



INDIGENOUS CULTURAL DIVERSITY TRAINING

INFORMATION PACKAGE

First Light has been providing Indigenous Cultural Diversity Training since 2015. With three different training formats, all which can be delivered virtually, this is an excellent professional development opportunity for anyone working in the service field or management role. Our trained facilitators provide this training in a safe and welcoming space to ask questions, participate, and learn how this information can help you provide better service to the community you serve.

1 HOUR SESSION



30/PERSON



5 - 100 PARTICIPANTS



VIRTUAL OR IN-PERSON

- Brief introduction to Indigenous groups & history
- Lecture format - no time for questions
- Recommended for workshops, conferences, or post-secondary classes

3 HOUR SESSION



55/PERSON



5 - 50 PARTICIPANTS



VIRTUAL OR IN-PERSON

- A more in-depth introduction to Indigenous groups in NL, history and culture
- Some time for participant questions
- Recommended for anyone looking to further their learning on the Indigenous cultures in the province

8 HOUR SESSION



100/PERSON



5 - 25 PARTICIPANTS



VIRTUAL OR IN-PERSON

- Comprehensive session focused on engagement and participation, includes activities & videos
- Many opportunities for experiential learning
- Recommended for anyone working in the service field or with Indigenous clients
- Recommended to split into two 4-hour sessions for virtual format



Topic	1 HOUR	3 HOUR	8 HOUR
Cultural Humility	✓	✓	✓
Understanding Culture		✓	✓
Statistics & Terminology	✓	✓	✓
Indigenous Groups	✓	✓	✓
Symbols & Ceremonies & Elders		✓	✓
Colonization & the Indian Act		✓	✓
Residential Schools	✓	✓	✓
Confederation		✓	✓
Intergenerational Trauma	✓	✓	✓
Cultural Appropriation & Tokenism		✓	✓
Culturally Insensitive Phrases		✓	✓
Stereotypes & Myths		✓	✓
Racism in the 21st Century			✓
Truth & Reconciliation			✓
Indigenous Children in Care			✓
Mental Health & Corrections			✓
Missing & Murdered Indigenous Women			✓
Applying your Knowledge			✓
Handling Sensitive Topics			✓
Celebrating Culture & Building Relationships			✓
Experiential Learning Activities			✓
Time for Participant Questions		✓	✓
Certificate & Resource List*		✓	✓

*NOTE: it may take up to 5 business days before participants receive an email with their certificate.



Number of Participants

Our training sessions are able to host the following number of participants per session:

1 HOUR 5 - 100 **3 HOUR** 5 - 50 **8 HOUR** 5 - 25

Small bookings (less than 10) may be asked to share their booking with another small group. If you would like to attend a training session as an individual or pair, sign up to be notified of upcoming public sessions here: forms.gle/J9d6ztiQYSLqS1Ci7

In-Person Sessions

In the Avalon region, in-person sessions can be arranged where the client will be expected to provide a training venue and take care of related expenses. The facilitators will aim to arrive around 10 to 15 minutes before the session to prepare.

Sessions outside St. John's and its surroundings in Avalon may involve travel costs. Virtual sessions are encouraged for groups outside the region or unable to attend in person.

Virtual Sessions

Virtual sessions are available on Zoom, Google Meet, or Microsoft Teams. Meeting links will be provided to the booking contact to distribute to the group. The facilitator will sign in 10-15 minutes early to allow participants to join. If a session has over 50 estimated participants, a moderator will be present to assist with joining and any other technical issues at the beginning.

Booking

To check for the most recent availability & request a session, please visit our website at firstlightnl.ca/training.

Booking request dates will be held tentatively until confirmed by email from a member of the training team. Larger groups who need to book two or more training sessions are permitted to book up to two sessions per week, if available until all participants have completed the training.

Payment

A quote based on estimated participants will be sent during booking confirmation. Quotes will be calculated at the standard rate, unless otherwise identified. Rates can be found on Page 5 (Group Training Rates). The client can update the participant number up to 24 hours prior to session start. The final invoice will be based on the number last provided, unless the session's participant number exceeds this, in which case the client will be invoiced for the actual number of participants who attended.

Invoices are sent after training sessions, typically after month-end. For large groups with multiple sessions over several months, invoices will be sent quarterly.

1 HOUR SESSION		
# of Participants	# of Sessions	Rate
5 - 100	1	\$30 per participant \$27 per person for non-profits
101+	2+ (dependant on number of participants)	\$25.50 per participant

3 HOUR SESSION		
# of Participants	# of Sessions	Rate
5 - 50	1	\$55 per participant \$49.50 per person for non-profits
51+	2+ (dependant on number of participants)	\$46.75 per participant

8 HOUR SESSION		
# of Participants	# of Sessions	Rate
5 - 25	1	\$100 per participant \$90 per person for non-profits
26+	2+ (dependant on number of participants)	\$85 per participant

NOTE: Discounts for large groups will be applied automatically based on the estimated number of participants provided in the booking request. If a group qualifies for the non-profit rate, it is the responsibility of the booking contact to identify this in their booking request.

More information on policies related to quotes and invoicing can be found on Page 4 (Group Training) and Page 6 (Changes to Bookings).

CLIENT CHANGES

Notification of any changes to confirmed bookings must be sent via email to training@firstlightnl.ca

Cancellation

The client may cancel a session without charge up to 10 days prior to the scheduled session. If notification is not received within this time frame, the client will be invoiced for the estimated number of participants outlined in their quote and the training may be rescheduled to a later date.

Rescheduling

If a date/time change is needed, the client can notify without charge up to 7 days prior to the scheduled session. The session will be rescheduled to a date/time that works for both parties. If notification is not received within this time frame, the client will be invoiced for the estimated number of participants outlined in their quote and the training may be rescheduled to a later date.

Inclement Weather

Living & working in NL means sessions may be impacted by inclement weather. Clients are encouraged to reschedule sessions when forecasted weather may affect the safety of participants & facilitator(s). In the case of forecasted inclement weather, the notification to reschedule will be the responsibility of the client up to 2 days prior to the session. The session will be rescheduled to a date/time that works for both parties.

If notification is not received within this time frame, the client will be invoiced for the estimated number of participants outlined in their quote and the training may be rescheduled to a later date.

Number of Participants

If the number of participants falls below the amount needed to qualify for the large group rate, the session will be invoiced at the standard rate. If the client's last provided number of participants falls below a sessions participant minimum, the session will be cancelled or rescheduled. Cancellation or rescheduling due to falling below the minimum number will follow guidelines listed above.

FIRST LIGHT CHANGES

Notification of any changes to bookings by First Light will be sent via email to the booking contact.

Rescheduling

If a date/time change is needed due to any circumstances outside of inclement weather, First Light will notify at least 7 days prior to the scheduled session. The session will be rescheduled to a date/time that works for both parties and the client will receive a session discount.

If notification is not received within this time frame, the session will be provided to the client for no charge at a date/time that works for both parties.