consultant
- Problem Solving - Introduction
- Time Management - Introduction
- Project Management
- The Consulting Process

For more information on making arrangements for specific band needs, please contact the PSC regional office nearest you (see following list).

(Cont'd)

PUBLIC SERVICE COMMISSION OF CANADA (Cont'd)

NOTE: The University of Ottawa recognizes, for credit, selected courses offered by the PSC. These selected courses will be credited towards a degree from the Faculty of Administration at the University of Ottawa. A similar agreement is also offered by "l'Université du Québec à Montréal". For more information concerning the University of Ottawa credited PSC courses, contact:

Ms. Patricia O'Rourke
Faculty of Administration
University of Ottawa
275 Nicholas Street
OTTAWA, Ontario
K1N 6N5

Telephone: (613) 564-2315

(Cont'd)

PUBLIC SERVICE COMMISSION OF CANADA (Cont'd)

List of Regional Offices

Ottawa
Training Programs Branch
Public Service Commission of Canada
300 Laurier Avenue West
OTTAWA, Ontario
K1A 0M7

Telephone: (613) 993-6112

Pacific
& Yukon
Training Programs Branch
Public Service Commission of Canada
5th Floor
757 West Hastings Street
VANCOUVER, BC
V6C 3G4

Telephone: (604) 666-3746

Alberta
& NWT
Training Programs Branch
Public Service Commission of Canada
Room 830
9700 Jasper Avenue
EDMONTON, Alberta
T5J 4G3

Telephone: (403) 495-3144

Manitoba
& Saskatchewan
Training Programs Branch
Public Service Commission of Canada
Revenue Building
405-391 York Avenue
WINNIPEG, Manitoba
R3C 4G8

Telephone: (204) 983-2635

(Cont'd)

PUBLIC SERVICE COMMISSION OF CANADA (Cont'd)

List of Regional Offices (Cont'd)

Ontario

Training Programs Branch
Public Service Commission of Canada
3rd Floor
Dominion Public Building
1 Front Street West
TORONTO, Ontario
M5J 2R5

Telephone: (416) 973-3007

Quebec

Training Programs Branch
Public Service Commission of Canada
Room 802, West Tower
Guy Favreau Complex
200 René Lévesque Blvd. West
MONTREAL, Quebec
H2Z 1X4

Telephone: (514) 283-2722

Atlantic

Training Programs Branch
Public Service Commission of Canada
4th Floor, Room 421
1888 Brunswick Street
HALIFAX, Nova Scotia
B3J 3J8

Telephone: (902) 426-7550

COMMISSION DE LA FONCTION PUBLIQUE DU CANADA

La CFP offre des cours dans les domaines suivants : informatique, gestion financière, gestion du personnel, et théories et méthodes de gestion. Elle est disposée à adapter ses cours si on le lui demande. Certains ont déjà été donnés au Québec.

1. Informatique

- Introduction à l'informatique
- Définition du rôle des gestionnaires hiérarchiques lors de l'élaboration de systèmes informatiques
- Utilisation d'un micro-ordinateur d'affaires de DOS
- Utilisation d'un chiffrier électronique (LOTUS 1-2-3-)
- Utilisation d'un logiciel de gestion de base de données (dBASE III Plus)
- Introduction au logiciel WordPerfect
- Notions générales d'informatique à l'intention des gestionnaires

2. Gestion des Finances

- Gestion des finances - niveau I et II

3. Gestion du Personnel

- Planification des ressources humaines
- Relations de travail à l'intention des agents

4. Théorie et pratiques de gestion

- Méthodes d'amélioration du travail
- Planification et contrôle par réseaux
- Utilisation des techniques fondamentales de la statistique
- Analyse et conception de systèmes
- Techniques de négociation
- Correspondance productive
- La gestion du stress
- Rapports avec les experts-conseils
- Solution des problèmes - Introduction
- Gestion du temps - Introduction
- Gestion du projet
- Processus de consultation

Pour de plus amples renseignements sur l'organisation de cours pour une bande en particulier, se mettre en rapport avec le bureau régional de la CFP (liste ci-jointe).

(suite)

COMMISSION DE LA FONCTION PUBLIQUE DU CANADA (suite)

NOTE : L'Université d'Ottawa reconnaît certains des cours de la CFP, c'est-à-dire que les crédits correspondants comptent pour les diplômes décernés par sa Faculté d'administration. Il existe en outre un arrangement semblable avec l'Université de Montréal. Pour plus de renseignements en ce qui a trait à l'Université d'Ottawa, contacter :

Mme Patricia O'Rourke
Faculté d'administration
Université d'Ottawa
275, rue Nicholas
OTTAWA (Ontario)
K1N 6N5

(613) 564-2315

COMMISSION DE LA FONCTION PUBLIQUE DU CANADA

Liste des bureaux régionaux

Ottawa	Direction générale des programmes de formation Commission de la fonction publique du Canada 300, avenue Laurier ouest OTTAWA (Ontario) K1A 0M7 Téléphone: (613) 993-6111
Pacifique & Yukon	Direction générale des programmes de formation Commission de la fonction publique du Canada 5e étage 757, rue Hastings ouest VANCOUVER (Columbia Britannique) V6C 3G4 Téléphone: (604) 666-3746
Alberta & TNO	Direction générale des programmes de formation Commission de la fonction publique du Canada Pièce 830 9700, avenue Jasper EDMONTON (Alberta) T5J 4G3 Téléphone: (403) 495-3144
Manitoba & Saskatchewan	Direction générale des programmes de formation Commission de la fonction publique du Canada Immeuble Revenue 400 - 391, avenue York WINNIPEG (Manitoba) Téléphone: (204) 983-2635

(suite)

COMMISSION DE LA FONCTION PUBLIQUE DU CANADA

Liste des bureaux régionaux (suite)

Ontario

Direction générale des programmes de
formation
Commission de la fonction publique du
Canada
3e étage
Édifice Dominion Public
1, rue Front ouest
TORONTO (Ontario)
M5J 2R5

Téléphone: (416) 973-3007

Québec

Direction générale des programmes de
formation
Commission de la fonction publique du
Canada
Pièce 802, Tour ouest
Complexe Guy Favreau
200, René Lévesque ouest
MONTRÉAL (Québec)
H2Z 1X4

Téléphone: (514) 283-2722

Atlantique

Direction générale de programmes de
formation
Commission de la fonction publique du
Canada
4e étage, pièce 421
1888, rue Brunswick
HALIFAX (Nouvelle-Écosse)
B3J 3J8

Téléphone: (902) 426-7550