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# ***Bizzybody Enterprises Program Directory***

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***Discover / Engage / Succeed***



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# BIZZYBODY Training Centre Services

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## Background

**Bizzybody Training Centre (BTC)** provides training, facilitation and consulting services by supporting communities in their efforts towards self-reliance, self-governance and self-employment. We promise to maintain a connection to all cultures and increase the quality of their life now and for future generations by way of knowledge sharing and classroom style teachings.

**Bizzybody** is located in the Treaty 8 Territory and its business services are a well-known friend to First Nations, Metis, Urban and Inuit as well as governments across BC and Canada. At **Bizzybody** we utilize a team approach and make extensive use of proven and creative techniques that any student of any age group can relate to. You only need a willingness to learn! While we do have an extensive catalogue of courses and solutions, the key to our training services really starts when we sit down with your organization and work with you to prepare and deliver a learning solution that is unique to your needs. We first want to know you!

The **Bizzybody** training philosophy is based on our belief that every learner is unique. We will sit down with you and workout a training solution that works for you and your needs. We do not deliver a cookie-cutter approach. We want to know you and work with you to personalize YOUR training content.

The **Bizzybody** consulting work is based on the concept of ethical, culturally based, long-term relationship building. The difference between training and consulting is that in a training environment, the **Trainer** transfers the knowledge, skills and techniques to the participants whereas the **Consultant** leads work groups through a series of customized methodologies, using the members operational knowledge to achieve results.

We are grounded in four key objectives:

- To operate with transparency, accountability within our morals and values;
- To deliver training from our perspective that meets the individual and collective needs of community's and individuals;
- To establish and maintain healthy relationships based on trust and integrity; and
- To help generate ethical revenue that supports Indigenous and Urban communities.

## Return on Investment (ROI)

**Bizzybody** believes our services should result in a demonstrated return on investment to the individual, the community, and the region as a whole. We believe in tangible outcomes such as self-esteem, personal empowerment, and financial stability. We believe in outcomes that are simple and clear, improved self-esteem and resources back in the communities.

## Programs and Courses

**Bizzybody** Training Centre offers a wide variety of courses, classes, programs and workshops. All of our offerings are customizable to your unique needs and are by no means an off the shelf one-size-suits-all type of solution.

## Just In Time

Just-in-time is a great solution when your community has a challenge that needs to be met with an immediate remedy. **Bizzybody** works with your team at your facility where we act as a catalyst to assist your team to obtain an immediate change-result. A typical example is mobilizing a team to manage a new project such as a time sensitive and complex funding application: **Bizzybody** takes your team through each required step so they can get your application completed and submitted on time with the best chances of a successful outcome.

## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

**Tourism** is a prime growth area for Indigenous and may involve government funding programs support growth and development of this key industry. Cultural Tourism is on the rise for many communities. Bear watching, wild game hunting and other nature getaways are already profitable businesses for many First Nations.

This workshop or course can be simple or multi-faceted – and totally driven by the needs of the community. We can help you identify tourist business opportunities in your organization or help you expand your existing tourism businesses. We are excited by tourism and we believe you should be too!

Tourism, especially Indigenous Tourism, is one of the fastest growing sectors in the marketplace. Federal and Provincial governments have identified the need to promote tourism across the nation. There is considerable international demand for Indigenous experiences. This is a great opportunity for individuals to educate and demonstrate the natural, cultural, social and culinary activities of your local areas.

## Key Learning Objectives

- Helps identify a tourism-related business that suits the individual
- Assists in the development of the specifics of the tourism experience
- Supports the research and identification of funding and business support services
- Leads the development of a business case and business plan
- Develops the activities and tasks to successfully open a business
- Creates the evaluation process to gauge the success or issues of the business



## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

This program is designed to provide students with the technical, administrative, and human relations skills required in today's office environments. Students gain in-depth training in administrative and interpersonal skills, as well as in the use of computers and popular software applications, including the Microsoft Professional Office Suite and the Windows environment.

Students learn to use computers and software applications to solve problems, manage information, and enhance document production.

This program provides thorough, in-depth training in the skills required by today's office workers in order to be competitive in the job market. Current computer software applications are stressed, as well as the traditional skills and knowledge of business English, business calculations, office procedures, customer relations, and strong keyboarding skills.

