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Pride Perseverance Possibilities



GDI Communicator

The GDI Communicator is an internal newsletter intended to increase communication between management and staff of the Gabriel Dumont Institute of Native Studies and Applied Research

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How to Improve Your Job Performance

By Jim Edmondson

The performance of our staff, who work every day with our clients/students and are on the ground in the communities we serve, is critically important to the well-being of the Institute. Below are the top five ways you can take control, improve your performance at work, and gain new skills.

Set interim milestones and reward yourself following achievement: The road to your destination may be long and winding, and the end-goal may still be miles away but don't let that prevent you from stopping to smell the flowers along the way. Set clear milestones in everything you do, especially when working on a larger project. Once you have achieved a milestone, reward yourself with a self-congratulatory break. It's important to tell yourself that you are right on track at every deserved opportunity.

Manage Your Priorities: In order to improve your performance at work, it's imperative that you have the ability to set priorities and to separate the relevant from the irrelevant when facing the many tasks in a day. Because we are almost always working to someone else's schedule or agenda, we need to operate with a sense of urgency, the ability to get the job done fast, but also to recognize what needs

to be accomplished first. I assure you, this is not an easy skill to master; but as you gain experience and understand your role it does become easier!

Focus: Avoid distractions. Focus is a key trait of productive professionals. Online and other distractions are a bane to productivity. Focus on listening. Listen to your boss of course, but also pay close attention to your colleagues, client/students, and others. The ability to focus on the task while being provided alternatives is not simple, but will enable you to complete assigned tasks quicker and better which will improve overall performance.

Stop trying to multitask all the time: Multitasking is a buzz-word often overused in business, the idea is sound but what exactly does it mean, and how does it play out in the workplace? The dictionary defines multitasking as, 'being engaging in more than one activity at the same time or serially,' and 'switching one's attention back and forth from one activity to another.' There have been many perceptions of what exactly it means and most are based specifically on the environment in which the term is used. For example,

multitasking in computer terms means running multiple programs or applications at the same time, where in a human context, it is the practice of doing multiple things simultaneously, such as editing a document or responding to email while carrying on a telephone conversation.

Multitasking, in its truest sense has been proven to be unproductive in many cases. Some recent research findings about multitasking have shown the following.

For students, an increase in multitasking predicted poorer academic results. Multitaskers took longer to complete tasks and produced more errors. People had more difficulty retaining new information while multitasking. When tasks involved making selections or producing actions, even very simple tasks performed concurrently were impaired.

As well, multitaskers lost a significant amount of time switching back and forth between tasks, reducing their productivity up to 40%. Habitual multitaskers were less effective than non-multitaskers even when doing one task at any given time because their ability to focus was impaired. . Multitasking temporarily causes an IQ drop of 10 points, the equivalent of going without sleep for a full night.

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Saskatoon
SUNTEP GRAD Banquet
 May 7, 2016
 To purchase tickets, please
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SUNTEP GRAD

Saturday, May 7th, 2016
 TCU Place, Saskatoon

Social 5:30
 Introduction of Graduates 6:15
 Banquet 6:30

2016

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Max Morin
 GDI Training & Employment
 Services Manager
 At GDI AGM, February 2016
 Photo by James Oloo

GDI Training & Employment and SRC Sign MOU

By Sylvia Moss

Last year, GDI Training and Employment and the Saskatchewan Research Council (SRC) signed a Student Summer Partnership (SSP) in Saskatoon. Thomas Lavergne, an Environmental Engineering student at the University of Saskatchewan, got a summer job placement with the SRC as a result. Thomas thrived in his workplace and was connected to a mentor in SRC who continues to mentor him to date.

A sneak peek at SRC's website showcases Thomas and his experiences working in the field and gaining direct work experience related to his studies. There is even a short video of Thomas. Feedback GDI Training and Employment

received regarding Thomas and his work was very impressive, as were the kind compliments made by Elders in the communities where he worked. It was obvious that GDI Training and Employment had placed the right candidate in the SSP with SRC.

From this summer placement with Thomas, another partnership was formed on a bit larger scale as SRC and GDI have now signed a memorandum of understanding (MOU) that will offer more opportunities to other Métis clients in academic disciplines of science, technology, engineering, and math. The MOU covers the next three years, for three students, each summer for 16 weeks, to be

full time employed with SRC under an Aboriginal Mentorship Program. The mentoring throughout the school year helps to set these Métis students up for success in their future careers, which is a huge plus!

