



ABORIGINAL STRATEGIES LIMITED PARTNERSHIP

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Human Resources: Leadership Fundamentals #1

July 10 & 11, 2018

- Understanding the role of the manager
- Finding the right balance between people and task focus
- Self-assessing your managerial effectiveness
- Adapting your style to fit the situation
- Understanding factors impacting employee motivation
- Knowing the difference between external and internal motivation
- Removing de-motivators from the workplace
- Building employee engagement
- Assessing your team against elements of high performing teams
- Understanding the principles and stages of team development
- Learning how to identify and overcome team dysfunctions

Registration
Deadline is
June 25

See website for the
cancellation policy

Who should attend?

Any individual or manager that has a role that includes managing people and is looking to improve employee performance.

Register Today!

Please register early – these workshops tend to fill up fast. Space is limited to 30 persons.

The cost of this workshop is:

\$945 (Prices include GST)

Lunch and refreshments are included.

Location: ASI's Training Facility
7th Floor, 294 Portage Avenue, Winnipeg

Date: July 10 & 11, 2018

Time: 9:30 am to 4:00 pm

Payment required for registration. Please see website for registration policy. A separate registration form is required for each participant. If you have any questions about these workshops please give us a call.

Other courses

All workshops can be customized to your requirements.
(Please contact us for availability and pricing):

Adagio Ledger

Adagio Payables

PayDirt Payroll

Microsoft Office

Accounting Concepts

Audit Preparation

Computer Training

First Nation Governance

Human Resources

Office Procedures

See our website for more details
www.asilp.com



Microsoft
CERTIFIED
Trainer

Upcoming Training



Adagio Ledger & Payables

Two day hands on workshop that will strengthen your knowledge in Adagio Ledger and Payables, providing you with many effective tools in managing your company's financial information.

- Advanced Level - **August 28 & 29, 2018**
- Introductory Level – **October 16 & 17, 2018**
- Intermediate Level - **December 5 & 6, 2018**

PayDirt Payroll

Single day hands on workshop that will enhance your knowledge of the payroll rules, how to set up and apply these rules, and process payroll efficiently in the PayDirt Payroll software.

- Advanced Level – **August 30, 2018**
- Introductory Level – **October 18, 2018**
- Intermediate Level – **December 7, 2018**

Advanced Microsoft Excel

Two day training session covering advanced formulas; editing & formatting techniques. Data management, dashboards and workbook maintenance will also be covered in depth. **August 14 & 15, 2018**

Human Resources: HR Leadership Fundamentals #2

Part two of a two part series on Leader Fundamentals. This two day training session looks at ways to coach and improve employee relations and productivity. You will also gain tools to manage conflict productively. **September 5 & 6, 2018**

Accounting Concepts

Two day training session reviewing basic accounting principles, and an introduction to the accounting cycle. **September 18 & 19, 2018**

Registration Form: *(one per person)*

- I wish to attend the July 10th & 11th, 2018 HR Leadership Fundamentals #1 Workshop • \$945

(price includes GST)

Your Name: _____

Job Title: _____

Community: _____

Department to be billed: _____

Email: _____ Phone: _____

Completed forms can be faxed or emailed:

Fax # 204-949-0564

Email: Training@18007617110.com

Registration Deadline: June 25, 2018