## Key Learning Objectives

- Managing your activities through time management
- Training in computer specific software – Microsoft Word, Excel, PowerPoint, Publisher, Outlook
- Understanding how to prioritize tasks
- Using computers and computer programs
- Establishing good oral and written communications
- Organizing and filing information in soft and hardcopy
- Solving problems and decision-making
- Working and collaborating in a team environment
- Developing appropriate telephone etiquette



# Proposal Writing Workshop

## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

Funding comes from government, business and local industry contributions. The key to accessing these funds is to write a great proposal that meets all the required mandates. This workshop helps you do just that – in a professional manner sharing knowledge for success. We can cover proposal writing in general or help you write a specific proposal for a specific funding desire.

## Key Learning Objectives

- How to approach the different type funding applications
- How to identify key mandatories that must be met by the applicant
- How to address financial aspects of the application
- How to prepare a project budget
- How to create templates for future references







## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

There are many excellent ideas. Unfortunately, excellent ideas do not always turn out. Often, a simple and straightforward analysis of the idea will provide good information on how feasible, realistic, and financially viable an idea is.

Participants learn how to turn an idea into an actual reality. It all starts with a plan and this workshop helps idea makers create just that.

## Key Learning Objectives

- Provides a meaningful structure to the analysis of an opportunity
- Demonstrates due diligence while building commitment to the idea
- Provides insight into characteristics of an entrepreneur, personal development and financial temperature of the individual
- Creates an expectation that ideas and concepts need to be well documented
- Protects all ideas, including those which are more creative and unusual
- Accelerates the process of Business Case development and time-to market
- Clarifies roles in the preparation of the Business Case
- Allows for the building up of a data base of Business Cases for future usage





## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

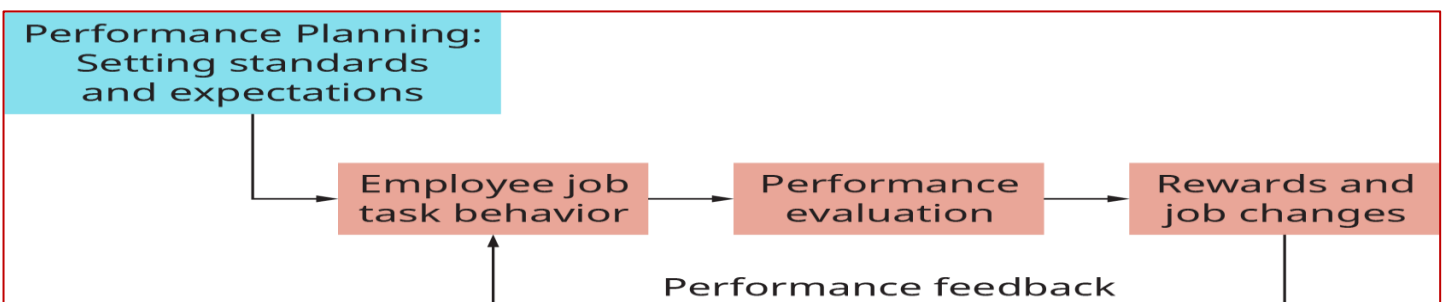
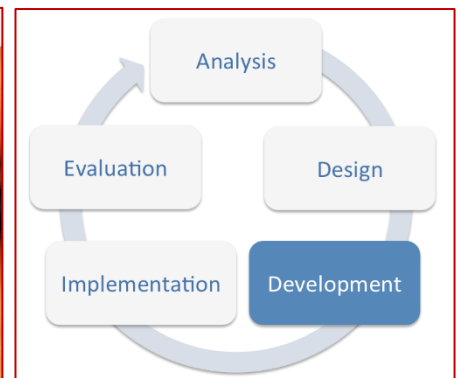
## Program Description

Chiefs, Council Members, Senior Managers learn how to analyze and evaluate a given program or activity to confirm its direction, determine whether it should be terminated, or whether it should be refitted in terms of its elements or direction.

The workshop covers processes for reviews, which are both narrow and wide in scope, including preparation for the review, data gathering and interpretation, and preparation of recommendations. We will work with your team to develop the processes and adhere to the guidelines.