So, how did it all happen? It goes back a long time, approximately 13 years ago, when a partnership with Wanuskewin was formed by Sylvia Moss, then an employment counselor for the Métis Employment and Training of Saskatchewan Inc. (METSI). METSI was a branch of the Métis Nation-Saskatchewan responsible for providing education and training services to Métis people.

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Security Officer Program: An Innovative Journey

By Daniel A. Downs

Dumont Technical Institute (DTI) has had a long history of offering unique, collaborative, community-based programs. Most of these programs were designed and delivered with input from employer partners, especially when it came to our partnership programs with many of the 13 health regions in Saskatchewan.

In general, the Health Regions have commended the unique approach that DTI has taken to program delivery, with DTI often adding health-specific training onto programs, or designing programs from scratch that suit the hiring needs of the Regions. One of the most collaborative and inventive of these programs was the Security Officer programming first offered by DTI Program Coordinators Tracy LaPrise and Chantelle

Jule to support the Saskatoon Health Region's hiring of Security Officers. At the time, the training criteria for Security Officers consisted of a one-week (40 hour) prep course, and an exam that allowed them to act as Security Officers in the province of Saskatchewan. This did not fit the needs of the health regions, of which most of their officers required advanced verbal de-escalation techniques (Verbal Judo), physical fitness preparation, including Physical Abilities Requirement Evaluation (PARE), and Professional Assault Response Training (PART) to be considered for employment. DTI offered them programming that fit their hiring needs; offering a unique experience for both student and employer.

What many people do not realize is that inventive, collaborative programming like this gets noticed. It gets noticed by large entities such as Saskatchewan Polytechnic that see the unique work being done by DTI; looking to incorporate what DTI does in to their own program offerings, or collaborate in the creation of programs.

Such was the case of the newly developed Saskatchewan Polytechnic Security Officer Applied Certificate program. Several years ago, Saskatchewan Polytechnic approached DTI for a series of meetings that would allow Saskatchewan Polytechnic to design a Security Officer program that would legitimize and professionalize the profession of Security Officer in Saskatchewan.

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IT Update

By Gareth Griffiths

IT Support System

In February 2016, 81 new Work Orders were received into Track-IT. Of these, 80 are now closed (98% completion rate). Overall, we closed 103 Work Orders in the month. There are currently 39 open Work Orders.

Please, do not forget to email support@gdins.org for any IT-related requests. In the event that an email cannot be sent for any reason, you can also call any member of the IT Team, who will log the support Work Order for you.

Backups

We are in the process of rolling out a new backup system for the main sites. This backup strategy will incorporate backup devices from a company called Datto. The devices will backup automatically onsite first, and then synchronize to an offsite

data location in Canada (to the cloud, as they say).

There are some neat benefits to these. Firstly, in the event of a server failure, the backed up image can be run virtually from the device itself; meaning minimal disruption to server processes. If running from the local device is not possible, the offsite image can be loaded remotely, or exported to virtual files to be loaded on a VMWare Server in another location. Also, the system can be restored using a USB disk to perform a bare metal restore to a new system.

To date, we have these installed at the Central Office and the 1003 22nd Street West Building in Saskatoon, as well as in Prince Albert, and Regina. We are also installing at the Publishing Department Building, and are configuring the server agents. We should be fully operational shortly.

Please remember, backups are important to make sure no data is lost. Any data stored outside of the shared drives (H:, S:, P:, etc.) is at risk of not being backed up. Please talk to IT regarding your backup options, and what we can do to help you.

Website

Overall, there were 25,136 Page views (19,340 Unique Page views) in January 2016. The website homepage saw 4,535 Page views (3,590 Unique Page views). Some highlights of activity are as follows: 18% of visitors viewed the home page, 12% clicked on What We Offer, 3% clicked on Contact Us, 3% clicked on Career and Employment. In the interests of transparency, we are working on moving the Policy and Procedures over to the public website in the coming month.

