



# KOLBUC AND ASSOCIATES

## Human Resource Development Training and Consulting INC.

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### Corporate Summary of Services (2001 / 2002)

#### TRAINING, WORKSHOPS, SEMINARS

**\*Seven (7) Management Skills for Supervisors Programs.** A comprehensive 12-day Program delivered in 3-four day sessions. Delivered 84 days of training to approximately 150 Managers and Supervisors from, Business, Industry, Government, First Nations and Non-Profit Organizations.

**\*Twenty (22) Custom Designed Training Programs, over 100 days to over 500 Employees** from all organizational levels.

- **Prince George Regional Hospital - Customized Management Skills for Supervisors.**
- **Planning Your Future** - Nak'azdli Band / Fort St. James
- **Team Building** - Lakeland Mills / Prince George
- **People Smart** - Prince George Credit Union
- **Performance Management** - Bukley Valley Credit Union / Smithers
- **Team Building** - CANFOR IT Group
- **Fire Officer Training (Management Skills)** - Min. of Forests / Fire Protection Services
- **Time / Stress Management** - Nak'azdli Band
- **Decision Making for Strong Teams** - University of Northern BC
- **Managing Change** - Min. of Transportation (Smithers, Prince George, McBride)
- **Career Planning** - Ministry of Forests (MacKenzie, Smithers)
- **Leadership and Motivation** - Human Resource Management Assoc. (HRMA)
- **Supervisory Training** - Lakes District Maintenance (Smithers)
- **Performance Management** - Canada Customs and Revenue Canada
- **Conflict Resolution** - Canada Customs and Revenue Canada
- **"The Leadership Training Program"** - University of Northern British Columbia and the Prince George Chamber of Commerce
- **Planning Your Future** - Ministry of Forests (Houston, Smithers, Prince Rupert, Terrace and MacKenzie).
- **Time Stress Management** - Nak'azdli Band (Fort St. James)

- *Performance Management and Conflict Resolution* - Canadian Customs and Revenue Canada.
- *Managing Change* - DUKE Energy
- *Planning Session* - Prince George Regional Development Corporation
- *Team Building* - Prince George Chamber of Commerce.
- *Group Decision Making and Team Building* - University of Northern BC

These *Custom Designed Training Sessions* varied from a  $\frac{1}{2}$  day to 12 days.

## CONSULTING SERVICES

Provided over 200 person days of Professional Services that included:

- *Administration Policy and Procedure Manual, Job Descriptions and Performance Management System* for Nak'azdli Band, Fort St. James.
- *Third Party Intervention /Conflict Resolution* - A variety of interventions to a number of Government and Business organizations preventing costly grievances and arbitrations.
- *Review and Assessment* of Prince George Chamber of Commerce Membership Services. Developed an appropriate assessment tool and conducted several focus group sessions to guide PG Chamber of Commerce development plans.
- *Leadership Development Succession Plan*. Provided and continue to provide consultation and training services to the Ministry of Forests, Fire Protection Services Branch. To date, we have delivered eight (8), six-day Fire Officer Training Programs to 120 BC Fire Officers and are developing the next level of this training for Senior Management.
- *Team Building Intervention* process for a New Management Team that involved individual interviews, completion of a personal Profile and summary and a follow-up two-day retreat to further develop the Management Group as a 'Team'.

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For More Information Contact:

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