## Key Learning Objectives

- Make business process re-engineering into a more useful framework
- Involves stakeholders and subject matter experts in the process of change
- Reduces the expectation of downsizing as a necessary output of the process
- Places a clear timeline on the review and the changes to be made
- Reduces the cost of the review through the involvement of key people
- Establishes a clear expectation that something will be done
- Tracks implementation to its successful conclusion



## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

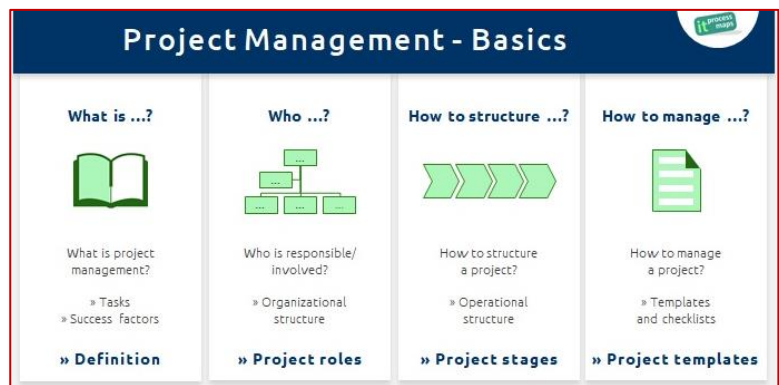
Project Management has proved its usefulness in a wide range of tasks, from traditional construction projects, to managing disruptive issues in the organization. Over the years, practitioners have come to draw a distinction between the process of managing a project (e.g. the Detailed Project Plan) and its techniques (e.g. Critical Path Technique).

BIZZYBODY has an extensive database of processes and techniques allows the client organization to custom design the project management system it needs, in line with its products and services.

This workshop provides participants with the means to manage unique, team-driven, complex and high-priority tasks. The workshop clearly distinguishes between the steps in managing a project, and the tools a project manager can use to manage a project. It combines both the tools and steps to give participants a Project Management "Boot Camp". The full range of process steps are covered: initiation, definition, planning, execution, and closure.

## Key Learning Objectives

- Recovers a minimum of 10% on project costs in the first year implemented
- Ensures that project goals, scope and plans are clear and committed to
- Links all projects to the mission and priorities of the organization
- Promotes quality relationships among stakeholders in the project
- Ensures effective priority setting for all projects
- Installs a +/-5% benchmark for all projects in the organization
- Removes the technocratic bias to project management and focuses on task



# Human Resource Planning Workshop

## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

This workshop develops Human Resources management processes that match the people of the organization with the organizations long term plans. Where necessary it will assist with an organizations ability to manage and work with its most valued assets – its people and community members at large.

## Key Learning Objectives

- Identifies the profile of people needed to deliver on organizational strategy
- Transforms the HR function into a more strategic element of the organization
- Provides a clear framework for carrying out HR strategic initiatives
- Increases the clarity of acquiring and retaining people in the organization
- Provides the organization with clear roles and accountabilities for people
- Fills gaps in the planning and deployment of the organization's people
- Increases the individual's sense of worth inside the organization



Staffing	Training & Development	Compensation	Administration
HR Planning	Employee Training	Motivation	Safety and Health
Employee Socialization	Management Development	Wages & Salary	Employee Relation
Job Analysis		Job Evaluation	Labor Relations
Recruitment	Career Development	Pay & Benefits	Grievance
Selection	Performance Evaluation	Discipline	Risk Management
Placement	Transition Planning	Resource Allocation	Social Security
Onboarding		Payroll	Welfare
Transfer		Bonus & Incentives	Record Keeping
Promotion			Personnel Audit

# Organizational & Individual Performance Management Workshop

## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

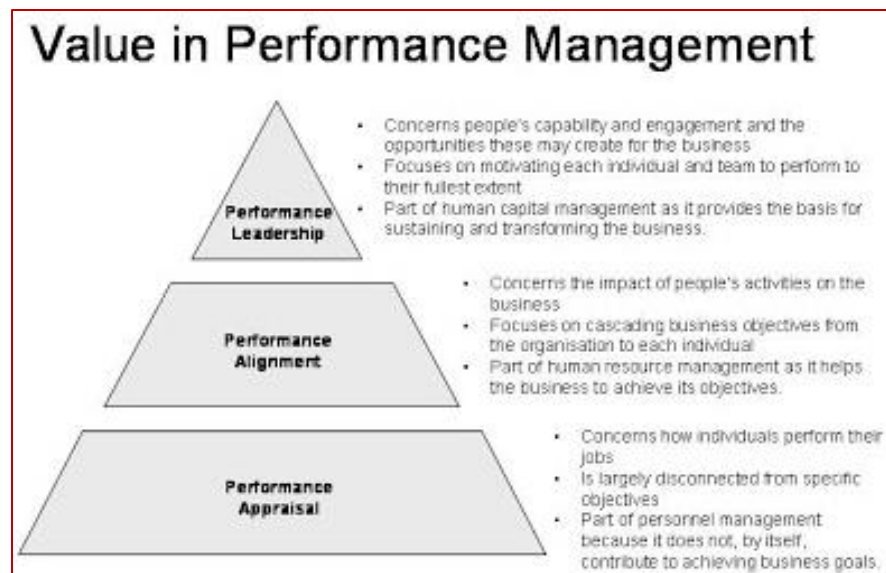
The organization is only as good as the people that delivers its products and services. The organization's overall effectiveness in implementing its strategic plan is a direct reflection of how well each person delivers individually and then collectively. It is vital, therefore, to assess the organization and the individual's performance on a continual basis.