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Thomas Lavergne
an engineering student at the
University of Saskatchewan

GDI Training & Employment–SRC MOU ... *Continued on Page 3*

In placing students in a SSP program one summer, not only was a partnership formed, but a friendship as well. Mark Calette, then the Operations Manager (currently an Aboriginal Engagement Advisor at SRC), and Sylvia stayed in contact on and off over the years. It was through that connection that Mark spoke

to Craig Murray, SRC's Vice-President of the Mining and Minerals. Once the connection was made, Craig met with Sylvia (now Employment Services Manager, GDI Training and Employment) to discuss the success of Thomas Lavergne and SRC's new Aboriginal Mentorship Program. An MOU seemed like a great opportunity. It was

officially approved and signed on February 13, 2016 at the GDI Annual General Meeting in Prince Albert.

Connections we make at work can create good opportunities. Note that success of any partnership has a lot to do with mutual trust and respect, and often that turns to friendships as well. 🌐

Improving Your Job Performance ... *Continued on Page 1*

Multitaskers typically think they are more effective than is actually the case. The kind of multitasking I find particularly problematic is having multiple conflicting "top priorities," which results in spinning of the wheels back and forth over the

course of a day and doing less good work on either project.

Make sure you give yourself genuine down time: That means time away from the office when you don't check work email or let yourself think about the next project. It can

give you a sense of control, of purpose, it can shake up your perception of time, and offer the space to expand cultural horizons and allow the kind of relaxed break everyone needs to refuel. A time off work or vacation is often helpful. 🌐



Photos by James Oloo



Gabriel Dumont Scholarship
Foundation Golf Tournament
May 27, 2016
Moon Lake Golf & Country Club



Geordy McCaffrey
At a previous GDSF
Golf Tournament

Security Officer Program ... continued from Page 2

Saskatchewan Polytechnic recognized that a one-week exam prep was not what industry was looking for, and drew upon the security programming expertise of Chantelle and Tracy to design and develop the Security Officer Applied Certificate program.

Industry was involved from across the province, including the Health Regions, in assisting DTI and Saskatchewan Polytechnic in the development of the Applied Certificate program.

In Ile-a-la-Crosse this year, DTI had the opportunity to deliver the Security Officer Applied Certificate program that we helped to develop. Having just completed March 11, 2016, the program again saw some unique collaborations and

industry directed program additions, similar to what made DTI's original Security Officer programming inventive and unique. Students were provided some unique work experience opportunities, Restricted Radio Training (allowing students to communicate directly with pilots and aircraft), as well as camp-specific security training unique to northern mines.

DTI partnered with Cameco to allow for a two-week work experience to be completed at the Key Lake and Rabbit Lake mines. Directly supervised by security contractors Athabasca Basin Security and NorGuard Security Services, students were given an amazing immersive camp experience including flights, meals, and

accommodation. The Northern Village of Ile-a-la-Crosse also provided a unique opportunity for a student, having them provide bylaw services to the community, alongside the regular bylaw officer. Impact Security out of Prince Albert took on a student as well, having them provide corporate and event security at several venues around Prince Albert.

In the end, students would not have been provided this unique opportunity if not for the trailblazing work done by DTI Program Coordinators in the design and delivery of previous Security Officer training. DTI created programming around security that helped professionalize and legitimize the training of security officers, before it became a professional and legitimized Applied Certificate. 🌐



Daniel Downs

Photos by James Oloo

IT Update ... continued from Page 3

Social Media Summary

Following are some brief stats from our Social Media channels in January 2016.

The Institute Facebook page (www.facebook.com/gabrieldumontinstitute): Total number of people liking the page grew by 45 to 1,164. Total Engagements (number of links clicked, likes, or comments) was 1,879 over eight posts. Total reach of posts (number of people who saw a post in their feed) was 17,611 with 37,924 impressions (number of times a GDI page appeared in the news feeds of others). The most popular post was the La Loche Tragedy, reaching 5,600 people with 485 post clicks and 223 Likes, comments, and shares. Next was the *Road Allowance Kitten*, a new children's book by retired Saskatoon teacher

Wilfred Burton, with 2,300 people reached, 301 post clicks, and 233 likes, comments, and shares.

Twitter (@gdins_org): 19 tweets earned 16,200 impressions. There were 39 new followers in the month, 34 mentions and 1,199 Profile visits. The top tweet was "gdins_org is hiring in Saskatoon, Regina and La Loche...", earning 4,070 impressions. Top mention was "Perfect Opportunity...help us name our schools ..." with 20 engagements. Top media tweet was "Never too early to plan for golf tournament" with 351 impressions. We currently have 631 followers.

