



KOLBUC AND ASSOCIATES

Human Resource Development Training and Consulting INC.

(K & A)

Summary of Services

JULY 1ST 2009 TO JUNE 30th 2010



CARRIER SEKANI TRIBAL COUNCIL (CSTC)

K & A were commissioned by CSTC to write a proposal to Human Resources Services Development Canada (HRSDC) Aboriginal Skills Employment Program to secure 'matched' funding for the development and training of First Nations People to work on two major gas transmission pipeline projects: Pacific Trails Pipeline (PTP) and Kitimat Liquid Natural Gas Export Terminal (KLNG).

K& A' proposal was successful in securing \$9 million dollars from HRSDC and an equal amount from the two major Employers: Pacific Trails Pipeline and Kitimat Liquid Natural Gas and the 15 First Nations effected by these projects.

K & A also assisted in development in the incorporation of a Non-Profit Organization called Pacific Trails Pipeline Aboriginal Skills Employment Training Society (PTP ASEP), to oversee and manage this \$18 Million, 2 ½ year project.



PACIFIC TRAILS PIPELINE ABORIGINAL SKILLS AND EMPLOYMENT PROGRAM – TRAINING SOCIETY - PTP ASEP

K & A was further commissioned to hire, orientate and train 21 Staff for this Society including: An Executive Director, Two Project Coordinators, 15 Job Coach Advisors, plus a Finance Manager, Bookkeeper and 2 Administrative Support. This included writing Job Postings, Job Descriptions and Developing an Interview process and questions for all Candidates.

Throughout this process, Kolbuc and Associates received over 250 applications (all positions) and subsequently screened and short-listed all candidates for Interviews.



Kolbuc and Associates also conducted all interviews and participated in all final selections. K & A also facilitated the orientation of all Personnel.

SPECIAL NOTE: PTP ASEP Training Society will train 600 First Nation people from the 15 Bands of which 400 will be placed directly into long-term employment opportunities with the major Employees involved in these projects and this will be done over a 2 ½ year period i.e.) March 2012

While engaged in the above project Kolbuc and Associates also provided the following Services:



SPECTRA ENERGY – HEALTH AND SAFETY

- *K & A was initially commissioned to facilitate a Team Building and Strategic Planning Session for Spectra Energy Health and Safety Department (BC. Operations). Upon successful completion K & A was further commissioned and is currently on contract to work with all Spectra Energy Health and Safety station personnel to assist in Team Development and Strategic Planning.*
- *Over the past 12-months we have engaged several 'stations': individually interviewed employees, developed a report and brought each 'station' together for a one-day Team Building / Planning Session.*

SPECIAL NOTE: Spectra Energy via Duke Energy, has been a Client of K & A's for a number of years.



CITY OF PRINCE GEORGE

CITY OF PRINCE GEORGE FIRE DEPARTMENT

K & A have provided 'Leadership Training' to individuals within PG Fire Department who would be placed in 'Captain' positions. This 4-day training program, delivered in 2-day sessions, is uniquely designed for those in Fire Protection and Prevention. This program has been very successful, consistently receiving 9+ ratings. Over 30 PG Fire Department personnel have participated in this training over the past several years.



TAKLA LAKE FIRST NATION

K & A was commissioned to conduct a 3-day retreat for Staff and Band Council in Jasper, Alberta. Over 50 people participated in this event which included a combination of Team Building, Conflict Resolution Training, and Review of Organizational Policies and Procedures.



TL'AZT'EN FIRST NATION (FT. ST. JAMES)

K&A facilitated a two-day Strategic Planning Session with Tl'azt'en First Nation Chief and Council and Band Manager and provided a detailed report on the results of this planning session. The process involved a Visioning exercise, Mission Statement development and Strategic Goals and Objectives for each operational area of Band Administration. The Planning Session was rated a '10' out of '10' by all participants.

In addition to the above Kolbuc and Associates provided two 'Leadership Training and Development Program (s)™ in Prince George B.C. Participants were from the following organizations:

- *The City of Prince George*
- *Spectra Energy*
- *Northern Health Authority*
- *Tl'oh Forest Products LP*
- *Houle Electric*
- *B.C. Hydro*
- *Moricetown Band*
- *Spectrum Resources*

**OVERALL RATING OF THESE
SESSIONS WAS 9 + / 10**



Phil Kolbuc is also a Part-time Faculty Member at Selkirk College and teaches University and Certificate Program called "Non-Profit Management". Phil's programs have been very well received and over 60 people have graduated from this program.

Also, during the past year Phil has volunteered his services for the following Non-Profit Organizations:

- *Kootenay COOP Radio – One day Strategic Planning Session with Board and Staff and Report.*
- *Rotary International / Youth Leadership Program – provided a presentation on "How to Motivate People" at the Youth Leadership Program in Castlegar.*

KOLBUC AND ASSOCITES IS CURRENTLY WORKING WITH THE FOLLOWING ORGANIZATIONS:

- *Spectra Energy*
- *West Fraser Ltd.*
- *City of Prince George*
- *MCL Power Inc. (Edmonton)*
- *Nak'azdli First Nations (Ft. St. James)*



TO FIND OUT MORE ABOUT K & A, VISIT OUR WEBSITE:

www.humanresourcetraining.ca or www.philkolbuc.com