

**2018 Education & Health Professional Development Workshop**

[www.aboriginaltrainingandconsultingservices.com](http://www.aboriginaltrainingandconsultingservices.com)

8<sup>TH</sup> INDIGENOUS HUMAN RESOURCE PROFESSIONAL DEVELOPMENT WORKSHOP:

**MENTAL HEALTH AND THE WORKPLACE**

**PROMOTING POSITIVE MENTAL HEALTH AND WELLNESS**

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September 25 – 27, 2018

Canad Inns Destination Centre Polo Park

Winnipeg, Manitoba

**Sponsored by:**

**Mood Disorders Association of Manitoba**



**Mood Disorders**  
ASSOCIATION OF MANITOBA

*Helping people  
help themselves*

**Presented by:**

**W. Zarchikoff & Associates**

**and**

**Stratcom Consulting**

# Workshop Program

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## What to Expect During this Workshop:

- Learn best practices for recruiting and interviewing
- Take away blueprints for an effective HR policy, mental health and the workplace
- Address the role, responsibility and tools of today's HR manager
- Learn how to link HR management directly with corporate goals of your organization
- Review recent legal developments in workplace violence and harassment, and provide guidance on how to handle complaints from beginning to end
- How to conduct performance reviews and appraisals
- Learn how to manage bullying, harassment and lateral violence in the workplace
- Manage stress and promote healthy workplaces
- Understand your legal responsibilities of medical marijuana and the legalization of marijuana in the workplace
- Address stigma of mental illness in the workplace
- Develop workplace accommodation strategies for returning employees

## Day One: Tuesday, September 25

0800 – 0900

REGISTRATION & REFRESHMENTS

Location: Lobby Area of Hotel – Ambassador K

0900 – 0915

PRAYER, INTRODUCTIONS & OPENING REMARKS

Conveners: Tara Brousseau-Snider  
Executive Director  
Mood Disorders Association of Manitoba  
Winnipeg, Manitoba

Bill Zarchikoff, President  
W. Zarchikoff & Associates  
Langley, British Columbia

Tues, Sept 25,  
cont

0915 – 1030

### **The Role, Responsibility and Tools of Today's HR Manager**

- Human resources as a strategic business partner
- The key components of an effective human resources team
- Tools to enable your best practice

Angie Sarsons  
Speakers/Band Manager  
Wei Wai Kum First Nation  
Campbell River Indian Band

A member of Moose Cree First Nation (Treaty 9) in Northern Ontario, Angie moved to Vancouver Island in 2009 where she resides with her husband Todd. Angie is the Band Manager for Wei Wai Kum First Nation (Campbell River Indian Band) and has been an independent consultant for 15 years specializing in the areas of effective governance, leadership training, HR development, strategic planning and team building. She is also an Inspirational Speaker, Master Facilitator and Educator.

1030 – 1045

HEALTH & NUTRITION BREAK

1045 – 1200

### **Best Practices for Recruitment and Interviewing**

The following topics will be presented:

- Dos and don'ts prior to hiring
- Knowing the goal of your interview
- Structured and unstructured interviews
- Considering skills, behavioural factors and corporate structure

Angie Sarsons  
Speakers/Band Manager  
Wei Wai Kum First Nation  
Campbell River Indian Band

1200 – 1315

HOSTED LUNCH

1315 – 1430

### **Developing and Getting Buy-In for your Human Resources Policy**

The following topics will be presented:

- Why policies are important:
  - communicating values and expectations
  - keeping in compliance with legislation
  - documenting best practices
  - supporting consistent treatment

Tues, Sept 25,  
cont

- helping managers make decisions
- protecting individuals
- Defining policy and procedures
- Steps in developing policies
- Role of the leadership in HR policy development
- Documentation: operating considerations
- Planning for revisions

Angie Sarsons  
Speakers/Band Manager  
Wei Wai Kum First Nation  
Campbell River Indian Band

1430 – 1445

HEALTH & NUTRITION BREAK

1445 – 1600

**Coaching to Grow Your Employees to the Next Level**

- Using the employee appraisal as a benchmarking tool
- Encouraging self-initiative and career ownership
- The value of cross-training within your organization
- Timing of meetings

Angie Sarsons  
Speakers/Band Manager  
Wei Wai Kum First Nation  
Campbell River Indian Band

## Day Two: Wednesday, September 26

0900 – 1030

**Workplace Strategies for Mental Health**

This session will discuss the following topics:

- Communications
- Training approaches
- Environmental needs
- Flexibility in job scheduling for:
  - Memory, environmental stimuli, attention to details, overlapping tasks
  - Challenges with stamina

Weds, Sept 26,  
cont

- Time pressures
- Working relationships
- Stress and emotions, confrontational situations
- Change
- Addiction, Potential for crisis

Lorraine Mischuk  
CEO and Managing Clinician  
Maximize Human Capabilities  
Winnipeg, Manitoba