EFT

Electronic Funds Transfer (EFT) is now successfully implemented, with EFT batches

being run from all main companies. Signing up for EFT will mean that suppliers and staff (for expenses) are able to get their claims posted directly to their bank account. The biggest advantage is that payments will be received faster and more efficiently. As well, there is reduction in costs, and lower environmental impact of cheque printing. This is an opt-in process. If you don't request it, you will continue to receive cheques. Should you like to sign up for EFT, please contact Finance for the necessary form.

Closing Thought

A Roman walks into a bar and asks for a Martinus. "You mean a Martini?" The bartender asks. The Roman replies, "If I wanted a double, I would have asked for it." 🌐



Challenges Faced by Adult Students Returning to School

By James Oloo

Many students, at all levels, experience challenges when going to school. Such challenges have an impact on educational outcomes. Across Canada, Nova Scotia and Prince Edward Island have the highest high school graduate rate of 87%, according to Statistics Canada. Among the provinces, Alberta has the lowest high school graduate rate of 69%. In Saskatchewan, the graduation rate is 82%.

There are various personal, systemic, and other reasons why students leave school before graduating. However, in today's labour market, high school diploma has commonly become a minimum qualification for

employment. Dumont Technical Institute foresaw this decades ago, and has over the years, become a respected provider of Adult Basic Education to those who left school before earning their high school diploma.

However, adult students returning to school after a break in their studies often cope with issues and challenges unique to their various circumstances. This article highlights some of the challenges and opportunities faces by adult learners. Balancing school and other responsibilities is one of the common dilemmas adult students have to deal with often. Other than challenges faced by all students, such

as time commitments and deadlines, adults who are returning to school often face time demands on their time, such as family, and work responsibilities.

Fears and Confidence: Many others experience personal fears, self-doubt, and social pressure. After time away from the classroom, the curriculum, teaching-learning process, and the learning environment, such as technology, may be al new to the adult student.

Accessibility Attendance can be a challenge to many adult students given several time commitments including jobs, childcare, and family.

Dumont Technical Institute instructors and staff understand these challenges, and work with the students to enhance their success. The Institute has adopted an empathetic and learner-centered approach to its programs, thereby giving adult students opportunities to excel in their studies. This has included confidence-building, cultural awareness, providing tutors as needed, as well as focusing on individual learner's needs. Dumont Technical Institute has adopted a flexible approach to its program delivery, and works with the students to identify and access community resource information, and provincial training allowance as needed.



Payroll Cutoff Calendar, April 2016

By Carmala Thiessen and Veronica Verzonowski

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
					Student Payday Cutoff @ 4:30 for A/c Payable Invoices	
3	4	5	6	7	8	9
	Cutoff @ 4:30 for April 15 Student Payroll			Accounts Payable Cheque Run	Cutoff @ 4:30 for A/c Payable Invoices	
10	11	12	13	14	15	16
	Cutoff @ 4:30 for Timesheet & Payroll Revisions for April 15 Payday	Cutoff @ 3:00 for Stop Payments on Student April 15 Direct Deposits		Accounts Payable Cheque Run	Staff Payday Cutoff @ 4:30 for A/c Payable Invoices Student Payday	
17	18	19	20	21	22	23
	Cutoff @ 4:30 for April 29 Student Payroll			Accounts Payable Cheque Run	Cutoff @ 4:30 for A/c Payable Invoices	
24	25	26	27	28	29	30
	Cutoff @ 4:30 for Timesheet & Payroll Revisions for April 29 Payday	Cutoff @ 3:00 for Stop Payments on Student April 29 Direct Deposits		Accounts Payable Cheque Run	Staff Payday Cutoff @ 4:30 for A/c Payable Invoices Student Payday	

MRTS due by the 15th of every month, and Employee contracts are due prior to payroll cutoff datete.



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GDI Mission:

To promote the renewal and the development of Métis culture through research, materials development, collection and the distribution of those materials and the development and delivery of Métis-specific educational programs and services.



GABRIEL DUMONT INSTITUTE
of Native Studies and Applied Research