

# Shelters



Saskatchewan First Nations  
Family and Community Institute Inc.



# Course Catalogue

## **Introduction**

Our First Nations Women's Shelter worker training, support and resources are designed for individuals working in First Nations Women's Shelters in Saskatchewan.

Learning is provided by facilitators delivering competency-based courses on how to deliver prevention programs.

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 First Nations Women's Shelters Staff. The Saskatchewan First Nations Women's Shelter Standards are used to help foster and support the good work of Indigenous Shelters across Saskatchewan, to create a culturally safe, responsible, and welcoming environment, and to foster protection and healing for our Indigenous women, children and families.

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.

### **First Nations Women's Shelter Training Courses**

- 10 courses (120 hours)
- Learners must have 100% attendance to receive a Certificate of Participation for each course.
- Those who complete all 10 courses will receive a Certificate of Completion

## **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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## **Documentation Skills**

**Course Length: 2 days**

This two-day training focuses on identification and application of effective observation, communication and report writing skills including an understanding of applicable terminology. Understanding that prevention is a diverse program that is developed and delivered based on community needs, participants will create and complete files routinely required in prevention work; learn file management; learn documenting client and worker activities; and case planning. The module will teach the key elements required for writing clear, concise, detailed reports including an understanding of opinion, objective and subjective comments and perspectives. The one-day module will also demonstrate competency in identifying situations requiring completion of critical incident reports (e.g., death, injury, sexual/physical abuse).

### **Key Competencies**

1. Identify and apply effective observation, communication and report writing skills.

2. Identify, understand and apply the key elements of file maintenance and record keeping including an understanding of applicable terminology.
  3. Identify and demonstrate competency in completing documents routinely required under the duty headings of file management, admissions, referral and client orientation.
  4. Demonstrate competency in identifying situations requiring completion of critical incident reports (E.g. death, injury, sexual/physical abuse).
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## **Engaging Clients Using Therapeutic Interventions**

### **Course Length: 1 day**

This one-day course focuses on multiple ways of engaging clients to assist in creating healthy, safe, helping environments. Participants will learn about the goal of therapeutic interventions, some basic interventions such as art therapy, play therapy and animal therapy, and how these can be beneficial for engaging families in relationship development. Participants will have an opportunity to discuss and practice skills in building respectful relationships.

### **Key Competencies**

This course is designed to equip you to:

1. Describe what is meant by therapeutic Intervention.
2. Describe the most frequent conditions that we see in clients that require us to know therapeutic interventions.
3. Describe some well-known types of interventions, including:
  - Cognitive Behaviour Theory
  - Applied Behavioural Therapy
  - Trauma Informed Practice
  - Art Therapy
  - Play Therapy
  - Animal Therapy including equine (horse)
4. Explain how therapeutic interventions can be beneficial for engaging families in relationship development.
5. Explain how culture can be used to provide therapeutic interventions for clients, and this will include:
  - Understand how trauma affects First Nations communities

- What are some of the therapeutic interventions that can be specific to cultural needs, and how this can benefit your families
  - Looking at organizations that are using the medicine wheel as a format for cultural therapeutic interventions for clients
6. Understand that children have unique needs when it comes to therapeutic interventions.
  7. Describe how to document a therapeutic intervention.
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## **Understanding Grief and Loss**

### **Course Length: 2 days**

This two-day course is designed to introduce participants to the role of the worker in providing grief and loss support to clients. Through an understanding of grief, participants will demonstrate knowledge and skills to support clients experiencing grief and loss. Participants will also examine their own grieving and come to understand the importance of modelling positive, healthy grieving.

### **Key Competencies**

1. Understand what grief is.
  2. Learn that grieving relative/persons we are supporting have unique needs.
  3. Understand grieving and how to provide support.
  4. Understand ways to assist the relative/person we are supporting and their children as they are both grieving a loss.
  5. Understand components of healthy grieving.
  6. Learn healthy coping strategies to share with their grieving relative/person we are supporting and their children.
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## **Mental Health First Aid - Adults who interact with Youth**

### **Course Length: 2 days**

This two-day course focuses on mental disorders and crisis first aid skills specifically for adults working with youth. The course focuses on mental disorders including, but not limited to mood, anxiety, eating disorders, and psychotic disorders. The course also discusses stigma and discrimination as well as five basic actions of mental health first aid.

Participants will learn:

- Mental disorders including, but not limited to, mood, anxiety, eating disorders, psychotic disorders, and crisis first aid skills specifically for adults working with youth.
  - Stigma and discrimination associated with mental health.
  - Five basic actions of mental health first aid.
  - Participants completing this course receive a certificate from Mental Health First Aid Canada.
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## **Supporting Individuals who Experienced Violent Episodes. Course Length: 3 days**

This three-day course is developed to assist shelter staff with the different types of violence that men, women, children, and youth may have witnessed and experienced. This includes family/domestic violence and abuses, intimate partner violence and abuses, child abuse, sexual abuse, drug/alcohol/substance abuse. These types are discussed in a relevant and current context that supports the learner to better understand the clients they are working with. It will assist the learner to understand the prevalence and impact of the violence that happens as well as the trauma the client is dealing with. The course will give the participants the tools necessary to develop trusting relationships as a means of better understanding clients and their children and move to a place of support for them.

### **Key Competencies**

1. To demonstrate essential skills and knowledge in understanding effects of violence on individuals.
2. To understand the prevalence of those who experience violence.
3. Understand the role of trauma informed practice when working with those who have experienced and witnessed violence.
4. To understand the long- term effects of trauma on mental health, including addictions.
5. To know supportive strategies and how to encourage them when working with those who have witnessed and experienced violence.
6. To understand the importance of teaching coping strategies to individuals who have experienced violence.

## **Crisis Management and Support in a Shelter**

**Course Length: 2 days**

This two-day course provides an opportunity for learners to gain a broad range of essential crisis management and support skills. This includes awareness and responses to the various stages of the Crisis Cycle and techniques to reduce conflict and violence in a shelter setting. The learners will develop a 'tool kit' of behavioral management skills and best practices so they can effectively work with shelter clients and their family members.

### **Key Competencies**

1. To identify, learn and use crisis management and support skills, best practices and techniques.
  2. To identify and understand the stages, dynamics and effects of the Crisis Cycle.
  3. To develop and demonstrate skills to reduce conflict.
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## **Culture and Diversity**

**Course Length: 2 days**

This two-day course is designed to be led by Elders, Knowledge Keepers, and course participants. The First Nations Prevention Working Group and the First Nations Group Home Curriculum Development Committee identified a general list of teachings and information to assist the structuring of this course. Depending upon the Elders and Knowledge Keepers and their expertise, topics may include: history, storytelling worldviews, sacred circles, tipi teachings, animals and their significance in teaching values, oral traditions, protocols, plants and medicines, treaties, diversity, etc.

### **Key Competencies**

This course is designed to equip you to:

1. To understand the importance of culture and diversity in our work and lives.
2. To understand and experience the purpose of culture through Elders teachings and ceremonies.

# 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.

Shelters 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.