

Indigenous Leadership Development Institute Inc. presents:

2016  
Executive Training  
Calendar



Register Today

**ADMINISTRATION TRAINING - February 24-25, 2016, Winnipeg, MB**

Enhance the admin process of your organization; Learn to implement policies, procedures, and protocols; Identify the roles and responsibilities of the administrator; Fulfill the Mission Statement and Vision; Learn minute taking, record keeping; Acquire skills in communication and in maintaining a professional atmosphere.

**MANAGING THE MEDIA - May 12-13, 2016, Winnipeg, MB**

Learn to deal with the media assertively and strategically; Engage in practical exercises on camera that will offer an experience of the emotional demands involved in facing the media; Acquire skills on how and when to prepare a powerful press release and/or press conference, talking to reporters, dealing with damage and crisis control, and building credibility; Learn to use social media/website as a tool to establish a positive presence.

**HUMAN RESOURCE MANAGEMENT - June 2-3, 2016, Winnipeg, MB**

Learn to maximize productivity by optimizing the effectiveness of employees; Provide insight into policies and how to provide strong direction with your organization; Learn about training & development as an investment; Understand responsibilities and liability regarding legislation; Explore the essential functions of HR Management (staffing, compensation & benefits, admin, employment laws, employee protection, and a changing work force).

**PROPOSALS & PROFESSIONAL COMMUNICATION – October 18-19, 2016, Opaskwayak Cree Nation, MB**

Identify key components of a successful proposal; Develop writing strategies by establishing a process to guide the content; Write proposals that are focused and contain characteristics for approval; Practice writing in a workshop environment; Learn how to master proposals and communicate professionally and how to prevent common writing mistakes. Participants are provided with tools & templates that can be used upon completion.

**WORKPLACE CONFLICT RESOLUTION -December 1-2, 2016, South Beach Casino & Resort, Scantbury MB**

Address issues facing employees in the workplace; Review principles of mediation, negotiation, conflict resolution, and team building reflective of roles and responsibilities; Improve and enhance the ability to navigate effectively in intimidating situations; Learn how to establish relationships, and build the foundation; Develop a Code of Ethics and understand Lateral Violence; Learn the art of being proactive and an effective communicator.

**\$500 per course (includes lunch) OR  
Register for 4 and receive 1 FREE**

For more information, please contact:

**Melanie Dean, Email: [melaniedean@ildii.ca](mailto:melaniedean@ildii.ca)**

**Phone: 204-940-1700, Toll Free: 1-855-940-1700**

**Registration form can be downloaded at: [www.ildii.ca](http://www.ildii.ca)**

**INDIGENOUS  
LEADERSHIP  
DEVELOPMENT  
INSTITUTE INC.**



# EXECUTIVE TRAINING FACILITATOR BIOS



## ADMINISTRATION TRAINING - Roxanne Shuttleworth & Rhonda Kirkness

**Roxanne**, from the Metis Nation, comes with years of experience in curriculum writing, facilitation, speaking, management and administration. With a background in secondary and post-secondary education; profit and non-profit organizations; committees and boards; and in working with public and private sectors in both Aboriginal and non-Aboriginal communities, Roxanne has experience in visioning, strategic planning, goal setting, project management, and leadership development.

**Rhonda**, from Fisher River Cree Nation, graduated from the University of Manitoba in 2005 with a BA. In 2014 she completed the Human Resource Management Diploma and Management Certificate at the University of Winnipeg and received the Registered Professional Recruiter designation from the Institute of Professional Management. In 2015 she was appointed to the Indigenous Learning Centre Scholarship Review Committee, and completed the Train the Trainer course for a (GHS) Globally Harmonized System – WHMIS 2015 through Safety Services Manitoba.

## MANAGING THE MEDIA - Jim Compton

**Jim** has an illustrious career with a myriad of experience in the public relations, documentaries and feature film productions, television series and feature length entertainment specials. His list of productions spans three decades and all speak to the indomitable spirit of the people...their struggle...their faith in the future! His documentaries are award winning and inspirational. With his “Media Training Workshop” he offers his extensive expertise to the world of Media Relations. As an award winning CBC reporter and Chief Public Relations Officer with the Royal Commission on Aboriginal People, he brings experience to the forefront from both sides of the ledger.

