

TŁĮCHŲ GOVERNMENT / MACEWAN UNIVERSITY'S SCHOOL OF CONTINUING EDUCATION PARTNERSHIP

MacEwan University School of Continuing Education is partnering with the Tłįchǫ Government to provide professional development programs for Tłįchǫ Treaty Status holders.

This partnership aims to enhance the Tłįchǫ Postsecondary support program of the Client Services Department by providing professional development and post-secondary opportunities through courses and certificates.

Courses and certificates MacEwan has previously offered through the Tłįchǫ Post-secondary support program include:

- Professional Development certificates in Leadership, Management & Supervision, Executive Assistant, Photography, Bookkeeping & Accounting and Project Management.
- Skills Achievements in Collaborative & Agile Thinking, Conflict Management, Business Communications and Career and Team Development.
- A micro-credential in Digital Marketing for Small Business.
- Foundational courses in Indigenous Studies and University Preparation for students interested in pursuing post-secondary in the future.

MacEwan University provides students with a transformative, academically rigorous personal learning experience in a creative, collaborative and supportive learning environment.

PROGRAM ELIGIBILITY

Learners must be Treaty Status holders from one of the four Tłįchǫ communities (Behchokǫ̀, Whatì, Gamètì and Wekweètì) to register for these programs.

Funding is provided by the Tłįchǫ Government for the delivery of these programs and courses. There are a limited number of seats available so we encourage students to apply early. All applications will be assessed by the Tłįchǫ Post-secondary support program, Client Services Department.

If you have any specific questions, please contact MacEwan at **businessconed@macewan.ca**

Tłįchǫ Ndek'àowo



Tłįchę Government

Certificates and Programs

Executive Assistant - Professional Development Certificate 40 hours | Online | Apply by February 20, 2024 | Starts April 2, 2024 | Ends April 29, 2024

Available to Tłįcho staff and Tłįcho status-holders

Advance your career and become an essential administrative professional. These practical hands-on courses give you the necessary knowledge and skills that will enhance your success and opportunities in the workplace. Through the Executive Assistant certificate, you will learn skills and strategies to improve your communication, writing and specializations to make you an invaluable member of the team.

Leadership - Professional Development Certificate

42 hours | Online | Apply by March 19, 2024 | Starts April 30, 2024 | Ends June 27, 2024 Available to Tłįchǫ staff and Tłįchǫ status-holders

Effective leaders create environments that challenge, motivate and engage their teams. Discover the leadership qualities and competencies valued by organizations today, while exploring new strategies and tools that promote the development of positive change and the creation of healthy, high-functioning environments. Assess and build on your leadership abilities to become more effective in leading and inspiring others. Upon completion of this program, you will emerge with your own leadership philosophy and action plan to guide you in achieving personal and organizational success.

Change Management - Professional Development Certificate

28 hours | Online | Apply by July 23, 2024 | Starts September 3, 2024 | Ends September 26, 2024 Available to Tłįcho staff and Tłįcho status-holders

Change is an inevitable part of our work lives, whether it be staffing, processes or technology. This program will teach you how to manage change on multiple levels, including how to recognize employee emotions and needs, meet organizational demands and measure successful sustainment. Prepare your organization for a positive experience with change by understanding the effects of change, how to build engagement in your team and how to make your changes sustainable in the long term. Build on real-world case studies so that you are prepared to meet the reality of change with agility and resilience.

Creative Business - Skills Achievement

25 hours | Online | Apply by February 23, 2024 | Starts April 6, 2024 | Ends May 11, 2024 Available to Tłįcho status-holders

This program will help you discover your talents and strengths guiding you from the idea phase through to launching and marketing a business. Learn the fundamentals of digital marketing and how to differentiate yourself from the competition, define your market niche, establish pricing models, negotiate with clients, manage contracts and invoicing, and put it all together into a business plan.

