

INFR Tribal Training Program

Las Vegas, NV • South Point Casino Resort • October 19-21, 2022



Make your time at the INFR educational AND entertaining!
To provide professional development opportunities to the
hundreds of Native professionals who will be at the INFR,
Falmouth Institute will deliver these training sessions.



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Managing Change Effectively

October 19 – 9:00am–12:00pm

The only thing that is constant is change. How do we create new opportunities in the face of adversity while understanding the nature of resistance to change? In this class, participants will learn how to redefine obstacles as opportunities with useful information, resources, and professional guidance for accepting change with awareness, skills and confidence.

Diversity in the Workplace

October 19 – 1:00pm–4:00pm

How do people navigate successfully in different cultures? In this class, we will explore the wisdom and power you may gain from your culture, and how to apply it to your interactions with others. We'll identify the benefits and challenges of workplace diversity along with cross-cultural communication skills. By developing cross-cultural competence, you may embrace tradition and value differences.

Top 10 Office Tech Tools

October 20 – 9:00am–12:00pm

In an age where technology changes rapidly, are you up to date and taking full advantage of the most recent developments? In this fun and informative class, you'll learn how 10 exciting tech tools can transform your work. Take a peek at Office 365 apps, Evernote, RecNow audio recording, Teamviewer, Dlink camera apps, GoTo meeting, LastPass, One Note, and Google Photos and see how they can make your job easier.

Records Management

October 20 – 1:00pm–4:00pm

Accurate records are necessary for the organization to perform effectively and efficiently. Learn to deal with an ever-growing mound of data – paper and electronic. Avoid costly, time-consuming mistakes and discover sure-fire techniques that will help you organize and manage important tribal records.

Human Resources Refresher

October 21 – 9:00am–12:00pm

Stay updated on human resources policies and procedures in this HR refresher class. You'll explore topics, issues, laws and regulations that impact tribal organizations and enterprises.

Communication and Conflict Resolution

October 21 – 1:00pm–4:00pm

Imagine how much more rewarding your professional life would be, if you could communicate better with your manager and colleagues. In this class, you'll learn how to communicate with your boss and colleagues about stress at work without complaining. We'll discuss how to renegotiate deadlines, explain work overload, and delegate work more effectively by setting priorities together. If you have multiple managers, we'll explore the challenges and strategies for exceeding expectations while managing office politics.

Active Shooter Preparedness

October 21 – 9:00am–1:00pm

Active shooter incidents are unpredictable and evolve quickly. In the midst of the chaos, anyone can play an integral role in mitigating the impacts of an active shooter incident. Learn from the experts how preparedness matters. In this class we'll cover: Profile and characteristics of an active shooter, preparation, emergency action plans, the importance of training programs, calling 911, preparation items, active shooter incidents, Run/Hide/Fight, active shooter protocols, instructions for your staff if confronted by an active shooter, and emergency responders.

Falmouth Institute is pleased to be a scholarship sponsor of INFR 2022. Your participation in these classes supports the achievements of Native students through the INFR scholarship program.



For more information or to register, scan the QR code
to the left or visit falmouthinstitute.com/infr22

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