



# Indigenous Development and Training Program

Program user guidelines

## Purpose

The goal of the Indigenous Development and Training Program is to support the professional development of Indigenous employees within the Government of the Northwest Territories (GNWT) by providing funding for necessary skills training for career expansion and/or advancement.

## Program Objectives

- Provide career advancement which will support Indigenous employees who plan to progress into management positions.
- 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 Development and Training Program are:

- Indigenous persons in accordance with the Indigenous Employment Policy;
- A GNWT (Indeterminate or 2-year Term) employee;
- Demonstrated the desire for developmental opportunities to support career advancement; and
- Identified the learning goal within their learning plan.

**Indigenous Persons** has the meaning assigned by the definition of aboriginal peoples of Canada in subsection 35(2) of the Constitution Act, 1982 under the Indigenous Employment Policy.

- The training request must be included within the applicants learning and development plan;
- Department mandated development and training is not eligible for funding; and
- The application will need to be completed in its entirety.



## **Selection Process**

All applications must be supported and approved by management and requested training should be included in the employee's Learning Plan.

Applications can be submitted during the designated intake periods to the Diversity and Inclusion Unit with funds being available following the review and selection process.

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)

## **Application Process - Employees**

1. Employee must express interest in a training opportunity;
2. Manager and Employee discuss learning objectives, training request, and include it in the learning plan;
3. Employee and Manager fill out application; and
4. Employee submits complete application during the intake period.

## **Roles and Responsibilities**

### **Department of Finance**

- Overall coordination and administration of the Program.
- Direct support, advice and assistance to managers.
- Support and guidance through the application process.
- Provision of tools and resources to client departments to assist with the learning and development of employees.

### **Client Department**

- Recommends suitable candidate.
- Assist employee in creating learning objective and learning plan.
- Assist employee in filling out application.
- Upon completion of the program, the Manager will provide notification of success and training to the Diversity and Inclusion unit.

### **GNWT Employee**

- Identify objectives, work with Manager to create learning plan and request training.
- Submit complete application to [Diversity and Inclusion](#) within the intake period(s).



- May be required to enter into an Education Leave Agreement.
- Upon request provide proof of registration for the training.
- Upon request complete and after training feedback form.
- Upon completion of training, must provide proof of successful completion.
- If withdrawing, failing, or leaving a course the Employee must notify the manager.
- If any changes in funding requested notify the Diversity and Inclusion team.