Office Management - Skills Achievement

21 hours | Online | Apply by March 25, 2024 | Starts May 6, 2024 | Ends May 29,, 2024 Available to Tłįcho staff and Tłįcho status-holders

Develop effective management and supervision skills including time management, priority planning, customer service, team development and goal setting. This program is ideal for individuals in management/supervisory roles looking to increase trust and accountability with employees, manage teams more effectively and create a positive work environment.

Managing Projects - Skills Achievement

21 hours | Online | Apply by July 29, 2024 | Starts September 9, 2024 | Ends October 30, 2024 Available to Tłįcho staff and Tłįcho status-holders

In today's dynamic business environment, the ability to manage projects effectively, communicate efficiently and foster productive collaboration are essential skills for professionals across all industries. This program will provide you with an introduction to fundamental project management concepts and strategies with a strong focus on Agile methodologies, as well as strategies for enhancing interpersonal communication. This short professional development program is designed to equip participants with the skills and knowledge necessary to excel in project management roles.

Managing Teams - Skills Achievement

21 hours | Online | Apply by August 20, 2024 | Starts October 1, 2024 | Ends October 24, 2024 Available to Tłįchǫ staff and Tłįchǫ status-holders

This program provides a comprehensive introduction to the fundamental concepts and strategies essential for effectively managing and engaging with teams and equips participants with the skills and knowledge necessary to excel in leadership roles and foster a motivated, engaged and high-performing workforce. Gain insights into team management, career planning, goal setting and proven strategies to increase workforce engagement, all crucial aspects of modern leadership.

Microsoft Excel - Skills Achievement

21 hours | Online | Apply by September 3 , 2024 | Starts October 15, 2024 | Ends November 28, 2024 Available to Tłįchǫ status-holders

In today's data-driven world, Microsoft Excel is an indispensable tool for professionals in various fields. This program will equip you with essential Excel skills and dive into commonly used functions and advanced techniques. This hands-on program covers basic functions, database management, pivot tables, charting, data filtering, linking workbooks, user-friendly formulas and more.

Managing Conflict - Skills Achievement

21 hours | Online | Apply by April 22, 2024 | Starts June 3, 2024 | Ends June 19, 2024 Available to Tłįchǫ staff

This program will equip managers and leaders with essential conflict resolution and performance coaching skills. Participants will gain an understanding of the impacts and causes of conflict in the workplace and learn proven strategies for navigating difficult conversations and fostering a culture of open communication, achievement, accountability and resilience.

Financial Literacy - Skills Achievement

21 hours | Online | Apply by September 23 , 2024 | Starts November 4, 2024 | Ends November 27, 2024 Available to Tłįchǫ staff

Financial literacy is a fundamental life skill that empowers individuals to make informed financial decisions, manage their resources effectively, and plan for a secure financial future. This program will provide individuals with the essential knowledge and skills needed to navigate the complex world of personal finance successfully. Students will be introduced to a range of topics, from understanding the basics of personal finance to making informed decisions about budgeting, credit management, strategies for saving for both short-term and long-term goals, exploring the concept of time value of money in financial decision making, understanding the impact of inflation and interest rates, and more.

Getting started

Step 1: Apply online

To apply for this program, please complete the online registration form here, or contact **businessconed@macewan.ca**.

Step 2: Submit your letter of intent

Once you have applied online, please submit a one-page letter of intent for each program you are interested in to **businessconed@macewan.ca.** If you have any other questions, please call 867-392-1700 ext 1706/1715.

Step 3: Accessing your course

MacEwan will contact you on the next steps to access your course. You will receive communications about student expectations, how to use the online learning system and any other student resources.

STUDENT SUPPORT SERVICES

The Tłįchǫ Government and Northern Youth Abroad/Northern Compass are here to support you throughout your educational journey and set you up for success by providing:

- Tutoring
- Weekly Check-Ins to ensure you are thriving in your education journey
- Social Events to help you meet new people in your community and give you a taste of home when you feel homesick
- Workshops and info sessions about post-secondary schools, programs and services
- Help applying for post-secondary programs/schools and navigating the future process
- · School supplies and more!

