



AFOA MANITOBA

Building a Community of Professionals



AFOA CANADA

Building a Community of Professionals

Capacity Development Workshop

Comprehensive Organizational Effectiveness Guide

April 22 & April 23, 2026

Workshop Overview

To assist with the many facets and responsibilities entrusted to leadership, managers, administrators, AFOA Canada has put together this compilation of information. The information is predominantly extracted from the contents of the 16 courses of the *AFOA Certified Aboriginal Professional Administrator (CAPA) Education Program*, as well as from other reliable Indigenous sources.

The ***Comprehensive Organizational Effectiveness Guide*** is a compilation of basic knowledge, concrete examples, and useful tools to assist and inspire governing bodies, senior administrators and leaders working in Indigenous communities and organizations with the many management tasks required as part of their role.

Rather than focusing on a theoretical approach, the Guide is designed to be a quick reference tool, to assist and inspire. It is our hope that it serves not only individuals who are new to a management position, but also those more experienced looking for a fresh perspective.

Workshop Agenda
Comprehensive Organizational Effectiveness Guide
April 22, 2026

Time	Session
8:00 a.m. – 9:00 a.m.	Registration and Hot Breakfast
9:00 a.m. – 9:15 a.m.	Opening Prayer, Welcome and Introductions
9:15 a.m. – 10:15 a.m.	Indigenous Context – Canada’s Colonial History Governance
10:15 a.m. – 10:30 a.m.	<i>Health Break</i>
10:30 a.m. – 12:00 p.m.	Financial Management
12:00 p.m. – 1:00 p.m.	<i>Lunch</i>
1:00 p.m. – 1:30 p.m.	Human Resources
1:30 p.m. – 2:00 p.m.	Planning & Organization
2:00 p.m. – 2:15 p.m.	<i>Health Break</i>
2:15 p.m. – 3:15 p.m.	Communications
3:15 p.m. – 3:30 p.m.	Wrap Up - Q&A End of Day 1

Workshop Agenda
Comprehensive Organizational Effectiveness Guide
April 23, 2026

Time	Session
8:00 a.m. – 9:00 a.m.	Networking and Hot Breakfast
9:00 a.m. – 9:05 a.m.	Review of Day 1
9:05 a.m. – 10:00 a.m.	Political and Jurisdictional Distinctions
10:00 a.m. – 10:15 a.m.	<i>Health Break</i>
10:15 a.m. – 11:00 a.m.	Leadership
11:00 a.m. – 11:45 p.m.	Accountability and Performance Reporting
11:45 a.m. – 12:00 p.m.	Wrap Up - Q&A Closing Prayer
12:00 p.m. – 1:00 p.m.	Lunch and Networking