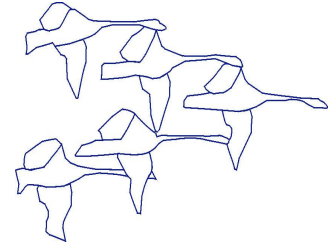


SUMMARY OF SERVICES 2002 - 2003



KOLBUC & ASSOCIATES INC.

A HUMAN RESOURCE DEVELOPMENT TRAINING AND CONSULTING COMPANY

SUMMARY OF SERVICES 2002 / 2003 FISCAL YEAR: JULY 2002 - JULY 2003

- ❖ Delivered Three (3) *Leadership Training Programs* (3 - 6 days)
 - ❖ UNBC and The Chamber of Commerce
 - ❖ Northern Lights College - Fort Nelson
 - ❖ College of New Caledonia - Mackenzie

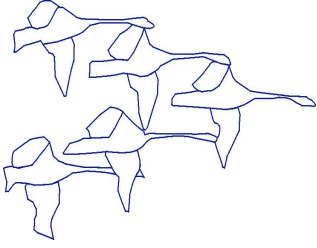
- ❖ Delivered Three '*Management Skills For Supervisors*' Programs (a Three (3) part, Four-Day (4) Program, through:
 - ❖ Northwest Community College
 - ❖ Prince George, British Columbia
 - ❖ Moricetown Band, Moricetown British Columbia

- ❖ Delivered Two Fire Officer - '*Management Training Programs*' (each program 7 days) to *Ministry of Forests - Fire Protection Service* (Salmon Arm B.C.) Custom Designed and Part of an ongoing Three Year Succession Planning Project.

- ❖ Delivered one '*Leadership Skills Training*' Program - 2 / 3 day sessions for Northern Health Authority - Environment Protection Services.

- ❖ In addition, provided '*Consultation and Team Building Intervention*' with entire Prince George Branch, including clarification of roles and responsibilities of key positions.

- ❖ Also, provided one day '*Team Building / Conflict Resolution*' to entire Environmental Health Branch.



DESIGNED, DEVELOPED AND DELIVERED the following one, two, and three day sessions:

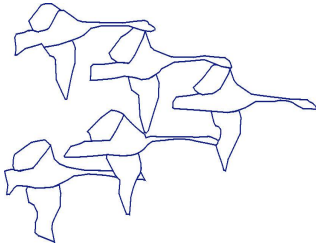
- ❖ ***Team Building*** - Duke Energy
- ❖ ***Customer Relations*** - Argo Road Maintenance
- ❖ ***Katimavik*** - Team Building
- ❖ ***Victim Services Volunteers*** - RCMP
- ❖ ***Strategic Planning*** - P.G. Youth Corrections
- ❖ ***Dealing With Hostile Clients and Customers*** - Nak'azdli Band / Fort St. James
- ❖ ***People Smart*** - Public Health Nurses

In addition, *Kolbuc and Associates* provided a Team Building Intervention strategy with a division of Prince George Regional Hospital, involving over 100 Employees over the course of overall strategic planning meetings.

Kolbuc and Associates is currently engaged with a Prince George organization with over 65 Employees, commissioned to provide several major organizational development activities including:

- ❖ Rewriting ***Management Job Descriptions***
- ❖ Develop Management and Administration ***Policies and Procedures***
- ❖ Developing an Occupational ***Health and Safety Program*** and;
- ❖ An overall ***Performance Management System***

Kolbuc and Associates are also commissioned to provide similar services to a First Nations Organization of about 50 Employees.



July 1st / 02 - June 31st / 03

Total Number of Training Days:

❖ 83 Days

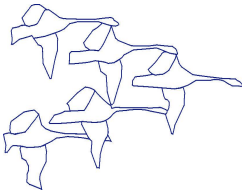
Total Number of Clients Served via Training Sessions:

❖ 250

Total Number of Consulting Hours:

❖ 300

Kolbuc and Associates Human Resource Development Training and Consulting INC. have been in business since 1985, and over the past 13 years continued to provide a variety of Professional Services to ***First Nation Organizations, Business, Industry, Non Profit Organizations and Government at all levels.***



KOLBUC AND ASSOCIATES

Human Resource Development Training and Consulting INC. (85)

*PHONE: (250) 563-3307 *FAX: (250) 563-9455

*E-mail: kandainc@telus.net

ADDRESS: BOX 1117, PRINCE GEORGE B.C. V2L4V2