Please emaill **Tlicho@nya.ca** to learn more about available services.

Services open to anyone from the NWT, Nunavut, or Yukon

Knowledge, Preparedness, & Academics

tutoring, peer mentors, goal setting, career and program planning, and course selection

Budget & Finance

navigating funding and filling out applications, paying application fees, budgeting training and tools, advocacy for emergency funds*

Northern Compass

accessing resources on campus and territorial health and mental health services.

Health & Wellness connecting to a network of Northern students currently in school, weekly social events, cultural activities.

Social, Land, & Culture

*Please note: Northern Compass is not a funding program. We do not offer scholarships or bursaries. We can, however, help you access existing funding resources, such as SFA, FANS, UCEP, ISETS, Indspire and others.

Sign up for free at NorthernCompass.org

call toll free 1-866-212-2307

email NorthernCompass@nya.ca

Follow us on Facebook and Instagram where we share resources, scholarship opportunities, and information about school, career, and post-secondary.



EXECUTIVE ASSISTANT Professional Development Certificate

40 hours | Online | Apply by February 20, 2024 | Starts April 2, 2024

Tłįchǫ Government Partnership MacEwan University (MacEwan.ca/Tlicho) MacEwan.ca/ExecutiveAssistant

Executive Assistant

Advance your career and become an essential administrative professional. These practical hands-on courses give you the necessary knowledge and skills that will enhance your success and opportunities in the workplace. Through the Executive Assistant certificate, you will learn skills and strategies to improve your communication, writing, and specializations to make you an invaluable member of the team.

Courses

Business Writing and Communication (7 hours) April 2 & 4, 2024 1:00 - 4:30p.m. MST Business Writing: Reports and Proposals (7 hours) April 8 & 9, 2024 1:00 - 4:30p.m. MST Persuasive Writing (7 hours) April 10 & 11, 2024 1:00 - 4:30p.m. MST Microsoft Excel Basics (3.5 hours) April 15, 2024 1:00 - 4:30p.m. MST Accounting Basics (12 Hours) April 16, 18, 23, 25, 2024 1:00 - 4:30p.m. MST Effective Emails for Business (3.5 hours) April 29, 2024 1:00 - 4:30p.m. MST

Learning & Career Outcomes

These courses will help you:

- Communicate with confidence in verbal and non-verbal forms
- Produce clear, concise, and persuasive writing
- Improve your writing and grammar skills
- Create concise business correspondence and reports
- Specialize in areas that your current administrative role will require assistance with (i.e. meeting management, digital marketing, and budgets)

Application Deadline: February 20, 2024

Spots available: 15 for Tłįchǫ staff 20 for Tłįchǫ status-holders



Next Steps

To apply for this program, please complete the online registration form <u>here</u>, or contact <u>businessconed@macewan.ca</u> for assistance and questions.



CREATIVE BUSINESS Skills Achievement

25 hours | Online | Apply by February 23, 2024 | Starts April 6, 2024

Tłįchę Government Partnership MacEwan University (MacEwan.ca/Tlicho) **MacEwan.ca/SCE**

Creative Business

This program will help you discover your talents and strengths guiding you from the idea phase through to launching and marketing a business. Learn the fundamentals of digital marketing and how to differentiate yourself from the competition, define your market niche, establish pricing models, negotiate with clients, manage contracts and invoicing, and put it all together into a business plan.

Courses

Mobile Photography (4 hours) April 6 & 7, 2024 10:00a.m. - 12:00p.m. MST Digital Marketing 101 (3 hours) April 13, 2024 10:00a.m. - 1:00p.m. MST Starting Your Creative Business (18 hours) April 21, 27, 28, May 4, 5, & 11 2024 1:00p.m. - 4:00p.m. MST

Learning & Career Outcomes

These courses will help you:

- Understand the key components required to launch a successful creative business
- Create a business plan
- Identify marketing trends, describe marketing reach and explain the benefits of digital marketing channels
- Maximize your mobile device to capture and create impactful photos

Application Deadline: April 23, 2024

Spots available: 30 for Tłįchǫ status-holders

Next Steps

To apply for this program, please complete the online registration form <u>here</u>, or contact <u>businessconed@macewan.ca</u> for assistance and questions.



