

WORKSHOP 2 & 3

CESO Aboriginal Women and Men For Tomorrow Workshop Series Outline

Workshop 2:

Mar 10th to 12th: Building Personal Skills and Communication skills

Workshop 3:

Mar 16th: Starting your own Business

Mar 17th: Board Governance Skills

“Aboriginal Women and Men for Tomorrow” is a series of workshops, designed to provide Aboriginal people with practical knowledge for personal success and skills necessary to take leadership in councils and committees and in economic development.

The objective of “Aboriginal Women and Men for Tomorrow” is to help participants improve their communications skills, discover and develop their personal skills, to explain what’s involved in finding a job or starting a business, to show how to participate effectively in local government and to take the mystery out of personal, business and band finances.

Exercises, discussions and role playing are important parts of each session.

An outline of the content of each module follows.

Module #1 - Building Personal Skills (2 day workshop)

- This workshop will help you discover your personal skills and interests and show you how this knowledge can be used to build self-confidence and how it can be applied to finding employment or starting a business.
- We will help you determine your saleable skills and show you how to do a successful job search.
- We will take you through the steps necessary to landing a job, including résumé writing, cover letter writing and job interviews.

Module # 2- Communication Skills (2 day workshop)

- How to communicate effectively
- Public Speaking
- Written Communications

You will be provided with tools such as checklists, and sample letter formats. The workshop will use role playing to develop verbal communication skills. Participants are asked to make short presentations to the group. If equipment is available, the presentations will be videotaped for discussion and improvement purposes.

Module # 3 - How to Start Your Own Business (1 or 2 day workshop)

- Introduction to entrepreneurship
- Exploring business opportunities
- Finding sources of help
- Writing a business plan
- Getting your business started
- How to effectively run a business
- Importance of having a mentor

This workshop will show you the critical steps to starting your own business. You will learn how a business plan will help you focus on planning and managing your business and how it can help you to obtain financing and maintain financial control.

Module # 4 - Skill Development for boards (1 day workshop)

This workshop focuses on the functional and legal responsibilities of a board member or council member. You will learn how to avoid conflicts of interest as a board member and why this is important. The relationships between boards, councils, committees and staff will be discussed.

Module # 5 - Budgeting/Financial Management (2 day workshop)

This workshop will improve your understanding of personal finances, business financial reports and band finances.

You will learn how to budget your own personal finances and balance income and expenses, using a sample budget. The session on business finance will introduce you to accounting principles, audits and financial reports. The session on band finances will help you to understand the sources of band revenue and how it is allocated, spent and accounted for.