



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
- _____ Curtailing Workplace Violence
- _____ Mediation Strategies
- _____ Better Communication for Managers & Supervisors; The Art of Delegation
- _____ Curtailing Employee Absenteeism through PTO Strategies

Please call: 505-268-4120 for further information- Or fax this form back to 505-268-4130

Or e-mail to: Natata@peoplepc.com Web site: www.natr-inc.com