This workshop provides participants with the knowledge and skills to implement a way to manage individual and organizational performance. The workshop teaches job and standards training that motivates employees towards establishing a creative work environment.

Methods used to monitor and review employee performance, provide coaching and delegating new work setting new standards are discussed.

## Key Learning Objectives

- Removes the stigma and fear associated with the job review process
- Replaces the traditional and ineffective performance appraisal function
- Ensures the support of all levels of the organization
- Provides a process for linking operational goals with individual performance
- Makes performance monitoring a continuous and consistent feature of the organization
- Provides tangible meaning to coaching and mentoring



## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

There is a lot of chat about “winning teams,” or “high performance teams.” Teams do not just happen they are built, carefully, person by person. If teamwork is considered a value, then taking the time to do it well should also be important.

Participants learn how to establish, and operate in, a team structure in support of delivering work plans. The workshop covers how to: choose/assess team members, assemble the team and establish common values, identify and build on effective team behaviors, identify roles of the team members, plan the actions and tasks of the team, monitor controls, and correct deviations as the team carries out its work, and stimulate the team’s growth.

## Key Learning Objectives

- Gives a purpose to team building by establishing a team charter
- Validates the role, responsibilities and accountabilities of each team member
- Engages team members in mutual support
- Ensures that the team’s work processes are well defined and understood
- Improves the team’s rapport, creativity, inventiveness and decision making
- Ensures that the team is contributing meaningfully to the overall mission
- Builds the team on the basis of the work it will be called upon to perform

This workshop is directed to managers and supervisors who work in a team environment. Providing guidance to leadership so they can deliver to a healthy team. Together – they will achieve success.

Staff members can participate in this program to understand the roles, responsibilities, and methods of working in and building effective work teams.





# The Gold Standard: Modelling, Coaching & Mentoring Training Session

## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

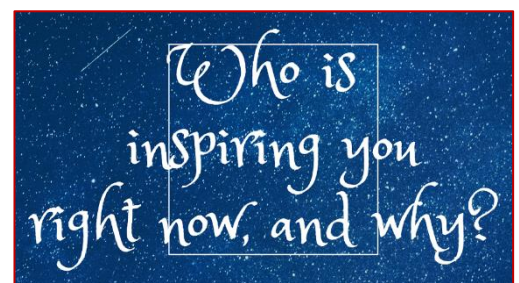
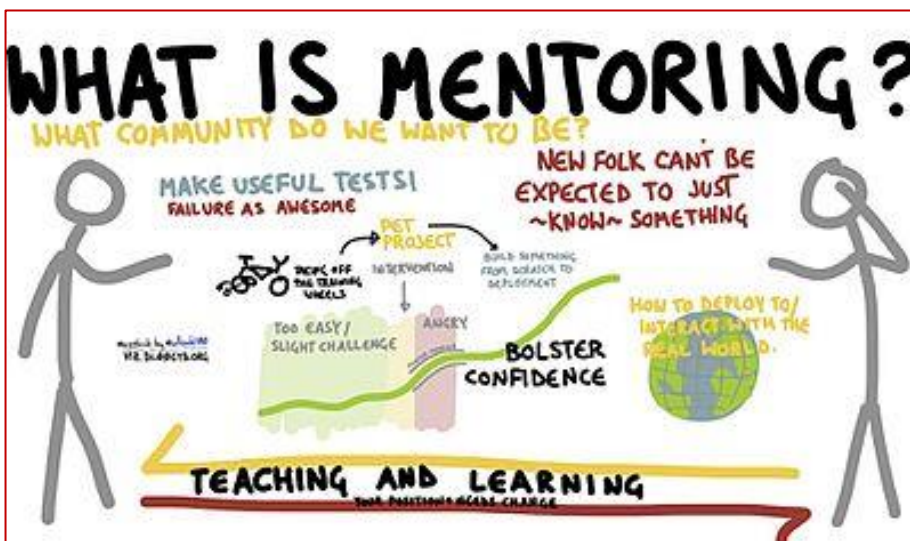
## Program Description

The Gold Standard is a learning experience designed for Chiefs, Council Members, and Managers who are interested in increasing their effectiveness in relating to others and motivating their employees and volunteers through modelling, coaching and mentoring.

