FOUNDATIONS IN INNOVATION AND TECHNOLOGY CERTIFICATE

Computer Basics and Professional Practice

FITC 110

Week 1 - Lesson 1

Professional Practice and Lateral Kindness

First Nations Technology Council

NVIT

ACKNOWLEDGMENT

We walk gently as a guest working on the unceded homelands of Nlaka'pamux and Syilx/Okanagan Nation.

We acknowledge the traditional lands of this Nation and it is with gratitude that we now work, learn, and stay here as your guest.

ACKNOWLEDGMENT

We gratefully acknowledge the many Indigenous peoples
that came forward to have their photos taken,
be videotaped, and to share their voices
throughout the Foundations curriculum.

“All My Relations”

WELCOME

Who is your First Nations Technology Council (FNTC) Digital Elder?

Introducing Elder Glida Morgan

Opening Song

Elder Glida Opening Song

Meet your Digital Elder

Introducing Elder Glida Morgan

Elder Glida Morgan

Welcome to Foundations
By Denise Williams, CEO

Denise Williams, CEO

Course Description

This course introduces students to Microsoft Office Suite software programs and guides students through the development of professional conduct and communication practices in the workplace.

Learning Outcomes

Upon successful completion of this course, students should be able to:

- demonstrate professional conduct and verbal communication skills appropriate to an office environment;
- create well-written and formatted documents utilizing MS Word;
- create and customize spreadsheets utilizing MS Excel;
- create and customize presentations using MS Power Point;
- demonstrate competency in both analog and digital file management; and,
- demonstrate competency in discovering and modifying data in MS Access.

Lesson Topics

Today's lesson will include the following topics:

- Gathering Time
- Professional Practice
- Walking in Both Worlds
- Lateral Kindness & Wellness
- Computer Prep Exercises

Gathering Time

Gathering Time is a time for check-in.

This is where we leave our desks behind, grab a stone and provide everyone with an opportunity to speak and to listen. Whoever is talking will hold the stone and everyone else will listen.

Gathering Time

Pass the sharing stone around and tell us a bit about you Here are some **optional** questions to help you get started:

- your name, Nation, a bit about yourself, and how you are feeling today
- your interest in the FiiT (Foundations) Program
- your current goal for after the course is finished
- A fun fact about you

*If you don’t want to share just pass the stone to the next person.

Professional Practice

Skills for the Workplace

What is Professional Practice

Professional Practice from a western society perspective, or professionalism, can be defined as the behaviors and attitudes of an individual which positively support their work and the success of their workplace. These can include:

- Personal Habits
- Attitude & Communication
- Working Habits
- Traditional Teachings

Elder Glida & Professionalism

Getting those perfect selfies!

Professionalism

Professionalism

Bloopers!

Bloopers

Discussion

What are your thoughts on Elder Glida’s teachings on professionalism?

Walking in Both Worlds

Jimmy & his mom

Walking in Both Worlds – Part One

Walking in Both Worlds - Part One

Discussion

What are your thoughts on Elder Glida's teachings on success?

How do you measure success? What do *you* do to set yourself up for success?

Walking in Both Worlds – Part Two

Walking in Both Worlds - Part Two

Discussion

What do you think Elder Glida means when she talks about ‘decolonizing ourselves’?

What does ‘walking in both worlds’ mean to you?

Walking in Both Worlds – Part Three

Walking in Both Words - Part Three

Discussion

How do you create balance in your life and your work?

Do you have experience in Indigenous and non-Indigenous workplaces? How were these different or the same? Did you need to adapt?

Communication in the Workplace

Lateral Kindness & Wellness

Lateral Kindness & Wellness– Part One

Lateral Kindness & Wellness - Part One

Discussion

Are there any traditional teachings, or personal values, that you draw from when you approach your work?

Lateral Kindness & Wellness– Part Two

Lateral Kindness & Wellness - Part Two

Computer Prep Exercises

Computer Skills Tutorials

Digital Literacy Assessment

Seek out tutorials for any areas needing improvement at:

North Star Computer Skills

Class Wrap-Up

“There is no such thing as ‘primitive’ in the way Western education has traditionally conditioned people to perceive it.”

Gregory Cajete, Look To The Mountain: An Ecology Of Indigenous Education

Image Credits

- Welcome to our Team - https://memesuper.com/download/86d00182655d37c5a3f250568b53f0ad4377d287.html
- Computer - https://commons.wikimedia.org/wiki/File:Gnome-computer.svg
- Unprofessional -http://blog.aeseducation.com/2014/09/business-education-lesson-plans-teaching-professionalism/
- Woman sleeping at desk - https://www.usatoday.com/story/money/business/2014/08/02/unprofessional-workplace-behaviors/13420381/
- Professionalism illustration - http://www.npr.org/sections/ed/2016/06/15/473144435/professionalism-101-the-getting-a-job-class
- Clock - https://grapevine.is/ontime/
- Casual attire - http://getitwrite.im/appropriate-dress-code-hot-weather/
- Communication – https://www.linkedin.com/pulse/appropriate-communication-zsolt-szemerszky
- Helpful - http://weeklybusiness-northumberland.co.uk/be-helpful/
- Homer Simpson - http://www.learntotradethemarket.com/forex-articles/are-you-making-these-forex-trading-mistakes
- Gossip - https://terrynwilliams.wordpress.com/tag/workplace-gossip/
- Positivity - http://www.revelian.com/blog/why-positivity-matters/
- Difficult People - http://www.discprofiles4u.com/blog/2013/the-disc-profile-helps-you-handle-difficult-people/
- Questions - http://indsoft.com/comments.html
- Expert quote - https://www.pinterest.com/explore/motivational-education-quotes/
- Dr. Gregory Cajete https://earthzine.org/2009/04/06/indigenous-perspectives-in-geoss-an-interview-with-dr-gregory-cajete/