

Income Assistance

SENFCI



Course Catalogue

Introduction

Our Income Assistance worker training, support and resources are designed for Income Assistance workers.

Learning is provided by facilitators delivering competency-based courses on how to help community members acquire funds to meet their basic needs of food, clothing, and shelter, and to access employment.

Competency-based training is a method of instruction and delivery that aligns course content to specific roles and responsibilities participants have in their jobs.

The courses are designed to engage participants by drawing on their own experiences and expertise, as well as the rest of the learning group, creating a collaborative and collegial approach to learning. A variety of activities are used that will be relevant, designed to engage, and reinforce learning.

Courses are culturally appropriate, trauma-informed, and emotionally sensitive and were developed in consultation with the On-reserve Income Assistance Workers Network and Curriculum Advisory Group.

We actively engage Elder/Knowledge Keepers and honour their sacred teachings. We practice having an Elder/Knowledge Keeper present in each of our training deliveries to provide wisdom, guidance, and learner support.

Income Assistance Training Courses

- Learners must have 100% attendance to receive a Certificate of Participation for each course.

Managing Multiple Priorities

Course Length: 1 day

This one-day training has been developed to provide suggestions about managing multiple priorities. These often include managing conflicting priorities and dealing with instant challenges that happen every day. Suggestions are provided for setting priorities, getting organized, managing your time and achieving your goals.

Key Competencies

1. Understanding the benefits of managing multiple priorities.
 2. Assessing your own use of time and identify which areas you might like to improve.
 3. Reviewing your expectations regarding your use of time
 4. Reviewing some time management tools and techniques and evaluate them for yourself.
 5. Roughing out a schedule that could help you use your time more effectively
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Professional Boundaries and Confidentiality

Course Length: 2 days

This two-day course is designed to engage participants to explore ethics, values, and boundaries within their personal and professional lives. Participants will look at how ethics, values, and boundaries impact the clients they work with, as well as explore how to handle situations where ethics, values, and boundaries may come into conflict.

Key Competencies

1. Identify values and how they apply personally and professionally.
2. Being aware ethics and making ethical decisions.
3. Understanding and applying boundaries professionally and in your personal life.
4. Understanding and navigating boundary crossings and violations.
5. Being able to manage dual and multiple relationships, including your on-line relationships.
6. Understanding confidentiality and being able to manage the decisions around confidentiality to ensure safety.

Communication Skills

Course Length: 2 days

This two-day training will focus on basic communication skills. Participants will examine their own communication styles; learn key elements of communication including listening with empathy, responding with patience, and impacts of non-verbal communication; apply effective communication skills to build positive relationships; and using impactful communication skills when dealing with difficult or resistant clients or during crisis or conflicts.

Key Competencies

1. To understand key elements of models of communication.
 2. To demonstrate essential elements of effective communication skills.
 3. To use essential communication skills to build trust and reduce conflict (including verbal and non-verbal communication).
 4. To use essential communication skills in building positive relationships.
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Facilitating Change

Course Length: 2 days (12 hours)

This two-day course provides a hands-on approach to facilitation and public speaking. Participants will learn about the key concepts of public speaking and facilitating groups; examine their personal public speaking style; characteristics of groups/audiences; creating and using a variety of presentation media; and working with challenging group situations. This is a practical course that provides learning through instruction, discussion, small and large group work, practice, and feedback.

Key Competencies

This course is designed to equip you to:

1. Understand the key elements of public speaking and facilitating groups.
2. Examine your personal public speaking style.
3. Develop a basic understanding of group dynamics.
4. Prepare and plan a facilitation activity or session, in person or virtually.
5. Create and use a variety of presentation materials.
6. Manage difficult or challenging groups/participants.

Motivational Interviewing

Course Length: 2 days (12 hours)

Motivational Interviewing (MI) is a communication approach that is client-centered and directional; aimed at changing something specific. The goal of MI is to help clients explore and resolve their ambivalence to change within an atmosphere of acceptance and compassion.