Organizations do not usually set up individual people for their best behavior. In fact, most people working in an organization don't know how to behave with another they'll discount the other person, they won't listen to what the other is saying, they won't connect with the other person in thought or emotion, and often, they won't even extend basic respect. While they may be smart, sometimes brilliant intellectually, they lack the basic ability to connect emotionally with those around them.

## Key Learning Objectives

- Provides the senior team with clear standards of behavior
- Gives each manager in the organization clear expectations on their role
- Increases individual motivation, loyalty and bottom-line orientation
- Increases understanding of how senior modeling impacts on the organization
- Frames continuous improvement in a real and measurable way
- Changes the organization into a community of interest and a model employer
- Places emphasis on values, beliefs and organizational culture.





Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

Conflict is everywhere, and we do not seem to be able to do much about it. In fact, in most cases we feel it, or construct bureaucratic machinery, such as the grievance process, to “manage” it.

This workshop provides participants with the means to recognize, resolve conflict, and harmonize with people in a community, organization or workplace. Participants will learn how to deal with disputes, underlying conflict, deep-rooted conflict, and come to grips with levels and stages of conflict.

Once we understand that conflict is as normal as eating and drinking, and should not be avoided just for the sake of avoidance, resolution itself becomes more normal and part of the skills we need in our community and workplace.

## Key Learning Objectives

- Reduces the loss of energy and productivity due to workplace conflicts
- Reduces stress in the workplace by addressing its causes
- Frees up supervisory time, as people begin resolving conflict on their own
- Reduces the impact of major conflict, as people understand cause and effect
- Ensures that small scale conflicts are handled early, before they escalate
- Makes everyone in the organization accountable for reducing conflicts
- Gives everyone skills and tools to reduce conflicts to manageable levels



## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

Many of us have forgotten how to be creative, locked as we often are in organizations that do not credit right brain thinking. Yet, we desperately need to create as individuals, and the organization we work in needs our best creativity as it develops the products and services of tomorrow. There is a constant need for the organization to nurture and support the creativity of its people, to ensure its continuing viability and success.

This program promotes the use of creativity, innovation and collaboration to improve the programs and service delivery of the organization. There is an increasing recognition that new ideas are the lifeblood of the competitive organization. To assist client organizations in designing, developing and bringing to market innovative products and services.

## Key Learning Objectives

- Removes blockages for new ideas in the organization
- Makes creativity and innovation a regular feature of organizational life
- Validates individual and team creativity and innovation
- Increases permission for anyone in the organization to offer new ideas
- Provides tools to generate a fresh supply of ideas at little or no cost
- How to ensure the continued viability and success of the organization
- Shows how creativity contributes directly to the bottom line



## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

Participants learn how to design and implement the most effective structure to deliver the Strategic and Operational Plan of the organization. Possible organizational configurations (hierarchical/functional, a matrix in project management mode, self-directed teams, a mix and match of different structures within the same organization) are reviewed.

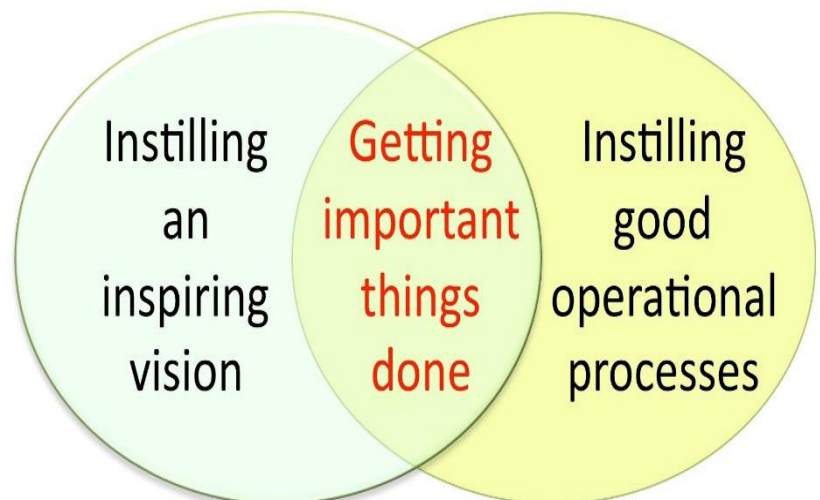
Activities covered include the examination of the current delivery structure and the products and services offered generation of options for delivering the products and services choosing the most appropriate overall delivery structure option analyzing the implications of implementing the new structure on the organization's people, physical plant, processes and systems and making modifications based on these implications and preparation of a change plan.