MacEwan.ca/Tlicho MacEwan.ca/SCE



LEADERSHIP Professional Development Certificate

42 hours | Online | Apply by March 19, 2024 | Starts April 30, 2024

Tłįchǫ Government Partnership MacEwan University (MacEwan.ca/Tlicho) MacEwan.ca/Leadership

Leadership

Effective leaders create environments that challenge, motivate, and engage their teams. Discover the leadership qualities and competencies valued by organizations today, while exploring new strategies and tools that promote the development of positive change and the creation of healthy, high-functioning environments. Assess and build on your leadership abilities to become more effective in leading and inspiring others. Upon completion of this program, you will emerge with your own leadership philosophy and action plan to guide you in achieving personal and organizational success.

Courses

Foundations of Leadership I (7 hours) April 30, May 2 & 7, 2024 6:30 PM - 9p.m. MST, 6:30 PM - 8:30p.m. MST Foundations of Leadership II (7 hours) May 9, 14, & 16, 2024 6:30 PM - 9p.m. MST, 6:30 PM - 8:30p.m. MST Building an Engaged Workforce (7 hours) May 21, 23 & 28, 2024 6:30 PM - 9p.m. MST, 6:30 PM - 8:30p.m. MST

Change Management Fundamentals (7 hours) May 30, June 4 & 6, 2024 6:30 PM - 9p.m. MST, 6:30 PM - 8:30p.m. MST Leading People Through Change (7 hours) June 11, 13 & June 18, 2024 6:30 PM - 9p.m. MST, 6:30 PM - 8:30p.m. MST Strategic Leadership & Critical Thinking (7 hours) June 20, 25 & 27, 2024 6:30 PM - 9p.m. MST, 6:30 PM - 8:30p.m. MST

Learning & Career Outcomes

These courses will help you:

- Engage and retain employees by creating an environment that offers encouragement and empowerment
- Manage conflict and guide others through change by identifying triggers and emotions at play
- Solve problems with refined critical thinking and analysis skills
- Create a personal leadership action plan to make yourself a more effective leader

Application Deadline: March 19, 2024

Spots available: 15 for Tłįchǫ staff 15 for Tłįchǫ status-holders



Next Steps

To apply for this program, please complete the online registration form <u>here</u>, or contact <u>businessconed@macewan.ca</u> for assistance and questions.

> MacEwan.ca/Tlicho MacEwan.ca/Leadership



OFFICE MANAGEMENT Skills Achievement

21 hours | Online | Apply by March 25, 2024 | Starts May 6, 2024

Tłıchǫ Government Partnership MacEwan University (MacEwan.ca/Tlicho) MacEwan.ca/ManagementandSupervision

Office Management

Develop effective management and supervision skills including time management, priority planning, customer service, team development, and goal setting. This program is ideal for individuals in management/supervisory roles looking to increase trust and accountability with employees, manage teams more effectively, and create a positive work environment.

Courses

Time Management & Priority Planning (7 hours) May 6 & 8, 2024 6:00 - 9:30p.m. MST

Service Excellence (7 hours)

May 13 & 15, 2024

6:00 - 9:30p.m. MST

Fundamentals of Management & Supervision (7 hours) May 22 & 29, 2024

6:00 - 9:30p.m. MST

Application Deadline: March 25, 2024

Spots available: 15 for Tłįch**ǫ** staff 15 for Tłįch**ǫ** status-holders

Learning & Career Outcomes

These courses will help you:

- Examine the characteristics and qualities of effective managers and assess their strengths and gaps in these areas
- Apply strategies for increasing trust and credibility with employees
- Enable individuals to understand their usage of time as well as identify their personal time wasters
- Demonstrate a customer-focused approach and develop strategies to deal with difficult situations, problem solve and respond efficiently and confidently to inquiries

Next Steps

To apply for this program, please complete the online registration form <u>here</u>, or contact <u>businessconed@macewan.ca</u> for assistance and questions.