## HUMAN RESOURCE MANAGEMENT - Susan Swan

**Susan** is a member of Lake Manitoba First Nation and was the first Indigenous female police officer employed with the Winnipeg Police Service, retiring after 25 1/2 years in 2012. Susan achieved the rank of Sergeant and directly supervised platoons in Winnipeg's high-profile districts. She brings with her first-hand experience in dealing with a myriad of Human Resource issues, some with life or death consequences, from both the management and labour positions. Susan served on the board of the Winnipeg Police Association where she acquired an in depth understanding of labour issues between management and staff. Susan brings a unique, real-life perspective as it relates to Human Resource Management.

## PROPOSALS AND PROFESSIONAL COMMUNICATION - Leona McIntyre

**Leona** from the Metis Nation, has a BA from Brandon University and has extensive experience in community development and facilitating workshops with Aboriginal and non-Aboriginal groups. She designed, developed, and delivered Aboriginal Cultural workshops for various organizations. She was Regional Coordinator for Aboriginal Health of the Assiniboine Regional Health Authority; Executive Director for Council of Indigenous Elders; Instructor at the Assiniboine Community College; Chairperson for Westman Local of SW Region Manitoba Métis Federation; Co-Author of the Anthology: “Who Put Custer’s Bloomers on the Pony?”; and is a national award winning photographer, artist and craftsperson.

## WORKPLACE CONFLICT RESOLUTION - Ron Linklater

**Ron** was employed with the Addictions Foundation of Manitoba since 1996 as a Prevention Education Consultant. He worked in Ottawa as the NNADAP (National Native Alcohol Drug Abuse Program) Regional Consultant, and in Thunder Bay as an alcohol and drug counsellor and coordinator for a young adult treatment program. He has a BA from Lakehead University, and a Certificate in Native Counselling from Confederation College. Ron has since retired from the AFM (Nov, 2015), and is currently a contract instructor for the Red River College, regularly facilitating Indigenous Awareness to a variety of stakeholders within non-Indigenous and Indigenous communities, agencies and groups.

# 2016 Executive Training Registration Form

<b>First Name</b>			
<b>Last Name</b>			
<b>Company</b>			
<b>Title</b>			
<b>Mailing Address</b>			
<b>Home Phone</b>	-	-	<b>Cell Phone</b>
<b>Email</b>			

**COURSES:** Select all that you are registering for:

- ADMINISTRATIVE TRAINING**  
February 24<sup>th</sup>- 25<sup>th</sup> 2016, Winnipeg, MB
- MANAGING THE MEDIA**  
May 12<sup>th</sup>- 13<sup>th</sup> 2016, Winnipeg, MB
- HUMAN RESOURCE MANAGEMENT**  
June 2<sup>nd</sup> - 3<sup>rd</sup> 2016, Winnipeg, MB
- PROPOSALS AND PROFESSIONAL COMMUNICATION**  
October 18<sup>th</sup>- 19<sup>th</sup> 2016, Opaskwayak Cree Nation, MB
- WORKPLACE CONFLICT RESOLUTION**  
December 1<sup>st</sup>- 2<sup>nd</sup> 2016, South Beach Casino and Resort, Scanterbury, MB

**PAYMENT:** \$500 each, OR Register for 4 and Receive 1 FREE

<input type="checkbox"/> <b>VISA</b>	<input type="checkbox"/> <b>MC</b>	<input type="checkbox"/> <b>AMEX</b>	<input type="checkbox"/> <b>CASH/CHEQUE</b>
<b>Card #:</b> ____ ____ ____ ____			<b>Payable to:</b> Indigenous Leadership Development Institute Inc.
<b>Expiry:</b> __ / __			<b>Amount:</b> \$____.00
			<b>Mail to:</b> 101-1874 Portage Avenue, Winnipeg, Manitoba, R3J 0H2

Registration form can be filled out in Microsoft Word and Emailed to [melaniedean@ildii.ca](mailto:melaniedean@ildii.ca), or Faxed to (204) 940-1719