Lorraine is a registered Occupational Therapist, BrainFX Administrator, and a Certified Work Capacity Evaluator in the Manitoba Province. Lorraine has been operating Maximize Human Capabilities - MHC Ergonomics and Occupational Therapy since 1997. Her overall work and experience spans across an impressive 25 years. During this period, she has worked with people who went through complex multiple trauma experiences and injuries, which in most cases co-occurred with other illnesses. Because of the complexity of such cases, it is common for the people involved to be affected cognitively, psychosocially, as well as physically during these illnesses and injuries. Lorraine's services also include working with individuals who went through various kinds of mishaps such as work injuries, chronic pain, vehicle accidents, anxiety and depression, arthritis, mild brain injury, fibromyalgia, and several other injuries or illnesses. For numerous employers, she carries out early on-site intervention of work related accidents/injuries. Lorraine has also implemented and developed several prevention programs based on employers needs. A few examples of the companies she has worked with include forestry, education, manufacturing, mining, heavy industry, and computer-based organizations.

1030 – 1045

HEALTH & NUTRITION BREAK

1045 – 1200

### **Accommodation Returning Employees: Psychological Factors**

This session will discuss the following topics:

- What is your obligation to accommodate returning employees?
- Recognize the psychological factors of employees and work team
- Preparing employees and work team for the return
- Creating a positive return to work culture that puts everyone at ease
- Getting back to the new normal

Weds, Sept 26, cont	Lorraine Mischuk CEO and Managing Clinician Maximize Human Capabilities Winnipeg, Manitoba
1200 – 1315	HOSTED LUNCH
1315 – 1430	<p><b>Managing Bullying, Harassment and Lateral Violence in the Workplace</b></p> <p>This session delves into the following topics, particularly looking at the Indigenous workforce:</p> <ul style="list-style-type: none"> <li>• Defining lateral violence and recognizing it in your workplace</li> <li>• What are your legal requirements in responding to lateral violence</li> <li>• Strategies for minimizing lateral violence</li> <li>• Accommodating victims of lateral violence</li> <li>• How to move forward</li> </ul> <p>Delores Daniels Director, Human Resources Manitoba First Nations Education Resource Centre Inc. Winnipeg, Manitoba</p> <p>Delores is of First Nations ancestry from the Peguis First Nation, Manitoba and Gordons, Saskatchewan. Delores is currently employed as Manager of Human Resources with the Manitoba First Nations Education Resource Centre Inc. since 2003 as an HR Generalist all areas of HR within the organization.</p>
1430 - 1445	HEALTH & NUTRITION BREAK
1445 – 1600	<p><b>Managing Stress and Promoting a Healthy Workplace</b></p> <p>This session will discuss the following topics:</p> <ul style="list-style-type: none"> <li>• Benefits of a healthy workplace</li> <li>• Promoting a healthy workplace</li> <li>• Causes of workplace stress</li> <li>• Identifying an employee stress issue</li> <li>• Reducing employee stress and using stress management techniques</li> </ul>

Presenter: Delores Daniels  
Director, Human Resources  
Manitoba First Nations Education Resource Centre Inc.  
Winnipeg, Manitoba

## Day Thee: Thursday, September 27

0900 – 1030

### What you call a 'Mental Illness' I call a Superpower

My awareness of living with a mood disorder began with a diagnosis of post-partum depression after the birth of my first son in 1992. I would come to realize that I lived with a mood disorder my entire life, as had several family members, but stigma issues meant they remained undiagnosed and undiscussed. When my son began experiencing anxiety, I wanted to empower him and limit the impact of stigma on his life. Being comic book geeks, I used the term *Superpowers* to explain his condition and how he could think about, and effectively live with it. For the first time, I was naming what I had been doing for years, not just to cope, or to manage, but to succeed! This presentation talks about that journey and how we can all be Superheroes of our own mental health - Capes optional!

Sharon Blady, BA, BFA, MA, PhD  
Founder/Director  
Speak Up: Mental Health Advocates  
Winnipeg, Manitoba

Sharon Blady, former Manitoba Minister of Finance, educator specializing in Indigenous and feminist issues, social justice and mental health advocate, and survivor of cancer and domestic abuse, who believes the purpose of her journey is to use the challenges, and opportunities, she has been presented in life, to benefit of others.

Sharon uses the confluence of these experiences to reflect on how each has made her stronger, more empathetic, and how each of us can harness our experiences to grow personally, to assist and empower others, and to build a better and more compassionate world.