MacEwan.ca/Tlicho MacEwan.ca/ManagementandSupervision



MANAGING CONFLICT Skills Achievement

21 hours | Online | Apply by April 22, 2024 | Starts June 3, 2024

Tłįchǫ Government Partnership MacEwan University (MacEwan.ca/Tlicho) MacEwan.ca/ManagementandSupervision

Managing Conflict

This program will equip managers and leaders with essential conflict resolution and performance coaching skills. Participants will gain an understanding of the impacts and causes of conflict in the workplace and learn proven strategies for navigating difficult conversations and fostering a culture of open communication, achievement, accountability and resilience.

Courses

Managing Workplace Conflict (7 hours) June 3 & 5, 2024 1:00 - 4:30p.m. MST Coaching for Performance (7 hours) June 10 & 12, 2024 1:00 - 4:30p.m. MST

Navigating Difficult Conversations (7 hours) June 17 & 19, 2024

1:00 - 4:30p.m. MST

Learning & Career Outcomes

These courses will help you:

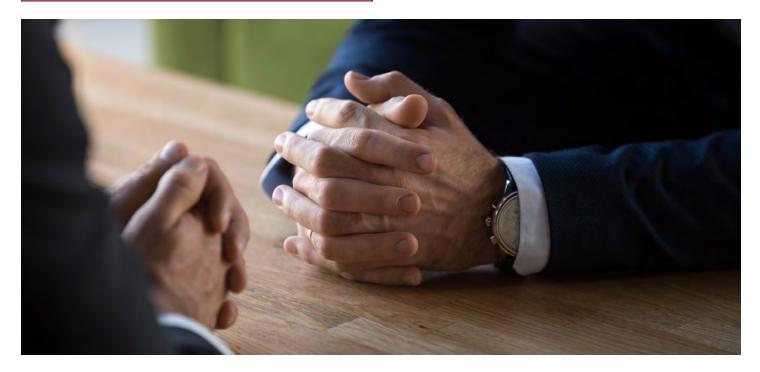
- Identify the contributing factors and impacts of workplace conflict
- Apply effective resolution techniques
- Navigate difficult conversations with confidence and empathy
- Plan how to measure employee performance and provide feedback in a positive, supportive manner
- Compare different coaching techniques that can foster achievement, accountability and resilience

Application Deadline: April 22, 2024

Spots available: 30 for Tłįch**ǫ** staff

Next Steps

To apply for this program, please complete the online registration form <u>here</u>, or contact <u>businessconed@macewan.ca</u> for assistance and questions.



MacEwan.ca/Tlicho MacEwan.ca/ManagementandSupervision

Business activity of company

MacEwan



CHANGE MANAGEMENT Professional Development Certificate

28 hours | Online | Apply by July 23, 2024 | Starts September 3, 2024

Subdivision J

Tłįchǫ Government Partnership MacEwan University (MacEwan.ca/Tlicho) MacEwan.ca/ChangeManagement

Change Management

Change is an inevitable part of our work lives, whether it be staffing, processes, or technology. This program will teach you how to manage change on multiple levels, including how to recognize employee emotions and needs, meet organizational demands and measure successful sustainment. Prepare your organization for a positive experience with change by understanding the effects of change, how to build engagement in your team and how to make your changes sustainable in the long term. Build on real-world case studies so that you are prepared to meet the reality of change with agility and resilience.

