



DCI America

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DUNS# 947454062

ON-SITE SESSIONS

**DYNAMIC
INSTRUCTORS**
*engaging
& knowledgeable*

**COMPREHENSIVE
PRICING**
*unlimited participants
no hidden fees*

**INNOVATIVE
AGENDAS**
*customized
to your needs*

DCI AMERICA DELIVERS PREMIER ON-SITE SESSIONS

Intensive training brought directly to your tribe or tribal enterprise.
Create an in depth retreat with inspiring, professional
Native American instructors.

Your organization will realize the benefits of
a well trained staff, board or tribal council.

They will understand their duties, roles and responsibilities
making them more productive, efficient team members.

This will in turn save your organization
untold amounts of time, inconvenience and money.

**LEARN
FROM
THE
BEST!**



**CHOOSE FROM A LIST OF
DCI AMERICA'S ON-SITE OFFERINGS**

**Don't see the session you want?
Call us today for more information!
(800) 888-1027 or (603) 643-6066**



ON-SITE SESSIONS

CATALOG LISTING OF ON-SITE SESSION TOPICS

Select from the list, or request a customized topic. The choice is yours . . .

ENROLLMENT & MEMBERSHIP

DNA: An In-depth Look and How it Applies to Tribes
Enrollment Meeting Facilitator Services
Enrollment Survival Skills
Enrollment Vital Records Management, Customer Service
Enrollment, Robert's Rules of Order, and Conflict Management
First Nations' Membership Issues
Overcoming the Arduous Task of Dis-Enrollment
Reasonable Alternatives to Blood Quantum Requirements
Tribal Enrollment: How to Conduct a Tribal Enrollment Audit

FINANCE

Avoiding Unwarranted Tribal Taxation
Basic Bookkeeping
Budgeting Essentials
Budgeting Essentials with Excel
Budgets Development and Management
Business Development Grants to Tribal Members
Grant Management
Grant Writing
Indirect Cost Strategies
Internal Controls and Title 31 - The Bank Secrecy Act
OMB Circulars

GAMING

Gaming Marketing
Public Relations, Diversity, Quality Customer Service

HEALTH

Health Board Member's Roles and Responsibilities
Health and Wellness Strategies
Progressive Governance
Strategic Planning

HOUSING

NAHASDA - Understanding Indian Country Housing Issues

HUMAN RESOURCES

Conflict Management & Motivational Strategies Workshop
Cultural Diversity: Managing Differences
Dealing With Difficult People
Dealing with Disruptive Employees
Dealing With Workplace Violence
Employee Evaluations
Employment Law
Environmental Law
Evaluating Employees' Performance
Family Medical Leave Act
Gang Awareness
Grievance Procedures Within Tribal Organizations
Human Resources: Management and Staff Development
Interviewing Procedures as an Art and Science
Pre-employment Screening and Background Checks
Privacy Act
Quality Customer Service
Record Keeping and Grievance Procedures
Right to Work Ordinances and T.E.R.O.
Sexual Harassment Prevention
Team-Building
Training the Trainer to Train
Tribal Telework: Policies, Procedures, and Performance Management

LAW & LEGAL ISSUES

Appellate Court Procedures
Basic Indian Law
Case Management
Court Procedures
Indian Act of Canada

LAW & LEGAL ISSUES (continued)

PL 83-280
Probate Law
Traditional PeaceMaking Process

LEADERSHIP

Amending Tribal Constitutions
Amending Tribal Constitutions and Elections: Ordinances and Procedures
ANA Proposal Writing
Board Members' Roles and Responsibilities
Constitutions Today
Elections: Ordinances and Procedures
Ethics
Ethics: Guidelines and Value Systems
Grant Management
Grant Writing
Leadership Development: Long Term Planning & Goal Setting
Leadership Training
Leadership Training: Guidelines for Today's Changing Climate
Meeting Facilitator Services
NAGPRA

Negotiation Skills within the Organization
Non-Profit Indian Boards
Power of Positive Thinking
Progressive Governance within Tribal Organizations
Robert's Rules of Order and Conflict Management
Robert's Rules of Order and Roles of the Board
Robert's Rules of Order: Advanced Meeting Procedures
Robert's Rules of Order: CNAP Certification
Robert's Rules of Order: Chair & Vice-Chair Special Session
Robert's Rules of Order: Intermediate Meeting Procedures
Robert's Rules of Order: Meeting Procedures Made Simple
Robert's Rules of Order: One Day Seminar
Role of the Recording Secretary
Strategic Planning
T.E.R.O. and Roles & Responsibilities of Board Members
Technical Assistance Needs
Tribal Constitution, Revisions & Ordinance Development
Tribal Council's Roles and Responsibilities
Understanding the Limits of Tribal Sovereignty
Women's Leadership
Youth Leadership

SECRETARIES & ADMINISTRATIVE

Effective & Skillful Communications
Honing your Office Skills
Professional Excellence for Secretaries
Secretary and Administrative Assistants Skill Building

SOCIAL SERVICES

Indian Child Welfare Act

SUPERVISORY & MANAGEMENT

Becoming a Better Communicator
Coaching and Teambuilding Skills
Excelling as a New Manager or Supervisor
Human Side of Management
Managing Multiple Projects, Goals, and Deadlines
Mentoring Techniques within Tribal Gaming Enterprises
Stress and Time Management
Supervisory and Team Building Skills
Supervisory Skills
Tribal Administrators Training

TECHNICAL ASSISTANCE

Enrollment Audits
Tribal Constitution Revisions & Ordinance Development