



Stepping Black

INDIGENOUS CORPORATION AUSTRALIA

CULTURE|COMMUNITY|PEOPLE



Governance – Executive Management

Project Cost \$POA

Delivery Time: TBC

Number of Participants: Max 20

SERVICE PROVIDER:

Stepping Black Indigenous Corporation Australia (SBICA)

TITLE OF ACTIVITY:

Stepping into Governance – Executive Management
(Introduction Level 1)

ABOUT THE WORKSHOPS:

The workshops are designed to provide personal and professional development for the members of newly appointed members of the Board of Management.

The workshops will be delivered by experienced facilitators.

The aim of the workshops is to give the Board Members the skills needed to be an effective and productive management team for the organisation.

Resources will be provided for all participants as part of the program.

PROJECT MANAGEMENT & COURSE FACILITATION PERSONNEL:

- **SBICA Team** – plus any Guest Consultants or Supporters



Course Outline

- | | |
|-----------------------|-------------------------------------------------------------------------------------------|
| Day 1 | Introduction to Executive Management and Governance
Roles and Responsibilities |
| Day 2 | Leadership & Business Management Basics |
| Days 3 & 4 | Planning for Action |

The promotion of Health and Well-Being and significance of Cultural Influences will be interwoven throughout the workshops and promoted as part of the personal and professional development elements of the program.



Brief Overview

The participants will:

- Participate in Professional Development activities
- Learn the basics for good governance of an Indigenous organisation
- Learn basic skills for running a business venture or corporation
- Be exposed to techniques to apply when dealing with members and other personnel
- Learning basic techniques for dealing with common problems arising in organisation management
- Contribute ideas of how to progress organisations for the benefit of Indigenous business owners and community groups
- Budget basics. costs and incomes and cash flows for the organisation
- Investigate options for developing an Action Plan for the future

It is anticipated that these workshops will open up new opportunities for existing and emerging Indigenous businesses and organisations from the Indigenous Communities within the Wide Bay Burnett area, creating an on-going interest in further development of skills and provide economic opportunities through the application of these new skills.

The program of workshops will deliver a workable Action Plan for the Organisation for the coming year and with a five year projection.

The course will also 'open the door' for participants to become involved in future Indigenous organisations across the Region.

The areas covered in the workshops will also give participants the basic skills needed for entry into other formal studies and professional courses with a focus on management. Subsequent courses completed would develop their skills even further and could result in even more opportunities for economic advantage through better management within their communities.

Participants will be exposed to the possibilities of using these skills to secure employment in other Industries.



Course Outcomes

Participation

- Up to 20 participants register
- High completion rate for participants

Professional Skills Development

- Active participation in all workshops
- Production of suitable, high standard works
- Basic understanding of business concepts associated with costing and sale of works
- Develop an understanding of practices and techniques that will assist them to perform their roles in the business world
- Understanding of Industry standards and compliance
- Develop basic business skills
- Develop basic record keeping skills appropriate for their organisation
- Develop understanding of cultural impacts on businesses and organisations

Personal Skills

- Professional development
- Improved time management, improved self-management including personal health and well-being
- Working with other group members – development of teamwork
- Interaction and effective communication with industry representatives
- Pride in self, community and culture
- Understanding of benefits of good health

Employability Options

- Skills developed to be relevant to industry standards
- Investigation of using personal skills to apply to employment
- Investigation of options and pathways to further develop of skills
- Investigation of possible study options and pathways
- Skills developed would be relevant when applying for other positions

Value for Money

- Access to industry recognized and experienced workshop facilitators
- Provision of all good quality workshop materials and resources
- Each participant will receive workshop notes and instructions for future reference
- Completed Course will provide a basis for future involvement in community organisations
- Efficient and effective use of funds and other in-kind support to achieve excellent outcomes for all stakeholders
- Use of funding for high quality results



Cultural Training 'Interconnectedness'

<i>Session</i>	<i>Activity / Course Content</i>	<i>Facilitators</i>
(insert Date/s)		
Arrival by 8.30 am for Coffee		
Session 1	<p>Concept Thinking - Attitudes</p> <ul style="list-style-type: none"> • Introduction to Workshop Schedule & Resources • Introduction to Facilitators • "What is Culture?" <ul style="list-style-type: none"> • Identity • Four Clays - North South East West • Food, Language, Writing/Symbols, Dress, Religion, Communication, Eye Contact, body language, other • Priorities <ul style="list-style-type: none"> • Land • Family & Community • Spirituality, • Kinship <p>Cultural Questions – From Participants</p>	<p>SBICA Team</p> <p><i>Optional Special Guests/ Consultants</i></p> <p><i>PP Presentation</i></p> <p><i>Different Symbols from Different Lands</i></p> <p>Participant Activity <i>Drawing Activity/ Telling a story</i></p>
Session 2	<p>Big Picture</p> <ul style="list-style-type: none"> • History teaches us about Change • Looking at the Eras in History • Culture Clash - Guns, fences, prisons, churches • Mapping Indigenous Peoples' Lands (<i>Local Places – Aboriginal Names</i>) 	<p>SBICA Team</p> <p><i>Optional Special Guests/ Consultants</i></p> <p>Participant Activity <i>Poster Stories</i> <i>Maps</i></p>
Traditional Games		
Session 3	<p>Framework for Learning</p> <ul style="list-style-type: none"> • Different ways of Thinking, Doing & Being • Local Stories by Local Elders/Storytellers • Wanting to be connected – the 'Essence of Being' <p>Participant Activity</p>	<p>SBICA Team</p> <p><i>Optional Special Guests/ Consultants</i></p> <p><i>Uncle Ernie's Presentation</i></p>
Session 4	<p>"Your Toolkit"</p> <p><i>Input from your organisation about areas you want to cover / Targeted Actions e.g.</i></p> <ul style="list-style-type: none"> • <i>RAP, Employment Strategies</i> • <i>Cultural Safety</i> • <i>Yarning Circle / Learning Circle</i> • <i>Cultural Experiences</i> • <i>Health & Wellbeing</i> • <i>Economic Impacts</i> • <i>Development of Practical and Realistic Strategies</i> 	<p>SBICA Team</p> <p><i>Optional Special Guests/ Consultants</i></p> <p>Participant Activity</p>