

September 18 – 20, 2018 • Edmonton, AB

# Human Resources Management for Indigenous Organizations

## HEAR FROM EXPERIENCED LEADERS



Lori Craig, Human Resources Consultant, **THE HR GUIDE**



Lorraine Cutarm, Director, Personnel, **ERMINESKIN FIRST NATIONS**



Deborah Green, Founder and Owner, **CORPORATE CREE CONSULTING**



Raymond Downie, Founding Principal, **BROADVIEW APPLIED RESEARCH GROUP INC.**



Trina Kondro, Lawyer, **EMERY JAMIESON LLP**



Billie Fortier, Associate, **MLT AIKINS LLP**



Colleen Verville, Partner, **MLT AIKINS LLP**



Robert Breaker, Principal, **BREAKER CONSULTING**



Dwayne Eagle Child, Occupational Health and Safety Officer, **BLOOD TRIBE DEPARTMENT OF HEALTH**



Dawn Davis, Manager, Human Resources, **FORT MCKAY GROUP OF COMPANIES**

## Explore Best Practices for Employee Motivation, Talent Development, and Meeting Legal Obligations

- Learn how to broadcast what HR does to the rest of the organization
- Develop strategic goals and metric mapping for the organization
- Review of basic templates for one-on-ones; quarterly check-ins; formal annual review documents and employee guide to a review
- Learn the benefits of ongoing communication, feedback, dialogue and coaching
- Get strategies for combatting lateral violence
- Hear an overview of the human rights legislation applicable to First Nations workplaces
- Discussion the 'duty to accommodate' and how to deal with specific disabilities such as addiction
- Learn how to use written contracts to manage without cause dismissals
- Harness evidence-based strategies for workplace safety and wellness
- Explore health and safety rules for employees when they are working off the premises
- Understand compensation Issues - full time, full time temporary, part time
- Improve employee engagement
- Understand the consequences of non-compliance with privacy legislation
- Examine strategies for successful investigations



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# Human Resource Management for Indigenous Organizations

September 18 – 20, 2018  
**EDMONTON, AB**

## DAY ONE PROGRAM AGENDA: TUESDAY, SEPTEMBER 18, 2018

8:00 – 9:00 Registration and Continental Breakfast

9:00 – 9:15

**Welcome and Opening Remarks from the Chair**

9:15 – 10:15

**Using Effective Policies for Predictability and Fairness in the Workplace**

**Colleen Verville, Partner, MLT Aikins LLP**

- Purpose of policies and procedures
- What happens if your policies are not implemented and kept up-to-date
- How policies are developed and reviewed
- How to make sure your policies are enforceable
- Implementation
- Organizational climate and culture

10:15 – 10:30

Networking Break



10:30 – 11:30

**Employment Law: Jurisdictional Issues and Latest Cases**

**Billie Fortier, Associate, MLT Aikins LLP**

- How to identify whether federal or provincial law applies to your organization
- Review the jurisdictional differences between federal and provincial labour/employment law
- Identify the risks to your organization of an unclear jurisdictional understanding

11:30 – 12:30

**Recruitment: Hiring and Onboarding**

**Deborah Green, Founder and Owner, Corporate Cree Consulting**

- Targeted and strategic recruiting
- Ensuring a targeted demographic job description
- Strategic marketing (where to source for the people you need)
- Appropriate interviewing, hiring, and onboarding
- Practices for promoting retention

12:15 – 1:15

Luncheon Break

1:30 – 2:30

**Cyber (and Other) Bullying and Harassment in the Workplace**

**Colleen Verville, Partner, MLT Aikins LLP**

- Impact of bullying and harassment in the workplace
- Impact of the work culture and climate
- Boundaries between bullying and harassment and tough management in stressful times
- Risk factors
- Legislation
- Prevention and intervention
- Why you must have a specific policy on harassment and bullying
- Handling cyber-bullying

2:30 – 2:45

Networking Break



2:45 – 4:00

**Managing Absenteeism**

- Cost to the employer of absenteeism
- Can these absences be avoided?
- Why are employees absent?
- What is the root cause of absence?
- What can you do about it?

