Report of Project Activities

Department of Labor and Workforce Development
Division of Business Partnerships

DENALI TRAINING FUND

PROGRESS REPORT

NAME OF ORGANIZATION:	First Alaskans Institute
NAME OF PROJECT:	Denali Training Fund – PY04/#202
REPORT PERIOD:	April 1, 2006 – June 30, 2006

PROJECT ACTIVITIES AND ACCOMPLISHMENTS:

Briefly describe the grant activities undertaken during the period and any accomplishments achieved.

This quarterly report covers how First Alaskans Institute is continuing in its efforts to meet the objectives of the Leadership Development project. The primary focus is in assisting Alaska Natives and other rural residents in acquiring the skills and training necessary to participate fully in private sector business and economic development opportunities through internships, fellowships, scholarships, public service programs and other leadership development initiatives. This quarterly report includes these components: Preparations and Start-up of the 2006 Summer Intern Program and Updates to the Web-based Tracking Database.

Preparations and Start-up for the 2006 Summer Intern Program

The following activities occurred during the quarter:

Planning for Leadership Friday sessions content (see Attachment A)

Using the weekly evaluations from the 2005 program, the 10-week schedule for 2006 was determined after reviewing the recommendations from interns as a part of our continuous improvement process, As reflected on the schedule, the Leadership Fridays sessions include academic, social, networking, professional, and personal development training. Topics covered thus far include:

- etiquette and presentation of self in terms of dress, resume', and interviewing;
- historical events that have affected Native Americans and rural and Native Alaska;
- qualities of leadership;
- review of the research and statistics of Alaskans;
- Myer's-Briggs personality type indicators;
- international economic development and prosperity;
- the State's legislative processes.

Orientation for Intern Placement Partners (see Attachment B and C)

Following the intern and employer recruitment process from December, 2005 through mid-March and after matching interns with the placement partners (lists of interns and

partners attached), a formal session was held with the employers to clarify expectations. The discussion included:

- Intern program overview and purpose
- Introduction to First Alaskans Institute and the Alaska Native Policy Center
- Discussion of expectations
- First Alaskans', partner, and intern roles and responsibilities
- Program evaluation
- Human resource issues

Site Visits and Memorandum of Agreements signed (see Attachment C)
The site visits are to ensure the interns have a safe and adequately equipped workspace for them to perform the duties as reflected in the job description submitted by the employer. Additionally, the MOA further refines the discussion from the above referenced partner orientation and reduces confusion about roles.

Presentation to Interns for Program Start-up (see Attachments D and E)
The interns participated in a 2-day orientation to kick-off the summer program on June 5 and 6 and exchanged information as indicated on the attached PowerPoint. In addition, the interns received training in etiquette, and reviewed appropriate attire and behaviors in the workplace. The agendas for the sessions in June are attached.

Compilation of Leadership Friday Evaluations (see Attachment F)
The weekly evaluations guarantee we are meeting the expectations of the interns by soliciting feedback from them on topics ranging from room logistics to speaker presentations. Additionally, this feedback is used as a reference for future program development.

Web Based Tracking Database Update
In order to effectively connect with the interns located outside of Anchorage (Kotzebue, Dillingham, Juneau, Sitka, St. Mary's, Barrow) a web-casting agreement was entered into with Microbreeze to allow participants to view and communicate the presenters. This has proven to be an excellent way for interns to participate in the discussions who cannot be there in person. Other work includes:

- Continued development of database in Access, which includes information on 1,000 individuals for receiving the leadership e-newsletter bi-monthly;
- For tracking and staying in touch with the interns, the Brain Trust Project includes: updating and editing information in the database, maintaining info about Boards and Commissions and Speakers Bureaus, participation in online discussion forums, and participation in research focus groups;
- Continued Brain Trust development work includes ongoing upgrades as First Alaskans Institute prepares to go live on the internet with their web-based community, use guidelines and security policies, review of feedback from interns for improvements to the database, meeting with organizations that have developed and utilized web-based databases for networking and leadership development, and identifying how best to maintain current contact info.

PLANNED ACTIVITIES FOR NEXT REPORTING PERIOD:
Complete summer session and Leadership Fridays, prepare for August 10 end-of-season event and final day including travel arrangements for interns, complete and

debrief on the 10-week session on August 11, compile final report of weekly evaluations and summarize for use in next year's program content, determine best methods for tracking participants during the year and beyond, plan for winter program, plan and expand recruitment of placement organizations in rural Alaska, determine funding needs and seek additional funding.

PROBLEMS, DELAYS OR CONCERNS EXPERIENCED:
Are the grant activities progressing as planned? If not, what is the cause? Identify if there are any areas the Alaska Workforce Investment Office can provide assistance.

None at this time

POSSIBLE PROBLEM RESOLUTIONS AND TIMEFRAMES:
For any problems identified, describe how you will resolve them and how long it will take.

Certification: I certify that the above information is true and correct and in accordance with the terms and conditions of the agreement.

Sarah Scanlan, Deputy Director	Sarah Scanlan	7/14/06
Name and Title	**Signature**	**Date**