1030 – 1045

HEALTH & NUTRITION BREAK

<p><b>Thurs, Sept 27, cont</b></p> <p><b>1030 – 1200</b></p>	<p><b>Tapping into Your Team’s Superpowers</b></p> <p>As a person with lived experience of a mood disorder, an employee, and employer, I am acutely aware of how the quality of our work environment impacts our mental health and productivity, and these things are very much interconnected. When employers, and leaders within an organization, are able to understand the role they play in promoting mental health and well-being, they are better able to support their employees, benefit from their employees’ <i>Superpowers</i>, and build an organizational environment with high levels of productivity and success. This presentation includes workplace supports and resources to help organizations build healthy and productive teams and stigma-free work environments.</p> <p>Sharon Blady, BA, BFA, MA, PhD          Founder/Director          Speak Up: Mental Health Advocates          Winnipeg, Manitoba</p>
<p><b>1200 – 1315</b></p>	<p>HOSTED LUNCH</p>
<p><b>1315 – 1430</b></p>	<p><b>Up in Smoke - Managing Marijuana (and other legal drug) Use in The Workplace</b></p> <p>With the anticipated legalization of marijuana, employers are left wondering where that is going to leave them in terms of managing its use in the workplace. Whether it is marijuana, or other prescription or over-the-counter medication, legal drug use is something that employers must learn to manage in the workplace, in a way that balances both safety obligations, human rights and privacy considerations. This session will provide attendees with an understanding of the law in this area and provide practical tips to manage legal drug use in the workplace, including a discussion on best practices for crafting effective drug and alcohol policies.</p> <p>Peter Mueller, Associate          Taylor McCaffrey LLP          Winnipeg, Manitoba</p>
<p><b>1430 - 1445</b></p>	<p>HEALTH &amp; NUTRITION BREAK</p>



**Thurs, Sept 27,  
cont**

**1445 – 1545**

**Talking Circles: “Where Do We Go From Here?”**

Workshop delegates will divide into talking circles to discuss common themes found during the event. They will each then share their learnings and action items with the larger group as a way to hit the ground running once the event is over.

Moderator: Tara Brousseau-Snider  
Executive Director  
Mood Disorders Association of Manitoba  
Winnipeg, Manitoba

**1540 – 1600**

**CLOSING REMARKS & WORKSHOP EVALUATIONS**

## Management Information

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Website: [www.aboriginaltrainingandconsultingservices.com](http://www.aboriginaltrainingandconsultingservices.com)

### W. Zarchikoff & Associates

**Contact**

Bill Zarchikoff, President

Email: [wzarchikoff@yahoo.com](mailto:wzarchikoff@yahoo.com)

<http://aboriginaltrainingandconsultingservices.com>

**Address**

19899 - 55A  
Avenue, # 112  
Langley, BC V3A  
0C4

**Phone**

(604) 970-3419  
or  
Toll-Free 1(888)  
683-7711

**Fax**

(604) 530-3841

### Stratcom Consulting

**Contact**

Rebecca Marinos  
Certified Leadership Coach & Communications  
Consultant

Email: [rebecca@rebeccamarinos.com](mailto:rebecca@rebeccamarinos.com)

[www.rebeccamarinos.com](http://www.rebeccamarinos.com)

**Address**

2781 Ridgeway  
Ave, San Bruno,  
CA 94066

**Phone**

(650) 888-2654

**Fax**

(650) 513-2020

## ***Policies & Other Information***

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### **DISCOUNT RATES**

Groups registering by email, phone, fax or mail, must submit all registration forms at once. Full time students (3+ classes per semester) must provide proof of enrolment

### **REGISTRATION FEE INCLUDES**

Training materials, certificate of completion, morning coffee, snacks and refreshment breaks. Lunches are included only as noted in the agenda.

### **CONTINUING EDUCATION CREDITS**

Many accrediting organizations recognize these, and other, workshops. Upon completion of the workshop and receipt of a Certificate, you may approach any of the following, plus others, to request continuing education credits: Canadian Psychological Association (recognized by the Alberta College of Social Workers), Canadian Counselling & Psychotherapy Association, Canadian Addiction Counsellors Certification Federation, Canadian vocational Rehabilitation Association, Canadian Professional Counselling Association, Employee Assistance Certification Commission (EAPA), Indigenous Certification Board of Canada (ICBOC). The number of course credits will vary for each event.

### **TERMS & CONDITIONS**

Our liability is limited to refunds for workshop fees only. W. Zarchikoff & Associates reserves the right to cancel an event. Please make hotel & travel arrangements with this in mind. In the event of a cancelled workshop, we will issue a full refund for workshop fees only. The use of audio and video taping devices, beepers, and cell phones by workshop participants is not permitted at any workshop. Children and unregistered guests are not permitted in the meeting rooms. Seats cannot be shared between individuals. The contact information provided during registration will be added to our mailing list. We will not sell our mailing list or grant access to third parties; you can unsubscribe at any time. To unsubscribe please email us.

**CANCELLATION POLICY:** All cancellations for any workshop, forum, or conference must be submitted by email to wzarchikoff@gmail.com. Non-attendance at an event will not be grounds for any or partial refund /credit under any circumstances.

**REFUND OPTIONS:** 14 business days or more prior to the event: refund, minus a \$100 administration fee. Less than 14 business days prior to the event: credit to a future workshop, minus a \$100 administration fee. Less than one week prior to the event: no refund or credit under any circumstances will be available.

**CERTIFICATES:** Provided to attendees by email.

**RECEIPTS:** Sent by email once your registration has been processed.

### **CUSTOMIZED COURSES**

We can offer this workshop in your community or customize a course that meets your specific needs. Contact us for further information. Check out our website for a full listing of events.