### ABOUT YOUR DAY ONE FACULTY:



**Billie Fortier, Associate, MLT Aikins LLP**

Billie Fortier assists Aboriginal communities and landowners with issues related to natural resource extraction, land development and industry partnerships. Billie has worked on regulatory and commercial litigation matters and on issues related to the duty to consult and Indigenous governance. She has assisted Indigenous organizations on jurisdictional issues and with drafting HR policies. She is a member of the Métis Nation of Alberta.



**Deborah Green, Founder and Owner, Corporate Cree Consulting**

Deborah Green is a proud Cree woman from the Kawacatoose and Piapot's First Nations in Saskatchewan. Deborah has 20 years' experience in Diversity and Indigenous Inclusion services and solutions. Her expertise is in relationship building, HR Initiatives, Strategy Framework & Policy, and training.



**Colleen Verville, Partner, MLT Aikins LLP**

Colleen is called to the bar in Alberta and the North West Territories. However, as some of her clients are deemed federal employers, she practises all across Canada. She has appeared numerous times on behalf of clients before the following courts and tribunals: The Alberta Court of Queen's Bench and Alberta Court of Appeal, The Supreme Court of the Northwest Territories, The Federal Court and Federal Court of Appeal, Canada Labour Code Adjudications, Federal and Provincial Privacy Tribunals, The Alberta Human Rights Tribunal and The Canadian Human Rights Tribunal.

### WHO SHOULD ATTEND THIS EVENT

- Band Managers, Band Administrators, Executive Directors
- Chiefs and Councillors
- HR Managers, Officers, Clerks, Assistants and Administrators
- Directors, Managers, Supervisors, and Clerks of Finance
- Personnel Officers, Personnel Designates
- Community Health Professionals
- Social Workers and Assistants
- Consultants
- Education Directors
- Directors of Operations
- Health Directors and Assistants
- Directors of Support Services and Staff

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# Human Resource Management for Indigenous Organizations

September 18 – 20, 2018  
**EDMONTON, AB**

## DAY TWO PROGRAM AGENDA: WEDNESDAY, SEPTEMBER 19, 2018

8:00 – 9:00 Registration and Continental Breakfast

9:00 – 9:15

**Welcome and Opening Remarks from the Chair**  
*Lori Craig, Human Resources Consultant, The HR Guide*

9:15 – 10:00

**Role, Responsibility and Tools of Today's HR Manager**  
*Lori Craig, Human Resources Consultant, The HR Guide*

- Human resources as a strategic business partner
- The key components of an effective human resources team
- Tools to enable your 'best practice'

10:00 – 10:50

**Human Rights in the Indigenous Workplace**  
*Trina Kondro, Lawyer, Emery Jamieson LLP*

- Overview of the human rights legislation applicable to Indigenous peopleworkplaces
- What constitutes discrimination in the workplace, and what doesn't?
- Update on new developments in family status and medical marijuana
- In-depth look at policies that address medical marijuana in the workplace

10:50 – 11:10

Networking Break



11:10 – 12:10

**Principles of Termination and Constructive Dismissal**

- Are you under the Canada Labour Code or provincial legislation?
- How to effectively manage dismissals within your organization
- What is proper "notice"?
- What about Employment Standards?
- What constitutes constructive dismissal and how to avoid it
- When can an employee be terminated for just cause?

12:10 – 1:10

Luncheon Break

1:10 – 2:00

**Managing Accommodation and Addiction**  
*Trina Kondro, Lawyer, Emery Jamieson LLP*

- Duty to accommodate and dealing with disabilities such as addiction
- What are an employers' obligations when addiction is based on disability, performance is affected, or there are safety considerations?
- When failure to accommodate amounts to discrimination
- Tools for identifying addiction in the workplace
- Best practices for drug and alcohol testing
- Options available for accommodating addiction disorders
- Recreational and medicinal marijuana in the workplace
- Impact of cannabis on both safety and non-safety sensitive positions
- The need to update relevant policies when cannabis is legalized