Courses

Change Management Fundamentals (7 hours) September 3 & 5, 2024 1:00 - 4:30p.m. MST Leading People Through Change (7 hours)

September 10 & 12, 2024 1:00 - 4:30p.m. MST Thriving During Change (7 hours) September 17 & 19, 2024 1:00 - 4:30p.m. MST Evaluating & Sustaining Change (7 hours) September 24 & 26, 2024 1:00 - 4:30p.m. MST

Learning & Career Outcomes

These courses will help you:

- Describe the value of a structured change management framework
- Assess organizational change within diverse teams
- Formulate a change management strategy
- Enable yourself and others to thrive during change
- Develop measures that evaluate change outcomes

Application Deadline: July 23, 2024

Spots available: 15 for Tłįçh**ǫ** staff 15 for Tłįch**ǫ** status-holders



Next Steps

To apply for this program, please complete the online registration form <u>here</u>, or contact <u>businessconed@macewan.ca</u> for assistance and questions.

> MacEwan.ca/Tlicho MacEwan.ca/ChangeManagement



MANAGING PROJECTS Skills Achievement

21 hours | Online | Apply by July 29, 2024 | Starts September 9, 2024

Tłıchǫ Government Partnership MacEwan University (MacEwan.ca/Tlicho) MacEwan.ca/ProjectManagement

Managing Projects

In today's dynamic business environment, the ability to manage projects effectively, communicate efficiently, and foster productive collaboration are essential skills for professionals across all industries. This program will provide you with an introduction to fundamental project management concepts and strategies with a strong focus on Agile methodologies, as well as strategies for enhancing interpersonal communication. This short professional development program is designed to equip participants with the skills and knowledge necessary to excel in project management roles.

Courses

Strategies for Managing Projects (7 hours)

September 9, 11, 16 & 18, 2024 6:30 - 8:15p.m. MST

Agile Project Management (7 hours)

September 23, 25, & October 2, 7, 2024 6:30 - 8:15 p.m. MST

Effective Communication (7 hours) October 21, 23, 28 & 30, 2024

6:30 - 8:15p.m. MST

Learning & Career Outcomes

These courses will help you:

- Understand and apply basic project management concepts, strategies and tools in their day-to-day work
- Differentiate between the traditional waterfall method of managing projects and Agile project management
- Understand when to apply the Agile Development Model to your projects, programs, and portfolios
- Explain the communication cycle and the barriers to communication
- Compose more effective written communication (letters, memos, reports)

Application Deadline: July 29, 2024

Spots available: 15 for Tłįchǫ staff 15 for Tłįchǫ status-holders

Next Steps

To apply for this program, please complete the online registration form <u>here</u>, or contact <u>businessconed@macewan.ca</u> for assistance and questions.



MacEwan.ca/Tlicho MacEwan.ca/ProjectManagement



MANAGING TEAMS Skills Achievement

21 hours | Online | Apply by August 20, 2024 | Starts October 1, 2024

Tłįchǫ Government Partnership MacEwan University (MacEwan.ca/Tlicho) MacEwan.ca/ManagementSupervision

Managing Teams

This program provides a comprehensive introduction to the fundamental concepts and strategies essential for effectively managing and engaging with teams and equipping participants with the skills and knowledge necessary to excel in leadership roles and foster a motivated, engaged, and high-performing workforce. Gain insights into team management, career planning, goal setting, and proven strategies to increase workforce engagement, all crucial aspects of modern leadership.

Courses

Fundamentals of Management & Supervision (7 hours) October 1 & 3, 2024 1:00 - 4:30p.m. MST Building an Engaged Workforce (7 hours) October 8 & 10, 2024 1:00 - 4:30p.m. MST Career Development & Goal Setting (7 hours) October 22 & 24, 2024 1:00 - 4:30p.m. MST

Application Deadline: August 20, 2024

Spots available: 15 for Tłįchǫ staff 15 for Tłįchǫ status-holders

Learning & Career Outcomes

These courses will help you:

- Outline the stages of team development and how to create an environment that empowers and inspires employees to succeed
- Examine the characteristics and qualities of effective managers and assess their strengths and gaps in these areas
- Explain the impact of building career and self-awareness on career development
- Compare approaches for building career resilience in dynamic environments
- Understand the importance and significance of individual team players to the overall mission or project and how to create an environment that encourages fluid team roles

Next Steps

To apply for this program, please complete the online registration form <u>here</u>, or contact <u>businessconed@macewan.ca</u> for assistance and questions.



