



# Indigenous Management Development and Training Program

## Purpose

The goal of the Indigenous Management Development and Training Program is to support the professional development of Indigenous employees within the Government of the Northwest Territories (GNWT) by providing the necessary skills training and/or work experience for career advancement which will support Indigenous employees to progress into Management positions.

The objectives of the Indigenous Management Development and Training Program are to:

- Promote and foster an environment that values development, diversity and growth opportunities for Indigenous employees within the workplace.
- Support Indigenous employees with career advancement by creating opportunities for further development.
- Provide Indigenous employees with opportunities to gain experience in multiple professional fields in order to create a unique and versatile career path.
- Create workplace training opportunities for Indigenous employees for occupations that are in labour market demand.
- Support learning and development goals.

## Program Eligibility

Participants of the Indigenous Management Development and Training Program are:

- Indigenous Aboriginal persons under the Affirmative Action Policy
- A GNWT employee
- Demonstrated the desire for developmental opportunities to support career advancement.
- Identified the learning goal within their learning plan.

## Funding Parameters

The Indigenous Aboriginal Management Development and Training Program may be used to support the following professional development costs but not limited to the following:

- Tuition fees;
- Mandatory student fees;
- Professional certification fees;
- Textbooks, software and other required materials;
- Examination fees;



- Conference fees and
- Travel expenses

The Department of Finance will provide two-thirds of the cost of training, up to a maximum of \$10,000 per year. Departments will be required to contribute the remaining one-third of the training costs. The money will be provided to the Department in a lump sum payment.

Employees under this program may be required to enter into an Education Leave Agreement where the funding request is to access education support. Under this agreement, the Employee will be required to provide proof of successful completion of the course(s) and must satisfy a return of service with the GNWT after successful completion of the courses(s). If the Employee withdraws from, abandons or fails a course the Employee will be indebted for amounts paid. It will be the responsibility of the department to notify the Diversity and Inclusion Unit of such change immediately.

### **Selection Process**

All applications must be supported and approved by management along with the Deputy Head. The training request should also be included within the employee's Learning Plan.

Applications will be accepted by the Diversity and Inclusion Unit starting April 1<sup>st</sup> of each fiscal year.

Each application will be assessed and approved by the Diversity and Inclusion unit based on set criteria. Priority of acceptance to the program will be as follows:

- First time applicants who have not yet received funding under the program.
- Applicants who are continuing within their program of study (i.e. MBA program)
- The training request must be included within the applicants learning and development plan.
- Department mandated development and training is not eligible for funding.
- The application will need to be completed in its entirety.
- The Deputy Head must support the application.
- The department must commit to contribute the remaining one-third of the training costs.

### **Program Evaluation**

The Diversity and Inclusion unit will routinely evaluate the program through the collection of program activities, effectiveness and outcomes to ensure that the program is meeting objectives.