

# TRIBAL MANAGEMENT PROFESSIONAL CERTIFICATION

## Managing For Success In Native American Governments & Enterprises

A comprehensive training program designed to enhance participants' managerial skills and capabilities in a culturally sensitive and contextually relevant manner.

For information contact:

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This program is a collaboration by:



# Managing For Success In Native American Governments & Enterprises

## MODULES

### Module One: Leadership 101 and Advanced

This training module focuses on developing essential leadership skills for new and experienced leaders; and covers fundamental concepts and skills essential for effective management.

**Benefits:**

- ▶ Develop essential leadership skills that are crucial for both new and experienced leaders.
- ▶ Improved communication skills.
- ▶ Insights into building and leading high-performing teams.
- ▶ Problem-solving techniques, conflict identification, and resolution approaches.

### Module Two: Talent Acquisition

This training module focuses on the process of acquiring top talent for an organization. It covers various aspects, including job needs assessment, creating job descriptions, determining compensation packages, and developing an effective recruitment strategy.

**Benefits:**

- ▶ Ensures alignment between job requirements and candidate selection
- ▶ Enhances the organization's ability to attract high-quality talent
- ▶ Improves the efficiency of the recruitment process
- ▶ Enables fair and competitive compensation practices

### Module Three: Behavioral Interviewing

This training module focuses on conducting effective behavioral interviews to assess candidates' skills and fit for a particular role. It covers various aspects, including formulating relevant questions, developing interaction skills, utilizing effective interview techniques, conducting tests, and providing demonstrational interviews.

**Benefits:**

- ▶ Facilitates a structured and consistent interview process
- ▶ Helps assess candidates' past behaviors and their potential for future performance
- ▶ Improves decision-making when selecting candidates
- ▶ Reduces biases and improves fairness in the selection process

### Module Four: Performance Evaluation Expectations/People Development

This training module focuses on effectively evaluating employee performance, setting expectations, and promoting people development within the organization. It covers various aspects, including performance evaluation methods, goal setting, feedback techniques, and strategies for fostering employee growth.

**Benefits:**

- ▶ Improves employee performance through clear expectations and feedback
- ▶ Identifies areas for employee development and career progression
- ▶ Enhances communication between managers and employees
- ▶ Fosters a culture of continuous learning and improvement

### Module Five: Quiet Quitting and Engagement

This training module focuses on recognizing and addressing signs of disengagement and potential voluntary turnover within the organization. It covers various aspects, including identifying signs of "quiet quitting," understanding employee engagement, implementing strategies for re-engagement, and conducting effective retention conversations.

**Benefits:**

- ▶ Helps prevent talent loss by identifying disengaged employees
- ▶ Improves employee morale and job satisfaction
- ▶ Enhances employee retention and reduces turnover rates
- ▶ Promotes a positive work environment and productivity

This program provides 22 hours towards a THRP I or II recertification.

# Managing For Success In Native American Governments And Enterprises

## Workshop Leader/Facilitator – Curriculum Designers



### Tal D. Moore

Foundation Director of Development  
National Native American Human Resources Foundation

Proud Pueblo descendent.

Skilled facilitator, consultant, and leader specializing in organizational development and human resources leadership.

Over 30 years of experience, with 25 years focused on government, hospitality, and healthcare across Indian Country.

Currently serving as the Director of the National Native American Human Resource Association (NNAHRA) Foundation, focusing on education, training, and research in support of Indian Country HR/OD.

Served as the elected President of NNAHRA for over six years.

Previously served as the Chief Organizational Development Officer for the Kalispel Tribe of Indians, supporting a team of 2000 members in various sectors.

Educational background:

- Bachelor's degree in Family and Consumer Sciences.
- Master of Arts in Organizational Development.
- Tribal Human Resources Professional

Academic experience:

- Former Assistant Professor of Family and Consumer Sciences and Director of the Hospitality Institute at the University of Central Missouri for nine years.

### Max Muller

Principal  
Max Muller & Associates, LLC

Max possesses more than 50 years of business experience as an attorney, businessman and consultant; and is an internationally known author, trainer, and curriculum designer.

He has provided consulting and General Counsel services to Native American tribes and associations for many years; as well as undertaking confidential, internal investigations on their behalf.

Max is the author of the bestselling book, "The Manager's Guide to HR: Hiring, Firing, Performance Evaluations, Documentation, Benefits, and Everything Else You Need to Know", Second Edition, SHRM and Harper Collins (Leadership) Publishing.

Licenses:

- University of Kansas, Bachelor of Arts
- University of Kansas School of Law, Juris Doctor
- Tribal Human Resources Professional
- OSHA Authorized General Industry Outreach Trainer
- Licensed REALTOR®, Kansas





THE  
**NNAHRA**  
FOUNDATION

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## **What the NNAHRA Foundation Is**

The NNAHRA Foundation, a 501(c)3 non-profit, is an independent yet collaborative division of the National Native American Human Resources Association (NNAHRA).

## **NNAHRA Foundation Mission**

To provide timely and trusted information and resources to those serving and leading Tribal government and enterprises in areas of people management, employment policy development and capacity building across Indian Country.

## **NNAHRA Foundation Vision**

Advocate, research and educate in the name of Indian Country Human Resources to protect and honor tribal sovereignty and jurisdiction through meaningful employment practices.