2:00 – 2:45

**Performance Management**

*Lorraine Cutarm, Director, Personnel, Ermineskin First Nations*

- Aligning employee activities and achievement to organizational goals
- Ongoing communication, feedback, dialogue and coaching
- Organizational climate and culture
- Preventing gossip that can have a toxic effect in the workplace

2:45 – 3:00

Networking Break



3:00 – 4:00

**Salary Classification Systems Linked to a Compensation Plan and Performance Evaluation Process**

*Robert Breaker, Principal, Breaker Consulting*  
*Raymond Downie, Founding Principal, Broadview Applied Research Group Inc.*

- Importance of having a well-constructed, properly administered pay and classification plan
- Orientation and training of all staff
- Job analysis
- Position classification through objective rating and ranking process
- Maintaining the system
- Value of the link between classification systems, compensation plans and performance evaluation

### ABOUT YOUR DAY TWO FACULTY:



**Robert Breaker, Principal, Breaker Consulting**

Robert Breaker was born and raised on the Siksika Nation in traditional Blackfoot Territory within southern Alberta. Robert is currently a private consultant in strategic and business planning, performance measurements, team building, board development and policy development. He is a certified facilitator, mediator and arbitrator. He currently serves on the Persons with Development Disabilities Appeal Panel within the Alberta Government.



**Lori Craig, Human Resources Consultant, The HR Guide**

Lori Craig, CHRP, has more than 25 years of human resources, organizational effectiveness, training, and development experience with a passionate focus on personal, interpersonal and organizational effectiveness. Lori has been recognized as a key contributor on the senior management team of an Alberta First Nations Administration, an international communications organization.



**Raymond Downie, Founding Principal, Broadview Applied Research Group Inc.**

Raymond Downie, PhD, developed a company to work with government and community service organizations, to strengthen their capacity to examine and improve services, programs and structures to better serve their clients. His recent introduction to Outcomes Star in 2013 created an opportunity to promote an innovative approach to evaluation that not only provides useful evidence of client outcomes, but does so in a meaningful way for both client and caseworker through an approach that is strength-based, empowering, collaborative and integrated.



**Trina Kondro, Lawyer, Emery Jamieson**

As an Aboriginal law practitioner with a particular interest in governance and policy development, Trina has drafted Election Laws, Membership Codes, and a wide range of bylaws and policies designed to meet the specific needs of First Nation communities. Trina's other practice focus is employment law and she has assisted employees and employers in all aspects of the employment relationship.

# Human Resource Management for Indigenous Organizations

September 18 – 20, 2018  
**EDMONTON, AB**

## DAY THREE PROGRAM AGENDA: THURSDAY, SEPTEMBER 20, 2018

**8:00 – 9:00** Registration and Continental Breakfast

**9:00 – 9:15**

**Welcome and Opening Remarks from the Chair**

**9:15 – 10:15**

**Managing Conflict in the Workplace: Facilitating or Mediating Resolution to Workplace Disputes**

- What is mediation?
- Is a mediator just someone who is good with people?
- Skills and training involved in mediation
- What if a workplace dispute is between family members?
- How do you maintain standards of professional conduct when family conflict enters the workplace?

**10:15 – 10:30**

**Networking Break**



**10:30 – 11:15**

**Occupational Health and Safety in Indigenous Organizations**

**Dwayne Eagle Child, Occupational Health and Safety Officer, Blood Tribe Department of Health**

- What law applies?
- Impact of your benefits agreement on what law applies
- Developing an OH&S policy
- Developing and implementing a safety management system
- The concept of due diligence
- The obligation to keep workers safe
- Accident and near-miss reporting
- The health and safety committee

**11:15 – 12:15**

**How to Have Difficult Conversations**

**Dawn Davis, Manager, Human Resources, Fort McKay Group of Companies**

- Why avoidance is not a solution
- What dynamics make these conversations difficult?
- Challenges and barriers to effective conversations
- Exploring what triggers you and the employee
- Dealing with strong emotions in the workplace
- Skills and techniques
- How do you know if you are getting through?
- Follow-up steps

**12:15 – 1:15**

**Luncheon Break**

**1:15 – 2:00**

**Best Practices in Employee Engagement**

- Creating the conditions for employee commitment
- The need for the employee to understand the purposes and objectives of the organization and his or her role in it
- The need to have a voice and receive feedback
- Importance of leadership
- Innovations and insights

