



AFOA MANITOBA
Building a Community of Professionals



AFOA CANADA
Building a Community of Professionals

Capacity Development Workshop

Human Resources Management Essentials:

Module 3 – Employee Effectiveness and Capacity Building

April 24, 2026

Workshop Overview

Indigenous organizations have the opportunity of developing their own community members to become leaders and partners in their success. This workshop has been designed to provide a general overview of the concepts of Employee Effectiveness and Capacity Building. Capacity building is a measurable improvement in an organization's ability to fulfill its mission through a blend of sound management, strong training and development, and dedication to assessing and achieving results. Capacity building is an effort to strengthen organizational structure and outcomes. The workshop provides an introduction to the knowledge required to design your own training plans. It also provides practical examples and best practices to assist you in evaluating and developing your own Employee Effectiveness and Capacity Building initiatives and resources. This workshop will provide foundations for supporting your employees along their performance management experience. Topics covered include assessing, forecasting, and building organizational capacity; developing a learning culture; training; and managing employee performance. The materials in the manual have been drawn from a wide variety of sources and are as current as possible. Specific attention has been given to situating the workshop in Indigenous content, examples, and strategies.

Workshop Learning Objectives

1. Understand organizational capacity, recognize its features, assess, and forecast capacity needs, and plan and implement actions for capacity building.
2. Recognize the characteristics and principles of a learning organization and develop a learning culture in an Indigenous organization.
3. Understand training design and describe factors to be considered when designing training that supports capacity building for overall strengthening of an Indigenous organization.
4. Develop a performance management and evaluation system that aligns individual performance objectives with organizational strategic goals.

Workshop Agenda
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| 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. – 10:45 a.m. | Capacity Building Assignment 1 |
| 10:45 a.m. – 11:00 a.m. | Health Break |
| 11:00 a.m. – 12:00 p.m. | Learning Culture Assignment 2 |
| 12:00 p.m. – 1:00 p.m. | Lunch |
| 1:00 p.m. – 2:15 p.m. | Training Assignment 3 |
| 2:15 p.m. – 2:30 p.m. | Health Break |
| 2:30 p.m. – 3:30 p.m. | Performance Management Assignment 4 |
| 3:30 p.m. – 4:00 p.m. | Wrap Up - Q&A Closing Prayer |