

# Managing For Success In Native American Governments & Enterprises

## MODULES

### Module One: Talent Acquisition

This training module focuses on the process of acquiring top talent for an organization. It covers various aspects, including job needs assessment, creating job descriptions, determining compensation packages, and developing an effective recruitment strategy.

**Benefits:**

- ▶ Ensures alignment between job requirements and candidate selection
- ▶ Enhances the organization's ability to attract high-quality talent
- ▶ Improves the efficiency of the recruitment process
- ▶ Enables fair and competitive compensation practices

### Module Two: Behavioral Interviewing

This training module focuses on conducting effective behavioral interviews to assess candidates' skills and fit for a particular role. It covers various aspects, including formulating relevant questions, developing interaction skills, utilizing effective interview techniques, conducting tests, and providing demonstrational interviews.

**Benefits:**

- ▶ Facilitates a structured and consistent interview process
- ▶ Helps assess candidates' past behaviors and their potential for future performance
- ▶ Improves decision-making when selecting candidates
- ▶ Reduces biases and improves fairness in the selection process

### Module Three: Performance Evaluation Expectations/People Development

This training module focuses on effectively evaluating employee performance, setting expectations, and promoting people development within the organization. It covers various aspects, including performance evaluation methods, goal setting, feedback techniques, and strategies for fostering employee growth.

**Benefits:**

- ▶ Improves employee performance through clear expectations and feedback
- ▶ Identifies areas for employee development and career progression
- ▶ Enhances communication between managers and employees
- ▶ Fosters a culture of continuous learning and improvement

### Module Four: Quiet Quitting and Engagement

This training module focuses on recognizing and addressing signs of disengagement and potential voluntary turnover within the organization. It covers various aspects, including identifying signs of "quiet quitting," understanding employee engagement, implementing strategies for re-engagement, and conducting effective retention conversations.

**Benefits:**

- ▶ Helps prevent talent loss by identifying disengaged employees
- ▶ Improves employee morale and job satisfaction
- ▶ Enhances employee retention and reduces turnover rates
- ▶ Promotes a positive work environment and productivity

### Module Five: Leadership 101 and Advanced

This training module focuses on developing essential leadership skills for new and experienced leaders; and covers fundamental concepts and skills essential for effective management.

**Benefits:**

- ▶ Develop essential leadership skills that are crucial for both new and experienced leaders
- ▶ Improved communication skills
- ▶ Insights into building and leading high-performing teams
- ▶ Problem-solving techniques, conflict identification, and resolution approaches

This program provides 22 hours towards a THRP I or II recertification. Space is limited to 50 attendees.

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