



First Nations Band Management Best Practices Workshop 2 Day Session



- Date:** Wednesday, October 28, 2009 to Thursday, October 29, 2009
- Host Location:** Saik'uz Band Administration and Training Centre Office, 135 Joseph Street
- Cost of Program:** Free. Complimentary Training by AFOABC to the CSTC Member Nations.
- Travel:** Only Lunch will be provided. Travel is the responsibility of each participant.
- # of Delegates:** Each Member CSTC First Nation can send two (2) Delegates to attend.

Many small band administrations (less than 250 on-reserve population) face administrative and financial challenges due to their size. AFOA has developed a two day training workshop to address some of these challenges that can help you manage effectively in spite of limited capacity and resources.

This training will be of interest to band managers, finance personnel and band councilors. The management principles covered are applicable for all small Aboriginal organization administrations.

This workshop covers some of the key areas of responsibility including:

Time Management: Effective time management will assist you in reducing stress and doing a better job at what you were hired or elected to do. Learn about some of the pitfalls of time management, how to promote team building and avoid burnout.

Strategic Planning: Most would recognize the importance of planning, but how do you identify clear measurable goals and come up with a plan to accomplish them? This section covers the steps of developing strategic direction, monitoring progress and evaluating success.

Managing Human Resources: Human resources, from a legal and community perspective, has it's complexities. This section will cover the importance of employment policies and procedures and explain the main legal issues in a practical and easy-to-understand format. Best Practices in hiring and firing and special topics related to the duties of a band manager are also covered.

Financial Planning and Accountability: Annual results are crucial indicators of organizational success. Learn how the management cycle and contribution agreements differ from annual to multi-year agreements. Capital project planning, how to manage a deficit, wealth management and information on Trusts will also be covered.

Economic Development: This section includes information on developing a community vision and an economic development plan; identifying opportunities; tax advantages for First Nations; and how to finance projects.