## Key Learning Objectives

- Provides the senior team with a strategic picture of management processes
- Allows for senior team consensus on strengths and weaknesses
- Prioritizes the areas where intervention is needed
- Structures the senior team to state issues in an actionable way
- Confronts the issues rather than the people on the team
- Points to specific steps for building on strengths and working on weaknesses
- Takes very little time or energy to complete



## Leadership & Management



## Duration

Depending on the detail required from the community – this program can be anywhere from 1-5 days in duration.

## Program Description

### Five Day Workshops

#### Facilitation I

- This workshop is for those who have never done any facilitation before. It covers facilitation theory, techniques, and logistics, and teaches participants how to lead groups through the analysis of issues and problems, conflict resolution, decision-making, work planning (vision, mission, key result areas, objectives, goals and controls), action planning, and creativity processes. At the end of the workshop, participants will be able to perform facilitations using a wide variety of processes.

#### Facilitation II

- This workshop is designed for participants who have taken Facilitation I. It provides the theory, skills and confidence to lead large-scale interventions in an organization or community, involving such global processes as Change Management, Stakeholder Consultation, Strategic Planning, and Process Consultation and Intervention.

### Two and Three Day Workshops

#### Basic Facilitation

- This workshop is for those who have never done any facilitation before. It covers facilitation theory, techniques, and logistics, and teaches participants how to lead groups through the analysis of issues and problems, conflict resolution, and action planning. Other processes can be covered instead of the processes noted above. At the end of the workshop, participants will be able to perform relatively simple facilitations.

#### Intermediate Facilitation

- This workshop is for those who have taken the 3-day Basic Facilitation workshop, and is designed to provide participants with the additional skills to perform facilitations that are more complex. The workshop covers additional theory, and four processes from the following: decision making, creativity, needs analysis, conflict resolution, work planning (establishing a mission statement key results areas, priorities and time frames objectives goals and controls), and process mapping and improvement.

#### Advanced Facilitation

- This workshop gives participants the skills to plan large-scale interventions, such as large group strategy sessions. It is for those who have taken the 3-day Basic and Intermediate Facilitation workshops. The workshop aims at perfecting the skills of the Intermediate Facilitator into those of a fully-fledged Process Consultant. The workshop covers more advanced processes, such as Strategic Planning, Operational Planning, Project Management, Total Quality Management, Change Management, and Process Consultation and Intervention.



## Facilitation for Managers

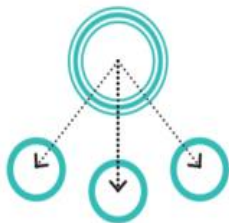
- This workshop gives managers an overview of facilitation theory, techniques and logistics, and provides the skills necessary to make effective use of facilitation services. The workshop aims at ensuring that managers have sufficient grasp of the theory and practice of facilitation that they can clearly express their needs and expectations to Facilitators.

## Key Learning Objectives

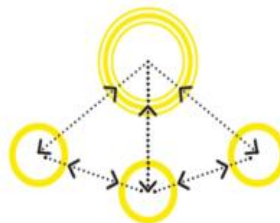
- Choosing the appropriate process for helping a group or team accomplish its task
- Establishing the appropriate environment for conducting process sessions
- Using the techniques of facilitation to greatest effect
- Moving from one process or technique of facilitation to another smoothly
- Adopting the facilitation behavior that is appropriate to the group and task
- Researching process sessions to ensure continuous improvement in process and techniques
- Coaching others in facilitation

# PROCESS

### Teaching vs. facilitating



One directional dissemination of knowledge through a teacher



Accompanying and shaping a learning process together



# FACILITATOR

## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

This workshop provides participants with the knowledge and skills, and a consistent framework for making informed decisions on risks. The risk management process taught is based on the Q850 process developed by the Canadian Standards Association, involving seven steps: initiation, preliminary analysis, estimating risk, evaluation of the risk activity, controlling risk, taking action, and monitoring impact.

## Key Learning Objectives

- Provides a visible and consistent process for making decisions involving risk
- Helps decision makers show due diligence to the organization and its clients
- Creates the expectation that decisions are well thought out and documented
- Helps accelerate implementation of decision by anticipating hazards
- Creates a culture of in-depth decision making and allows for emergencies
- Involves stakeholders in the risk decision to participate in a meaningful way
- Fosters the development of best practices in decision making





## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

Participants learn about the need for, and means to, facilitate communication among Senior Management, users, and MIS specialists and how to create a link between the overall Strategy of the organization, the technology available in the organization, and/or new technology and accelerate the movement of the organization as rapidly as possible to integrating its information system.