**2:00 – 2:15**

**Networking Break**



**2:15 – 3:00**

**Privacy in the Workplace: Rights and Wrongs in Keeping Obligations**

- The legislation and what it means in practice
- Complexity of the problems when workplace includes multiple family and community relationships
- Developing an effective privacy and access to information compliance policy
- What your privacy policy should contain

**3:00 – 4:00**

**Combating Lateral Violence in the Workplace**

- What is lateral violence?
- Exploring root causes
- Identifying behaviours linked to lateral violence
- Who is most vulnerable?
- Dynamics of the aggressor – what's really going on?
- Impact on Aboriginal organizations
- What are the costs to the organization?
- What organizations can do to instill healthier working environments
- Respect and lateral kindness as organizational core values

### ABOUT YOUR DAY THREE FACULTY:



**Dawn Davis, Manager, Human Resources, Fort McKay Group of Companies**

A Qalipu Mi'kmaq First Nation Band Member, Dawn graduated with a Bachelor of Commerce Degree in 2004 from Saint Mary's University in Nova Scotia, with a double major in Human Resource Management and Marketing, along with a Certificate in Human Resources. She went on to study Indigenous Leadership and Management, is a member of the Canadian Aboriginal Human Resources Management Association, and also continues to study the ever-changing Human Resources field.

**EDMONTON, ALBERTA**  
**EVENT LOCATION: EDMONTON, ALBERTA**

**Human Resource Management for Indigenous Organizations will be held at a convenient downtown location in Edmonton. Detailed venue information will be forthcoming as it becomes available.**

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# Human Resource Management for Indigenous Organizations

September 18 – 20, 2018  
**EDMONTON, AB**

## REGISTER BY PHONE, ON-LINE, OR IN THESE 3 EASY STEPS!

### 1 PRINT YOUR NAME AND CONTACT INFORMATION

Mr./Ms./Mrs. \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Name of Approving Manager \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Ext \_\_\_\_\_ Fax ( ) \_\_\_\_\_

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### 2 SELECT YOUR PREFERRED PAYMENT METHOD

#### EARLY-BIRD RATES AVAILABLE UNTIL JUNE 15, 2018

All prices are subject to GST	GROUP OF THREE OR MORE	GROUP OF TWO	ONE REGISTRANT
One Conference Day	\$799 per person	\$899 per person	\$1,099
Two Conference Days	\$1,399 per person	\$1,499 per person	\$1,699
Three Conference Days	\$1,899 per person	\$1,999 per person	\$2,199

#### REGULAR FULL PRICE

All prices are subject to GST	GROUP OF THREE OR MORE	GROUP OF TWO	ONE REGISTRANT
One Conference Day	\$999 per person	\$1,099 per person	\$1,299
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Signature of Approving Manager: \_\_\_\_\_

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#### LOCATION:

*Human Resource Management for Indigenous Organizations* will be held at a convenient downtown location in Edmonton. Detailed venue information will be forthcoming as it becomes available.

#### YOUR REGISTRATION INCLUDES:

Registration fees include all course materials, continental breakfast, lunch, and refreshments. **Parking and accommodation are not included.**

#### SPONSORSHIP, EXHIBITION, AND PROMOTIONAL OPPORTUNITIES:

Increase your visibility with Aboriginal HR professionals at *Human Resource Management for Indigenous Organizations*. A limited number of sponsorship options are available.

Contact our sponsorship department by telephone at 1.800.474.4829, ext. 224, or by email at sponsorship@infonex.ca.

#### CANCELLATION POLICY:

Substitutions may be made at any time. If you are unable to attend, please make cancellations in writing and email to register@infonex.ca or fax to 1-800-558-6520 **no later than September 4, 2018**. A credit voucher will be issued to you for the full amount, redeemable against any other INFONEX course and which is valid for twelve months (one year) from the date of issue.

Registrants who cancel after **September 4, 2018**, will not be eligible to receive any credits and are liable for the entire registration fee.

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