MacEwan.ca/Tlicho MacEwan.ca/ManagementSupervision



MICROSOFT EXCEL Skills Achievement

21 hours | Online | Apply by September 3, 2024 | Starts October 15, 2024

Tłįchǫ Government Partnership MacEwan University (MacEwan.ca/Tlicho)

MacEwan.ca/SCE

Microsoft Excel

In today's data-driven world, Microsoft Excel is an indispensable tool for professionals in various fields. This program will equip you with essential Excel skills and dive into commonly used functions and advanced techniques. This hands-on program covers basic functions, database management, pivot tables, charting, data filtering, linking workbooks, user-friendly formulas, and more.

Courses

Excel Basics (3.5 Hours) October 15 & 17, 2024 1:00 - 2:45p.m. MST Excel Databases (3.5 hours) October 29 & 31, 2024 1:00 - 2:45p.m. MST Excel Pivot Tables (3.5 hours) November 5 & 7, 2024 1:00 - 2:45p.m. MST Excel Charting (3.5 Hours) November 12 & 14, 2024 1:00 - 2:45p.m. MST Excel Tips and Tricks (3.5 hours) November 19 & 21, 2024 1:00 - 2:45p.m. MST Excel Useful Functions (3.5 hours) November 26 & 28, 2024 1:00 - 2:45p.m. MST

Learning & Career Outcomes

These courses will help you:

- Outline the stages of team development and how to create an environment that empowers and inspires employees to succeed
- Examine the characteristics and qualities of effective managers and assess their strengths and gaps in these areas
- Explain the impact of building career and self-awareness on career development
- Compare approaches for building career resilience in dynamic environments
- Understand the importance and significance of individual team players to the overall mission or project and how to create an environment that encourages fluid team roles

Application Deadline: September 3, 2024

Spots available: 30 for Tłįch**ǫ** status-holders

Next Steps

To apply for this program, please complete the online registration form <u>here</u>, or contact <u>businessconed@macewan.ca</u> for assistance and questions.



MacEwan.ca/Tlicho MacEwan.ca/SCE



FINANCIAL LITERACY Skills Achievement

21 hours | Online | Apply by September 23, 2024 | Starts November 4, 2024

Tłįchǫ Government Partnership MacEwan University (MacEwan.ca/Tlicho) **MacEwan.ca/Bookkeeping**

Financial Literacy

Financial literacy is a fundamental life skill that empowers individuals to make informed financial decisions, manage their resources effectively, and plan for a secure financial future. This program will provide individuals with the essential knowledge and skills needed to navigate the complex world of personal finance successfully. Students will be introduced to a range of topics, from understanding the basics of personal finance to making informed decisions about budgeting, credit management, strategies for saving for both short-term and long-term goals, exploring the concept of time value of money in financial decision making, understanding the impact of inflation and interest rates, and more.

Courses

Financial Literacy I (7 hours) November 4 & 6, 2024 1:00 - 4:30p.m. MST Financial Literacy II (7 hours) November 18 & 20, 2024 1:00 - 4:30p.m. MST Financial Literacy III (7 hours) November 25 & 27, 2024 1:00 - 4:30p.m. MST

Learning & Career Outcomes

These courses will help you:

- Create and maintain a personal budget to effectively manage finances and make informed spending decisions
- Compare various investment options and develop the ability to make informed decisions about saving for the future
- Explain the importance of credit management and why maintaining a positive credit history is vital in making strategic decisions regarding the use of credit cards, loans, and debt repayment approaches

Application Deadline: September 23 , 2024

Spots available: 30 for Tłįcho staff

Next Steps

To apply for this program, please complete the online registration form <u>here</u>, or contact <u>businessconed@macewan.ca</u> for assistance and questions.