Participants learn the Strategic and Operational Information Management process, which links the Information Management Plan to the overall Strategy of the organization, establishes its own strategy and operationalizes it, supervises its own implementation, and does its own evaluation.

## Key Learning Objectives

- Reduces the waste associated with inaccurate and inaccessible information
- Provides a strategic view of knowledge as an essential business resource
- Integrates Knowledge Management to the other organizational processes
- Links all parts of the organization through its information flow
- Provides a consistent vocabulary for describing knowledge management
- Provides a cycle for renewing and improving the management of knowledge
- Ensures that all those involved play their roles fully y their roles fully



## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

Change, death, and taxes are the three things we can be sure about in life. We have two choices when confronted with change we can suffer it, or we can drive it. The choice is obvious and so, the organization needs a clear process for managing change from concept through to assessment.

This workshop provides participants with the skills to bring about change in an organization in a systematic way, with the full commitment of its people. Participants learn how to introduce and manage change so that it occurs much more smoothly, including how to target the change, trace its origin, analyse the impact, prepare a plan, implement and control the changes, evaluate the change, and ensure the new standard is in place.

## Key Learning Objectives

- Involves participants in the role of change agent
- Provides a practice field prior to engaging in the real change process
- Challenges change manager to develop a complete, full-cycle solution
- Provides a consistent and replicable framework for change
- Involves and protects the stakeholders in the change
- Reduces the variables in the change management process
- Develops a common language for talking about change issues



## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

Every year, businesses lose millions of dollars because they fail to listen to, interact with, and respect the opinions of managers and staff.

This workshop focusses on the needs of the managers and supervisors to act as coaches, facilitators, mediators and trainers. Participants learn how to apply step-by-step coaching and mentoring techniques that help individuals or groups achieve results by analyzing issues and problems. The program helps individuals or groups resolve conflicts and avoid the damage to productivity caused by unresolved conflict, and by helping individuals or groups generate integrated and cohesive work plans.

## Key Learning Objectives

- Allows the organization to meet the needs of both employees and organization
- Improves service to customers and satisfaction with programs and service delivery
- Increases financial management and improves the future of the organization
- Improves the individual productivity of people
- Improves interactive behaviour among employees and with members and others
- Rapidly improves the reach of the organization
- Increases the effectiveness of supervisors and productive people



## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

Participants learn how to bring organizations to an understanding of their mission, values, priorities, and strategic directions based on a commonly shared vision of their future, in a way that employees and communities understand and support. Areas covered include environmental scanning analysis of strengths-weaknesses-opportunities-threats (SWOT) establishing a future vision and mission statement identifying gaps and key results areas and priorities establishing values setting strategic directions and orienting staff.

## Key Learning Objectives

- Gives people in the organization a clear set of direction and deliverables
- Allows for the involvement of people from top to bottom in the organization
- Reinforces the senior management role as strategic leader
- Allows for systematic and smooth changes, based on stated priorities
- Stimulates meaningful discussion on how to renew the organization
- Plans for renewal of the strategy at predetermined intervals
- Provides a measurable basis for performance measurement





## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-3 days in duration.

## Program Description

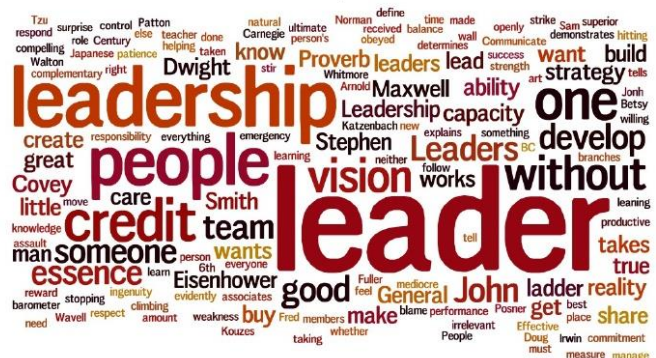
By **definition**, **leaders** influence the behavior of others by describing a better vision of the future. We've learned that leaders who intentionally nurture an environment of mutual trust and respect tend to drive stronger employee performance, which leads to exceptional customer service—and ultimately— improved business results. This online course will inspire and empower you to create a framework of effective and sustainable leadership practices.

