



# First Nations Training & Consulting Services

## SPRING & SUMMER SEMINARS 2008

<b>Essential Administration Skills</b>	<b>June 2-6, 2008</b>
<b>Location : University of Victoria</b>	<b>Registration fee: \$595 + GST</b>

Being an Administrator/Manager can be demanding and stressful. Come and learn the essential skills required to be an effective Administrator/Manager: communication, assertiveness, identify your leadership style, learn how to effectively supervise and evaluate your staff, team building essentials, conflict resolution and budgeting tips. *Who should attend: Administrators, Middle Managers, Head Start/Child Care Managers, and Education Coordinators.*  
**Deadline to Register: May 16, 2008.**

<b>Writing a Winning Proposal &amp; Accessing Funding</b>	<b>June 9-11, 2008</b>
<b>Location: University of Victoria</b>	<b>Registration Fee: \$495 + GST</b>

For many organizations that are developing new ideas and programs, the basic core budget is insufficient for operating their program. Learn effective proposal writing techniques and valuable tips for writing winning proposals: research required before you start writing, the do's & don'ts of proposal writing, the main components in any proposal, strategies for following up on your proposal and budget tips to accessing the right amount of funding. In addition, you will learn many funding sources that are available to all of us. **Deadline to Register: May 16, 2008.**

<b>Introduction to ECE and Home-Visiting/Outreach</b>	<b>July 14-18, 2008 and July 21-25, 2008</b>
<b>Location: University of Victoria</b>	<b>Registration fee: \$1195 + GST (for PART A &amp; B)</b>
	<b>Registration fee: \$595 + GST (for PART B only)</b>

**PART A-Introduction to ECE:** communication, assertiveness, child growth & development, FASD, child abuse & neglect, family violence, injury prevention, curriculum design & development, St. John's Emergency First Aid & CPR.

**PART B-Home-Visiting/Outreach:** understanding family systems, self esteem & confidence, goals of home visits, components of the helping relationship, healthy nutrition, engaging hard to reach families, parenting strategies and attachment, conducting home visits, and goal setting for families.

*Who should attend: ECE/Head Start Assistants, Outreach workers/Home visitors, Non-certified Head Start/Child Care Managers, Cultural Assistants, Family Support Workers.*

Participants who are certified Early Childhood educators may register for PART B only.  
**Deadline to Register: June 27, 2008**

**Accommodation:** For information on reasonably priced accommodation at the University of Victoria, please contact Housing, Food and Conference Services at the University of Victoria. Phone: (250) 721-8395 or visit the website: <http://hfcs.uvic.ca>.

**Cancellation Policy:** 75% of registration fee will be refunded up to 14 days before the scheduled seminar date. No refunds will be given after that date; however, registration may be transferred to another participant.

**Certification:** First Nations Training & Consulting Services is registered with the Private Career Training Institute Agency. Certification will be awarded to those who actively participate and successfully complete the Seminar.

**Please Note:** Seminars may be cancelled if less than 15 people register per session.

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**Register early. Limited number of spaces available!**

### REGISTRATION FORM

(please copy for others as required)

Name:	Title:	
Organization:	Email:	
Mailing Address:		
Work Tel.	Home Tel.	Fax

**Register me for:**

\_\_\_\_\_ Essential Administration Skills (\$595 + \$29.75 GST=\$624.75)

\_\_\_\_\_ Writing a Winning Proposal & Accessing Funding (\$495 + \$24.75 GST = \$519.75)

\_\_\_\_\_ Introduction to ECE & Home Visiting/Outreach: *PART A & B* (@ \$1195 + \$59.75 GST = \$1254.75)

\_\_\_\_\_ Introduction to ECE & Home Visiting/Outreach: **PART B Only** (@ \$595 + \$29.75 GST = \$624.75)

PAYMENT ENCLOSED: \$ \_\_\_\_\_

Please send this form with payment to:



**First Nations Training & Consulting Services**  
 Mail: P.O. Box 5000 Saanichton BC V8M 2C5  
 Courier: 1164 Stellys Cross Road Brentwood Bay BC V8M 1H3  
 Phone: (250) 652-7097 ~ Fax: (250) 652-7039  
 Email: [office@fntcs.com](mailto:office@fntcs.com) ~ Website: [www.firstpeoplescanada.com](http://www.firstpeoplescanada.com)