



NATIVE AMERICAN RESOURCES, LLC

Training and Technical Assistance to Tribal Organizations

TRIBAL ORGANIZATIONS' TRAINING INTEREST SURVEY

IF YOUR ORGANIZATION IS INTERESTED IN SPONSORING AN ON-SITE (AT YOUR LOCATION) TRAINING SESSION IN ANY OF THE TOPICS LISTED BELOW, PLEASE REQUEST FROM US A DETAILED AGENDA OR TABLES OF CONTENTS OF THE MANUAL.

NAME _____ TITLE _____

ORGANIZATION _____

MAILING ADDRESS _____

CITY/TOWN _____ STATE _____ ZIP _____

PHONE (____) _____ EXT. _____ FAX (____) _____

E-MAIL ADDRESS _____

❖ PLEASE INDICATE HOW MANY INDIVIDUALS WILL ATTEND A REQUESTED TRAINING SESSION:

❖ PLEASE CHOOSE THE BEST DAYS FOR ON-SITE TRAINING:

__ Monday __ Tuesday __ Wednesday __ Thursday __ Friday __ Saturday __ Sunday

❖ PLEASE INDICATE A DATE THAT YOU WISH TO BE CALLED ON TO ASSESS YOUR CONTINUING INTEREST

❖ PLEASE RANK YOUR TOP FIVE (*numbered 1-5*) TOPICS OF INTEREST:

HUMAN RESOURCES' PROFESSIONAL SKILLS

- _____ **Managerial Team-Building; Conflict Management & Problem Solving**
- _____ **Reconstructing Your Tribal Work Team**
- _____ **Motivation: Key Factors in the Tribal Work Environment**
- _____ **Critical Steps to Successful Customer Service**
- _____ **Choosing & Managing Affordable Employee Benefits**
- _____ **Conflict-Management & Conflict Strategies**
- _____ **Terminating Employees: The Least Pleasant of Managerial Tasks**
- _____ **Supervisory Skills from A-Z**
- _____ **Applying Positive Discipline in the Work Environment**
- _____ **Progressive Discipline**
- _____ **Addressing Employee Poor Performance**
- _____ **Grievance Procedures**
- _____ **Managers' Guide to Employment Law in Tribal Organizations**
- _____ **Evaluating Performance: The Process of Personnel Evaluations**
- _____ **Developing a Mentoring/Protégé Program**
- _____ **Preventing Sexual Harassment in the Workplace**
- _____ **Stress & Time Management in Tribal Organizations**
- _____ **Pre-Employment Screening & Background Investigations**
- _____ **Cultural Diversity: Managing Differences**
- _____ **Tribal Employees' Record-Keeping Requirements**
- _____ **Interviewing Skills as "Art" & Science**
- _____ **Human Side of Management within Tribal Organizations**
- _____ **Establishing a Tribal Career-Development Program**
- _____ **Curtailling Workplace Violence**
- _____ **Mediation Strategies**
- _____ **Better Communication for Managers & Supervisors; The Art of Delegation**
- _____ **Curtailling Employee Absenteeism through PTO Strategies**