## Key Learning Objectives

- Select the leadership style that is most appropriate for your personality
- Bringing inclusion rather than exclusion
- Demonstrates how leadership competencies and skills can be built on
- Improves decision-making and meeting management
- Provides tools for conflict reduction
- Understand the accountabilities of being a leader
- Shows the relationship between leadership and governance



## Leadership Quotes



# Northeast Indigenous Women in Leadership Development Program

## Duration

Depending on the detail required from the community – this workshop can be anywhere from 1-80 days in duration.

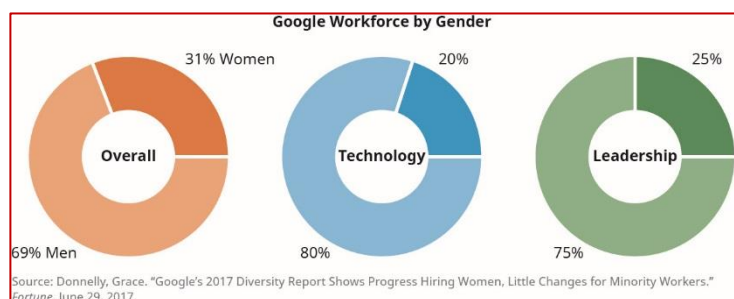
## Program Description

The program will start bridging the large income gap (annual salary of women in business is \$34,958 and men is \$63,658 most recent census report), almost double the national average, between women and men in Northern BC. The consequences are sharp inequalities. Without access to resource sector wages or business income, Indigenous women and girls are forced into economically precarious conditions where they experience food and housing insecurity. A key ingredient for success is leadership training to develop a sense of self value and worth. Such training empowers women's confidence and self-esteem. The outcome is they become agents of change through development of their entrepreneurial skills. A change to the economy, over time, transforms communities, cultures and ways of living.

## Key Learning Objectives

The proposed curriculum will have six modules plus where needed, an ongoing one on essential skills instruction. The modules are:

- **Effective Communication** – this is the foundation to success and relationship building. Participants will be more strategic and efficient in their communication.
- **Conflict Management** - provide participants with the understanding and skills to professionally avoid and resolve conflicts.
- **Life Balance** – expose participants to methodologies and strategies exploring pathways to add more balance to their lives. This module will incorporate Indigenous practices and ceremony.
- **Effective Networking** – explore the value of networking, coach in building online networks and identifying strategies to build and maintain networks in the business and Indigenous communities.
- **Entrepreneurial Training** – develop business skills essential to leadership and career success. Topic areas include business acumen, strategic planning and financial literacy.
- **Effective Leadership** – starts with participants recognizing their management strengths and limitations. Participants will build on this to develop their skills for supervision and growth in Indigenous and Western enterprises.





## Duration

Depending on the detail required from the community – this program can be anywhere from 1-80 days in duration.

## Program Description

The **Back to Basics (B2B) Program** is a necessity for Indigenous people in order to succeed tomorrow, you need to start planning effectively today! Everyone needs to commit themselves to lifelong learning and this all starts with the B2B program. In order to fully contribute to the community and be a proactive member of the family or work environment certain foundation tools are required. This program offers just that!

This workshop or course can be simple or multi-faceted – and totally driven by the needs of the community and the individuals participating. We can help identify personal and business barriers and provide tools to move forward in a healthy way. We are excited about creating solid foundations and believe you should be too!

Life and basic essentials are necessary to succeed. This program will provide a solid foundation to support Indigenous people on their journey to fully embrace a balanced life. Federal and Provincial governments have identified the need to promote self-sufficiency across the nation. This is a great opportunity for individuals to obtain training and educate to demonstrate their abilities to walk in balance.

## Key Learning Objectives

- Creates a safe place to share knowledge and cultural stories
- Helps identify personal barriers and provide tools to support healthy initiatives
- Helps identify professional barriers and provide tools to support business initiatives
- Provides assessment services and deliver programs to meet the needs of the individuals
- Introduction to financial management (banking, loans, taxes)
- Insight into research and modern day technology for resource and information (google, internet, Microsoft Word, Excel, PowerPoint, Outlook, Smart Phones, etc.)
- Fostering creativity to think outside the box with confidence and positive engagement
- Develop innovative ways to build processes for resilience and resourcefulness
- Provide skills and competencies to make healthy decisions and promote healthy behaviours
- Develop capacity for self-management, interpersonal relationships and decision-making
- Educate around citizenship and valuing different perspectives
- Connecting people to community and support individuals for life-long and long-term success

