BC Skills Development Day
First Nation Housing Manager Program

Presenter: Nancy Hamilton
VIU First Nation Housing Manager (FNHM) Certificate Program

The FNHM Certificate program is made up of six online credit courses that may be taken as a complete training program or may be taken individually.

Courses:
- Introduction to Housing Management
- Housing Administration Level I
- Housing Administration Level II
- Financial Management for First Nations Housing Managers
- Introduction to Construction and Renovations
- Interpersonal Communications for Housing Managers
FNHM Certificate courses

**Introduction To Housing Management (FNHM 100T)**
An introduction to the role of housing manager and overview of key elements of the job: property management, tenant relationships, maintenance management, financial management, supervision, and contract management.

**Introduction To Construction And Renovations (FNHM 150T)**
An introduction to the basic elements of construction and renovations in relation to the responsibilities of the housing manager. Topics include: roles and responsibilities, building houses and building community, selecting house plans and materials, new home construction, site management, contracting, green building principles, best practices in renovations.

**Housing Administration Level I (FNHM 110T)**
An overview of the basic administrative responsibilities expected of a housing manager, including managing meetings, organizational performance, governing documents, and tenant and homeowner relations.

**Housing Administration Level II (FNHM 120T)**
An overview of the basic elements of administration, continuing from Housing Administration Level I. Topics include: personnel and performance management, information management, proposal development, project management, risk management, and maintenance management.

**Financial Management For First Nations Housing Managers (FNMH 130T)**
An introduction to financial management for the housing manager. Topics include: basics components of financial management for the housing manager, financial responsibilities of First Nation governments, budgets and cash flows, audits, and financial records and reports.

**Interpersonal Communications For Housing Managers (FNHM 140T)**
An introduction to interpersonal communications, interpersonal relationships, and development of interpersonal communication skills required in the role of housing manager.
Lessons Learned

• Face 2 face to online
• Strengths / weaknesses
• Instructor as a facilitator
• Student interaction: peer-peer/Instructor-student and student-content
• Curriculum design
  ❖ *this is a living course development process*
FNHM Online Course
D2L Look and Feel

FNHM 100T: INTRO TO HOUSING MANAGEMENT - I16W70

Course Home | Content | Assessment & Evaluation | Communication | Instructor Tools | Help

Table of Contents

- Overview
- Bookmarks
- Course Schedule

Table of Contents

- VIULearn Orientation Module
  - Module 1: Navigating VIULearn Courses
    - Navigating VIULearn Courses
    - Getting Started
  - Module 2: Completing Course Activities and Assignments
    - Completing Course Activities and Assignments

Getting Started

The first step to success in an online learning system is to figure out how to navigate and find things in the system, and in your individual courses.

First we will review how to navigate your My Home page (the first page you see when you log into VIULearn) and then we will review how to navigate your Course Home page.

To get started, click directly on "My Home: Info & Activity" below to open that page!

Completing Course Activities and Assignments

There can be a lot of activities in your VIULearn (D2L) course. These activities can include whole class or group discussions, assignment submission folders, or quizzes and surveys.

- Discussions
  - Discussions can be whole class or small conversation groups. You can post, read and reply to threads on different topics, share thoughts about course materials, ask questions, share files, or work with your peers on assignments and homework.

- Assignments
  - Assignments allow you to submit files to your instructor electronically, eliminating the need to mail, fax, or email your work to instructors.

- Quizzes
  - Quizzes allow you to take a quiz, review your quiz results, and see class statistics for a quiz.
FNHM Online Course

Centre for Innovation and Excellence in Learning

Student Help Resources

General
- I can't log into VIULearn, VIUTube or VIUBlogs.
- VIULearn
  - I need some help getting started with VIULearn.
  - I can't see all of my courses in VIULearn.
  - I can't find my course content or assignments.
  - I can't review my quiz or dropbox results.
  - I'm getting too many emails from VIULearn.
- VIUTube
  - I'm supposed to upload a video to VIUTube for an assignment. How do I do that?
- VIUOnline Rooms
  - I can't log on to an online room.
- VIUBlogs
  - How do I create a blog / website using VIUBlogs?
  - How do I customize my blog / website?

Can't Find Your Question?
If you can't find your question on this list, please feel free to contact us. We are available Monday to Friday, 9:00 am to 4:00 pm PST.
- E-mail us directly at leamsupport@viu.ca
- Call 250.740.6179
Lessons Learned

- Face 2 face to online
- Strengths / weaknesses
- Instructor as a facilitator
- Student interaction: peer-peer/Instructor-student and student-content
- Curriculum design
  - *this is a living course development process*
What’s new?

New course

Energy Management for First Nations Housing Managers

• Understanding your energy bill and your energy consumption
• Energy efficiency in existing homes
  • Renovations
  • New builds
• Planning and policy
• Proposal writing
• Engagement—community, providers, leadership
Next Steps

Hybrid delivery

• Develop and deliver two 3-day sessions with students to bring some of the material to a face-to-face delivery
• These will be on going and cover all the topics from the perspective of building teams, facilitating meetings, counselling clients
• Students will be required to attend at least 1 (or 2) of these sessions to graduate
• They will be graded on their performance
How to register

• FNHM Certificate program - Admission Requirements
• Grade 12, or equivalent, or mature student
• Recommendations for Admission: It is advised that students have sufficient essential skills (reading, writing, and numeracy, computer use) to be successful in the program
Contact Information

Nancy Hamilton 250.746.3573
Nancy.Hamilton@viu.ca

Program link VIU Cowichan Campus:
http://www.cc.viu.ca/ce/fnhm.htm