

# Human Resources MANAGEMENT FOR Indigenous & Northern ORGANIZATIONS

December 4, 5 and 6, 2018 • Whitehorse, Yukon

## JOIN YOUR PEERS 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

*“The seminar met my needs, gave me tools and ideas to bring back to my organization. A lot of very interesting and entertaining speakers who kept my attention very well.”*

— Human Resource Specialist  
CITY OF IQALUIT

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

- Hear how employee engagement campaigns work in practice
- Explore the principles of coaching to resolving personality conflicts
- Understand how to apply employment law updates in your workplace
- Learn the limitations to employees' right to privacy
- Develop protocol for recognizing employee's in distress
- Ensure a human resource policy that meets your unique organizational objectives
- Take away some proven tips for leading in complex environments
- Develop workplace accommodation strategies that are a win-win for all
- Harness evidence-based strategies for workplace safety and wellness
- Incorporate psycho-social illnesses into your safety strategy
- Prepare for challenges of the technology-enabled workforce
- Improve skills capacity with new challenges and a culture of recognition
- Harness indigenous legal traditions into employment law compliance efforts
- Participate in roundtable discussions with your peers on your most important challenges

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# Human Resource Management for Indigenous and Northern Organizations

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**WHITEHORSE, YUKON**

## DAY 1 – PRELIMINARY AGENDA: TUESDAY, DECEMBER 4, 2018

### Role, Responsibility and Tools of Today's HR Manager

- How to explain and broadcast what HR does
- HR resources employees may not be aware of
- When employees and managers should call in HR

### Conducting Employee Appraisals

- Basic templates for one-on-ones, quarterly check-ins, formal annual review documents, and employee guides to a review
- Assessing training requirements for employees to succeed
- Encouraging and empowering employees to take control of their own review process and drive their own success

### Performance Management Communication Challenges

- Traditional vs. western organizational structures and processes and how they impact on employee performance
- Performance management in an environment of historical trauma: mediation vs. discipline
- Techniques to address foundational performance issues

### Privacy and Confidentiality: Principles and Practices

- Key legislation relevant to privacy and confidentiality
- Understanding the consequences of non-compliance
- What does a privacy and access-to-information compliance program look like?
- Policy requirements for your organization
- Common mistakes and how to avoid them

### Terminating an Employee: A Step-by-Step Guide

- Overview of termination with or without cause
- What is notice?
- What is the appropriate notice period?
- Thinking ahead: progressive discipline, the duty to accommodate, and workplace policies
- Understanding constructive dismissal?
- Responding to legal action relating to termination

## DAY 2 – PRELIMINARY AGENDA: WEDNESDAY, DECEMBER 5, 2018

### Best Practices in Employee Engagement

- Creating the conditions for employee commitment
- Why the employees need to understand the purposes and objectives of the organization and their roles in it
- Understanding the need to have a voice and receive feedback
- Importance of leadership, innovations, and insights

### Human Rights in the Indigenous Workplace

- Overview of the human rights legislation applicable to indigenous workplaces
- Understand what constitutes discrimination in the workplace
- Update on new developments in family status and medical marijuana
- In-depth look at policies that address medical marijuana in the workplace

### Managing Accommodation and Addiction

- Understanding the duty to accommodate and how to deal with specific disabilities such as addiction
- Managing risks: When failure to accommodate amounts to discrimination

- Tools for identifying addiction in the workplace
- Best practices for drug and alcohol testing
- Understand the options available for accommodating addiction disorders

### Occupational Health and Safety in Indigenous Organizations

- Developing an OH&S policy
- Developing and implementing a safety management system
- The concept of due diligence and the obligation to keep workers safe
- Accident and near-miss reporting
- The health and safety committee

### Team Building: Fostering Collaboration

- Build your people first
- Building togetherness in a workplace environment
- Make teamwork part of your organizational culture
- Set clear expectation
- Define team's importance to the accomplishment of organization's goals

## DAY 3 – PRELIMINARY AGENDA: THURSDAY, DECEMBER 6, 2018

### Basic Minimums: What Laws Do You Need to Know?

- Determining if you are covered by federal or territorial law
- Key sections of the *Employment Standards Act (ESA)* and regulations
- Exemptions from territorial law for government and federally regulated employers
- Federal labour standards in the Canada Labour Code

### HR's Role in Capacity Building

- Undertaking a needs analysis to assess your organization's current HR capacity and forecast future requirements
- Developing internal resources: growing people into more senior positions
- Developing a recruitment and retention plan
- Benefit of mentorship for capacity building and retention

### Combatting Workplace Violence: Bullying, Harassment, and Lateral Violence

- What is lateral violence? Who is most vulnerable?
- Exploring root causes and identifying behaviours linked to lateral violence

- Dynamics of the aggressor – what's really going on?
- What are the costs to the organization?
- Respect and lateral kindness as organizational core values

### Investigating Complaints and Misconduct in the Workplace

- When and how to conduct a workplace investigation
- How to conduct effective interviews: who to interview and how
- Conducting harassment or disciplinary investigations
- Common weaknesses in investigations and how to avoid them
- Making sound conclusions that stand up to scrutiny
- Practical tips on report-writing, interviewing, and evidence collection

### Strategic Planning to Meet HR Goals and Objectives

- Strategic goals and metric mapping for the organization
- How to tie in the strategic plan/goals for all employees
- Setting goals and metrics
- Tying in performance reviews
- Celebrating milestones with staff and community

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## 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 ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

### 2 SELECT YOUR PREFERRED PAYMENT METHOD

#### EARLY-BIRD RATES AVAILABLE UNTIL JUNE 22, 2018

All prices are subject to GST	GROUP OF THREE OR MORE	GROUP OF TWO	ONE REGISTRANT
One Conference Day	\$699 per person	\$799 per person	\$999
Two Conference Days	\$1,299 per person	\$1,399 per person	\$1,599
Three Conference Days	\$1,799 per person	\$1,899 per person	\$2,099

#### 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
Two Conference Days	\$1,699 per person	\$1,799 per person	\$1,999
Three Conference Days	\$2,299 per person	\$2,399 per person	\$2,599

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**Please sign to finalize this registration and to confirm acknowledgment of our cancellation policy.**

Signature of Attendee: \_\_\_\_\_


Name of Approving Manager: \_\_\_\_\_

Signature of Approving Manager: \_\_\_\_\_

Financial Officer Responsible for Billing: \_\_\_\_\_ Phone: \_\_\_\_\_


### 3 SEND US YOUR REGISTRATION

GST/HST No. R134050012

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 **EMAIL:** register@infonex.ca

 **MAIL:** INFONEX INC.  
360 Bay Street, Suite 900  
Toronto, Ontario M5H 2V6

 **TELEPHONE:** 1.800.474.4829

#### 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](mailto: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](mailto:register@infonex.ca) or fax to 1-800-558-6520 **no later than November 20, 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 **November 20, 2018**, will not be eligible to receive any credits and are liable for the entire registration fee.

Confirmed registrants who do not cancel **by November 20, 2018**, and fail to attend will be liable for the entire registration fee.

**DISCOUNT CODE: 1309-W**

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