



# Indigenous Management Development and Training Program User Guidelines

## 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.

## Program Eligibility

Participants of the Indigenous Management Development and Training Program are:

- Indigenous Career Gateway Program placements are available to Indigenous Aboriginal persons (s).

**Indigenous Aboriginal Persons** means those persons who are descendants of the Dene, Inuit or Metis people, indigenous to the present boundaries of the Northwest Territories and includes any aboriginal person's resident at birth pursuant to Section 23 of the Vital Statistics Act and any Canadian aboriginal persons who have lived more than half of their life in the Northwest Territories.

- A GNWT employee
- Demonstrated the desire for developmental opportunities to support career advancement.
- 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.

## Selection Process

All applications must be supported and approved by management and requested training should be included in 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)

### **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. Manager and Employee fill out application
4. Manager submits application

### **Learning and Development**

- Provide career advancement which will support Indigenous employees 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.

### **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
- Submit application to Diversity and Inclusion <insert email>
- Upon completion of program Manager will provides notification of success and training to Diversity and Inclusion unit

### **GNWT Employee**

- Work with Manager in creating learning plan
- Identify objectives and request training.
- May be required to enter in Education Leave Agreement
- Upon completion must provide proof of successful completion.
- If withdrawing, failing, or leaving a course the Employee must notify manager