Key Competencies

1. The state of ambivalence.
 2. The stages of change.
 3. The spirit of Motivational Interviewing.
 4. Four processes in Motivational Interviewing.
 5. Essential Motivational Interviewing communication skills.
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SFNFCI Training Policy

Training Offerings

Our current training delivery model supports SFNFCI in offering a certain number of training sessions annually. This guides our planning and helps us maintain high-quality delivery within budgetary constraints.

Income Assistance Training courses are offered 6 to 8 times per year, strategically scheduled based on the evolving needs of our audience. This flexible approach ensures that each session is timely and relevant, aligning with current demand and maximizing impact.

Registration

Registration for a SFNFCI event (training or conference) is done using our online registration process. Please check the SFNFCI website Calendar of Events for current offerings. <https://sfnfci.ca/latest-events/>

Participants are accepted on a first-come-first-served basis so be sure to register by the deadline date to guarantee your spot. If the event is full, you will automatically be added to a waitlist and contacted if spaces open. If the registration deadline has passed and if there are still spots available, your registration may be accepted. Please contact SFNFCI at [\(306\) 373-2874](tel:3063732874).

Training Fees

On an annual basis Saskatchewan First Nations Family and Community Institute (SFNFCI) reviews the pricing structure for the training deliveries we offer. This annual review ensures that we are providing you with a level of service that is second to none and that our trainings are delivered in the most cost-effective way for you and your organization.

Our 2025-26 pricing structure is as follows:

One-day training: \$350

Two-day training: \$700

Three-day training: \$999

Payment

Once registration is confirmed, an invoice will be sent within 7 days to the email address provided on the registration form. A receipt will be issued and sent to you.

Training fees may be paid by cheque payable to:

Saskatchewan First Nation Family and Community Institute Inc.
221 – 2553 Grasswood Road West
Saskatoon, SK S7T 1C8

Withdrawal

We understand that schedule changes are sometimes unavoidable. However, the following procedures are in place to ensure we can consistently deliver quality training and conferences.

If you must withdraw your registration, you may send another person in your place. Please advise SFNFCI of any changes.

If substitution is not an option and you need to withdraw your registration, contact SFNFCI at [\(306\) 373-2874](tel:3063732874). You will be sent a withdrawal form to complete and submit. Once a completed withdrawal form is received, SFNFCI staff will process your withdrawal and may issue a refund based on eligibility.

Refunds

If you withdraw from a training course or event and submit a withdrawal form to SFNFCI seven or more days from the event start date, you will receive a 100% refund.

Refunds will not be issued for withdrawals submitted less than seven days from the training/event start date, no-shows, or withdrawal after the start of a training/event. If payment has not yet been made, an invoice will be sent, and the registered participant will be responsible for paying the event fees in full.

Cancellation

SFNFCI reserves the right to cancel any training and/or event. If this occurs, SFNFCI will make every effort to reschedule it within 6-12 months.

If SFNFCI must cancel a training/event for any reason beyond its control, it will not be held liable for any related costs incurred by participants or their organizations. In this unlikely event, SFNFCI will offer a full refund of event fees if the event has not yet started, or a pro-rated refund if the event has already begun. Circumstances beyond SFNFCI's control include, and are not limited to, human-induced and/or natural disasters.

Learner Expectations

To ensure a positive and productive learning experience for everyone, we kindly ask all participants to follow these expectations:

Arrive Prepared and On Time

Be punctual and ready to engage. Late arrivals may miss important content and disrupt the session. Training starts at 9:00am each day.

Respect the Learning Environment

Be courteous to facilitators and fellow learners. Maintain a professional and inclusive atmosphere throughout the session. Please demonstrate respectful behavior, remember all discussions are confidential

Use Technology Responsibly

Silence or turn off mobile devices unless they are needed for the training. Please try to avoid distractions such as texting, browsing, or using social media during the training

Bring Necessary Supplies

Please bring a notebook and pen or pencil to take notes and participate in activities. Additional materials may be provided, but having your own supplies ensures you're ready to learn.

Participate Actively

Contribute to discussions, ask questions, and complete any required activities. Your engagement supports a richer learning experience for everyone.