

# Reporting for Duty

It's that time of year again to do tricky reports! Train your staff to be confident and efficient in reporting.

Our capacity building program is designed to train participants to build and manage reporting systems.

## Reporting:

- Obtain funding
- Year-end reporting
- Inventory
- Budgeting
- Financing

## Proposal writing

## Creating report templates

## Individualized training

## Collecting and managing data



Who can benefit from this program?

- ❖ Band staff
- ❖ Health staff
- ❖ Education staff
- ❖ Finance staff

*Individualized/customized training available – to suit community needs*

*One on one or group training available*

**Our workshops reflect our culture, our way of life and our history**