

First Nation Housing Managers Training Program

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Workshop Descriptions

The Role of the Housing Manager (12 hours)

Learners will learn the importance of effectively managing the design, development and delivery of innovative and sustainable housing programs, projects and activities in their communities. This workshop focuses on building and enhancing the capacity of Housing Managers, understanding the housing goals of CMHC, INAC and the community and identifying the skill sets and knowledge required of Housing Managers.

Policy Making (18 hours)

Learners will learn the importance of developing and using effective policies to guide the management of housing programs and related activities. This workshop focuses on identifying areas where policies are needed and how to develop equitable policies that can be applied fairly and supported by community leaders and members.

Property Management (60 hours)

Learners will learn about the major duties of housing managers in overseeing housing construction projects, managing repair, renovation and maintenance programs, protecting the interests of property owners and tenants, dealing with tenants, dealing with contractors and managing the financial aspects of property management. This workshop focuses on identifying and carrying out the general activities associated with the management of housing units and other facilities in First Nation communities.

Tendering and Contract Administration (60 hours)

Learners will learn how to identify the need for contract work, manage tendering processes and how to develop effective working relationships with external contractors. This workshop focuses on practices of identifying work that should be contracted out, developing tender specifications and documents as required, carrying out tenders, entering into contracts and ensuring that contracted work is completed satisfactorily according to quality and financial standards.

Maintenance Management (30 hours)

Learners learn how to effectively plan and manage maintenance management programs for various First Nation housing programs and related activities. This workshop focuses on the principles of proper maintenance management activities and the specific program policies, procedures and practices that are needed to implement effective maintenance management activities.

Project Management (30 hours)

Learners will learn how to effectively plan and manage First Nation housing projects and related activities. This workshop focuses on using practical project management principles and practices for planning, managing, dealing with typical project management problems and reporting on housing related projects in a First Nation context.

Developing Housing Projects (30 hours)

Learners will learn how to organize, produce and promote effective proposals for First Nation housing projects, with emphasis CMHC funding requirements. This workshop focuses on preparing, submitting and following through on specific materials and documents required for CMHC subsidized housing programs, with additional information on requesting funding for housing related activities from other funders.

Basic Financial Management, Budgeting & Bookkeeping (40 hours)

Learners will learn about the general financial management activities of the Housing Manager. This workshop focuses on the main components of financial management and the financial management tools that are available to the Housing Manager to help them better manage the financial activities of the housing organization.

Learners will learn about the role of budgeting as part of the financial management activities of the Housing Manager. This workshop focuses on establishing and effectively controlling multi-year housing program budgets by learning to analyze historical budget data, estimate revenues and expenses for projects and activities, set budget guidelines, develop monitoring mechanisms for budgets and control budgets throughout the life of a housing project.

Learners will learn about the role of bookkeeping as part of the financial management activities of the Housing Manager. The workshop will focus documenting, reporting, analyzing and evaluating bookkeeping entries and structures for the housing organization.