

What's
Happening
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**INDIGENOUS
LEADERSHIP
DEVELOPMENT
INSTITUTE INC.**

Training for Employment Opportunity

Indigenous Administration & Finance Technology Program

The Indigenous Leadership Development Institute, Inc is currently recruiting Indigenous people for the 2011-2012 *Indigenous Administration & Finance Technology Program*.

A joint partnership between the Indigenous Leadership Development Institute, Inc., Academy of Learning, Louis Riel Institute, First Nations and Métis communities that has been established to train 20 Indigenous participants in an eight (8) month, Indigenous Administration & Finance Technology Program beginning in November 2011 and ending in June 2012.

THREE

**Thursday, October 6, 2011- Manitoba Métis Federation
103-150 Henry Avenue – 10 am – 3pm**

INFO

**Thursday, October 13, 2011- Academy of Learning
297 St Mary's Road- 10am – 3pm**

SESSIONS

**Thursday, October 20, 2011- Manitoba Métis Federation
103-150 Henry Avenue – 10am – 3pm**

THE PROGRAM:

The Indigenous Administration & Finance Technology Program training will take place at the Louis Riel Institute for the Mature Student Gr.12 Diploma. The administrative and finance skills will take place at the Academy of Learning. The program will offer a wide range of skills in all areas of Administration and Finance. The main focus of the program is to deliver a crossover of Computer knowledge and skills, which is relevant to the Finance and Administration involved in the business sectors. Graduates of the program can apply their newly acquired skills in Business & Office such as Book Keeping, organization skills, office etiquette, data processing, and much more. Graduates will have the knowledge and skills required to excel in the Business office profession. Upon completion of the required hours, students will receive a **Certification of Completion into Indigenous Administration and Finance** and obtain their **Mature Grade 12 Student Diploma** as recognized by the Province of Manitoba.

Eligibility Requirements: Indigenous, Minimum of 19 years of age, eligible for funding support, completion of grade 10 level.

Contact Nikki Komaksiutiksak (204) 940-1707
Visit our website www.ildji.ca for application form