



## AFOA SK's Band Administrator Workshop

March 14<sup>th</sup> & 15<sup>th</sup>, 2018

Saskatoon Inn, Canadian Room, Saskatoon, SK

### March 14<sup>th</sup> (Day 1)

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- 8:00 to 8:45 Continental Breakfast/Networking
- 8:45 Opening Prayer & Welcome
- 9:00 to 10:30 **Inclusive Leadership: From Silos to Solutions** Creating a great organization is about building a workplace where everyone works towards a common purpose and feels included despite title, rank or position. Successful band leaders understand people do not leave jobs. People leave people. Today's successful leaders believe not only in investing in themselves, but encouraging others to grow, to learn and to develop in order to build **inclusivity** and **trust**, **breakdown silos**, foster **engagement**, encourage open lines of **communication**, promote **creativity** and create a healthy, happy and **inspiring environment**. **Key Takeaways of this session will include:** Breaking down silos: How to create respectful, communicative, inclusive and collaborative teams - Delivering constructive, influential, inclusive and solution-based feedback - Death by meeting: Five key steps to inclusive and effective meetings - Inclusive personal and organizational purpose: How recognizing others' contributions gives you a stronger sense of purpose How to communicate effectively across different generations Negative Nellie and Nasty Ned: How to actively listen, include and empathize to change negative behaviors at work The importance of stress management for leaders. **Presented by Tina Varughese, President, tWorks**
- 10:30 to 10:45 **Health Break**
- 10:45 to 12:00 **Change Management - Appreciating the Challenge** With the increasing content and pace of information, managing and controlling change demands clarity of purpose for everyone involved. This session integrates key communication, change management, and organizational development principles based on community values. When community leaders can slowly move away from "problem solving" to a *Discovery, Design, Delivery* approach, then the community moves from "a problem to be solved" to "a mystery to be embraced". **Presented by Ismo Heikkila, National Director, Aboriginal Services, T.E. Wealth**
- 12:00 to 1:00 **Luncheon Speaker** First Nations Finance Authority **Presented by: Frank Busch, Director of Information and Marketing**
- 1:00 to 2:30 **Legal Marijuana: Issues for the Workplace** Understand the ramifications on both safety and non-safety sensitive positions - Review recommended changes to employer policies for the arrival of legalized marijuana in Canada - Learn from legalized marijuana in the United States **Presented by Leah Schatz Q.C. , MLT AIKINS LLP**
- 2:30 to 2:45 **Health Break**
- 2:45 to 4:00 **The First Nations Financial Management Board** was created to support First Nations in developing and implementing good governance and finance practices. They will discuss the benefits when a community develops its own Financial Administration Law and the Financial Management Systems certification process. As well, achieving the FMS certification will soon have an impact on the funding a First Nation receives from the Department of Indigenous Services Canada (DISC). **Presented by Ramona Tkachuk, CPA, CA, CAFM, Manager, Capacity Development**

## March 15<sup>th</sup> (Day 2)

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- 8:00 to 9:00 Continental Breakfast/Networking
- 9:00 to 10:30 **Resolving Conflict with Integrity** Conflict resolution is the process by which parties engaged in a disagreement, dispute or debate reach an agreement in resolving it. Several skills are needed to resolve the conflicts in the workplace effectively. The workshop topics will include the conflict process and discussion on perception, assumptions, feeling and emotions and communication skills. **Presented by Romeo Crowchief, CAFM**
- 10:30 to 10:45 **Health Break**
- 10:45 to 12:00 **Role of Managers for Organizational Change** Organizational change is about the process of changing an organization's culture, strategies, processes, technologies, communication, and its effect on the organization. Managers lead the change with a mandate from leadership. When standards change, organizational routines challenge the approach of management and implementation. This session will explore techniques for effective governance and administrative performance. **Presented by: Gina Potts, A3 Limited**
- 12:00 to 1:00 **Lunch**
- 1:00 to 3:30 **Who wrote the book on public speaking? Dale Carnegie!** He perfected the technique that turns those with the usual public speaking fears and phobia into polished professionals who get their ideas across with poise and enthusiasm. Tap into these public speaking tips and achieve amazing results with *Public Speaking Mastery*. We start with basic public speaking tips and tricks and move quickly into actually delivering talks - you will be on your feet and presenting like a professional in no time at all! Use sophisticated techniques like voice modulation, attention focusing and idea pyramids for creating impact and audience persuasion. **Presented by David MacAngus Franchise Owner, Multicourse Trainer, Dale Carnegie Training**
- 3:30 Closing Remarks