



**KOLBUC AND ASSOCIATES**  
**Human Resource Development Training and Consulting INC.**

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**Corporate Summary of Services**  
**(2003 - 2004)**

From July 1st 2003 to June 31st / 2004, Kolbuc and Associates INC provided the following Training and Consulting Services to these organizations:

**CONSULTING AND DEVELOPMENT**  
**ELIZABETH FRY SOCIETY (PRINCE GEORGE AND DISTRICT)**

Designed, developed and provided an overall organizational review and assessment and surveyed over 140 Employees. Based on this survey provided an overall summary report, identifying, key strengths and areas of potential improvement. We provided, and facilitated follow-up planning sessions with all Staff and Management. Also, assisted the Management Team in developing a strategic plan and developed job descriptions for all management Staff as well as assisting in the development of E-Fry Personnel Policy and Procedure manual as it relates to senior Management. Provided further assistance in developing E-Fry Health and Safety Policies and Procedures.

**FORT NELSON FIRST NATION**

Conducted individual interviews with all Fort Nelson First Nation Staff and management, and developed job descriptions for all Employees. Provided initial research into establishing entry-level requirements and wages for all positions. Provide an overall review and recommendations of Fort Nelson First Nation Band operations.

**OFFICE OF THE WET'SUWET'EN (Smithers / Hazelton)**

Working with the Board of the Office of the Wet'suwet'en Society (13 Hereditary Chiefs), designed and pilot tested a Performance Management Program, for senior Staff and based on this information provided an overall review and assessment of current senior Staff and management. We also provided further assistance to Board and Service Staff involved to clearly establish performance objectives and expectations for the next 12-month period.

**B.C. MINISTRY OF CHILDREN AND FAMILIES**

Facilitated Community Planning Sessions in Terrace and Prince Rupert, with 50 Community stakeholders at one time to identify current Community needs and services, and to plan for future collaboration in the delivery of these services.

**B.C. EMPLOYMENT STANDARDS BRANCH**

Provided a Strategic Intervention and Team Building sessions for Branch Personnel.

## **TRAINING AND WORKSHOPS RCMP**

Designed and delivered several sessions for Members to assist them in writing promotional exams. (Members Only)

Designed and delivered workshops in Conflict Management and Stress / Change Management to over 30 Staff and members. These also served as Team Building sessions. (Staff and Members)

## **WET'SUWET'EN EDUCATIONAL SOCIETY (New Hazelton)**

Designed and delivered a twelve-day Leadership Program to approximately 25 Band Personnel and Community Members over a period of several months.

## **NORTHERN INTERIOR HEALTH**

In consultation with Community Health Care, Management and Staff, designed a twelve-day Leadership Training Program that was delivered over several months. This program also had a follow-up component, providing individual coaching and assistance.

## **NORTHWEST COMMUNITY COLLEGE**

Delivered, Kolbuc and Associates, 'Management Skills for Supervisors Program' for Community members in Terrace and Prince Rupert. This involved twenty-four (24) days of training over the course of 6 months.

## **SCHOOL DISTRICT #57**

Provided a one-day training session to Administrative Staff as part of a two-day Conference retreat in Valemont, B.C.

## **UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

Provided a half-day Team Building Session for Staff.

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For More Information Contact:

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