



# LITTLE PRIEST TRIBAL COLLEGE

“BE STRONG AND EDUCATE MY CHILDREN”

## FALL 2017 COMMUNITY EDUCATION WORKSHOPS

### IT'S REAL

National Education Program for suicide prevention is being featured to support National Suicide Prevention Week. Join us for a lunch and learn that will raise awareness about mental health issues and teach how to encourage help-seeking.

September 13, 2017 11:00 a.m. - 12:00 p.m.

Presented by: Donna Wolff, Location: LPTC, Elk Auditorium Fee: \$0 Max: 83 Workshop # PRO 122

### BEGINNERS FACEBOOK

If you are curious about Facebook, this free hands-on class walks you through all you need to know to get started and get connected to Winnebago Community information!

September 14, 2017 1:00 p.m. - 2:00 p.m.

Presented by: BobbieJo Lindholm, Location: LPTC, Bear Bldg. 2nd floor Room 212 Fee: \$0 Max: 7 Workshop # COM 102

### FEDERAL CONTRACTING BASICS

This workshop will help you understand how best to market to the federal government so that you can successfully obtain government contracts.

September 15, 2017 12:00 p.m. - 1:30 p.m.

Presented by: Elizabeth Yearwood and Lisa Tedesco. Location: LPTC, Elk Auditorium Fee: \$0 Max: 83 Workshop #PRO 110

### SKILL BUILDING

This workshop series is designed to help participants develop necessary documents to seek employment. It will also build skills that are relevant in today's workforce.

September 22, 2017 - How to Write a Resume

September 29, 2017 - Filling Out Job Applications

October 6, 2017 - Me in 30 Seconds & Google Yourself

October 13, 2017 - Telephone & E-mail Etiquette

All classes are 9:00 a.m. to 12:00 p.m.

Presented by: Maria Garcia, Location: LPTC, Elk 111, Fee: \$20 (includes books and materials) Max: 10 Workshop # PRO 105

### MICROSOFT OFFICE 2013 BASICS

These courses provide a basic understanding of the software applications typically required for both home and business.

October 14 & October 28 - Word Basics: opening and closing documents, editing documents, moving and copying text, formatting text, using spell check, and working with graphic images

November 4 - Excel Basics: formulas and functions, sorting lists, creating charts

November 18 - PowerPoint Basics: designing PowerPoint presentations and delivering slide shows. Access Basics: creating an Access databases, entering data, and constructing, modifying and printing tables

All classes are 9:00 a.m. - 12:00 p.m.

Presented by: Annette Leu Location: LPTC, Hawk Building (behind Dollar General) Fee: \$199 (includes book) Max: 25 Workshop # COM 108

### INDIAN SELF-DETERMINATION ACT: LAW & ADMIN.

The Indian Self-Determination Act has been in place for over 40 years, yet many do not fully know about the law, how to implement it, how to exercise their sovereign rights, much less understand how to interpret it. KIVA is a native owned institute that will be providing the most comprehensive training on this subject and related topics not found anywhere else in Indian Country.

October 23-25, 2017 9:00 a.m. - 4:30 p.m.

Presented by: Ben Nuvamsa, President CEO KIVA Institute Location: WinnaVegas Casino Resort: \$725 (includes any materials/book) Max: 125 Workshop # NAT 102

### INDIRECT COST PRINCIPLES: CONTRACT SUPPORT COSTS

Tribal organizations incur general and administrative costs as part of providing essential governmental services, including operating federal programs. After attending this workshop, you will have an exceptional understanding of how Indirect Cost Rates work and your tribal rights under the Indian Self-Determination Act so that you can leverage reimbursement of your overhead expenses.

October 26-27, 2017 9:00 a.m. - 4:30 p.m

Presented by: Ben Nuvamsa, President CEO KIVA Institute Location: WinnaVegas Casino Resort Fee: \$675 (includes any materials/book) Max: 125 Workshop # NAT 103

### HOW TO DEVELOP A GOVT. CAPABILITY STATEMENT

This workshop will explain what a Capability Statement is and how/why it is a good marketing tool when targeting government agencies. Attendees will work on developing their own capability statements using worksheets to help identify your company's differentiators.

November 1, 2017 11:00 a.m. - 1:00 p.m

Presented by: Mary Zimmerman, CCAS Government Contracting Specialist with ISU Location: HO CHUNK CENTRE 600 4TH ST. 8th flr. Conference Rm. Fee: \$0 Max: 25 Workshop # PRO 109

### TYPES OF PAIN & PAIN MANAGEMENT

Join us for an informative lunch and learn that will provide an overview of pain assessment and pain management. Learn some strategies for the management of pain.

November 17, 2017 12 p.m. - 1 p.m.

Presented by: Cortni Krusemark, Occupational Therapist, Location: LPTC, Elk Auditorium Fee: \$0 Max: 83 Workshop # HLT 113

### TRIBAL COUNCIL AND BOARD MEMBER ORIENTATION

Attendees will receive hands-on training on constitutional principles, tribal governance, trust doctrines, federal appropriation laws, and laws that pertain to tribal nations and organizations. Unlike other training organizations, KIVA does not just teach theory, their instructors have years of actual experience as tribal leaders and legal advisors to tribal nations.

November 28-29, 2017 9:00 a.m. - 4:30 p.m.

Presented by: Ben Nuvamsa, President CEO KIVA Institute Location: WinnaVegas Casino Resort Fee: \$675 (includes any materials/book) Max: 125 Workshop # NAT 104

### ROBERT'S RULES OF ORDER

Conducting and managing effective and productive tribal council and board meetings is an art form but can be challenging. You will learn how to effectively preside over meetings and prevent side conversations, keeping members on topic, ensuring participation so all voices are heard, and keeping the debate focused on the topic.

November 30, 2017 9:00 a.m. - 4:30 p.m.

Presented by: Ben Nuvamsa, President CEO KIVA Institute Location: WinnaVegas Casino Resort Fee: \$525 (includes any materials/book) Max: 125 Workshop # NAT 105

### HOW TO REGISTER FOR WORKSHOPS

There are three ways to register for a workshop:

1. **Phone:** You may call the Community Education Office between the hours of 8 a.m. and 4:30 p.m. to register for any workshops at 402-878-3302.
2. **Walk-in:** Registration information is available in the Community Education Office, located in the Bear Building Room # 215, anytime during regular business hours. Forms may be completed and handed in directly.
3. **E-mail:** Registration forms may be accessed from our website or requested by e-mail from mgarcia@littlepriest.edu.

\* Signature and payment (if applicable) are required to complete the registration process. Workshops are subject to change or cancellation without notice.

