

Secretaries Examine Office Communication

The third in a series of five workshops sponsored by the Tribes and organized by Ernie de Rocher and Joann Reynolds, was held May 5-6 at Kah-Nee-Ta and dealt with communication networks in the office.

Instructor Gary Peterson, Ph.D., of the University of Puget Sound in Tacoma made his presentation timely by confronting the changes that he feels are inevitable when the new administration building is occupied.

Peterson pointed out that the "landscaped office" or open building concept will affect communication and work patterns and that employees can capitalize on these changes by anticipating them.

Although noise will not be a problem, he predicted, lack of privacy will. Adjustments in work habits will have to be made, and the rearrangement of space might be necessary to suit the workers.

"The whole building is designed with the notion of flexibility in relationships and arrangement," Peterson said.

In the new building "you'll see where you do fit and that you have relationships with others, that you have a place in the organization."

After all, Peterson said, even though secretaries were left out of the Tribal organization chart, they are "they key persons in the communication network . . . the vital link."

"Most of us are likely to downplay our own roles in this network," he continued. But it is important that secretaries be effective communicators and understand how information flows in their organization.

About fifteen secretaries listened to Dr. Peterson explain how the "grapevine" can be used as an effective channel of informal communication. Since it already exists, why not learn to use it as a supplement to the formal flow?

Dr. Peterson offered secretaries tools for tracking down the flow of information in their offices and identifying problems and potentials in communication.

Since few supervisors have attended the workshops so far, it is up to secretaries to take their knowledge back to the offices in the form of changed attitudes and increased sensitivity. Dr. Peterson stressed the importance of secretaries taking it upon themselves to suggest change and flexibility to their supervisors and co-

workers.

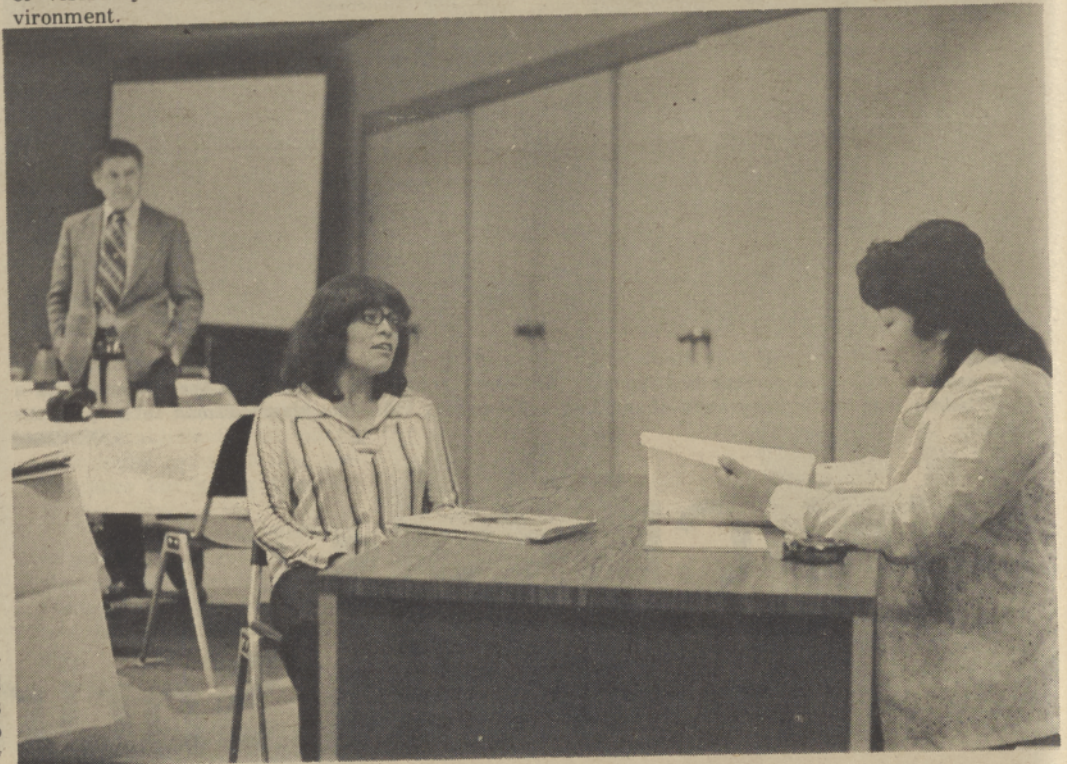
Maxine Clements, secretary to the General Manager, commented after the workshop that secretaries were gearing up for the move to the new building and beginning to recognize the changes that would have to occur. One change, said Maxine, might be a stricter dress code because of greater visibility in the open environment.

Maxine pointed to the positive effects that such workshops have in bringing secretaries together and creating good feelings.

The first two sessions focused on the secretary and supervisor relationship and internal office management. The next workshop, to be held June 16-17, will deal with Public Relations and the final session,

scheduled for July 21-22, will center on self-development and career opportunities.

Maxine encourages any interested people to attend, regardless of their employment status. Someone thinking about applying for work and wanting to brush up on office skills can benefit from the workshops. Supervisors are especially welcome to participate.



"Am I bothering you?" Dorothea Smith inquires of Muriel Broncheau during the role playing of an office situation at the latest secretary's workshop on communication. Instructor Dr. Gary Peterson looks on as Muriel does everything she can to discourage communication with her co-worker. CDS Photo



All ages enjoyed the Head Start Root Feast May 6. Sara Patt and Wayne Miller join Roberta Eagle Man and her son Buffalo Horse at the Community Center. CDS Photo

Pre-Schoolers Observe Indian Traditions

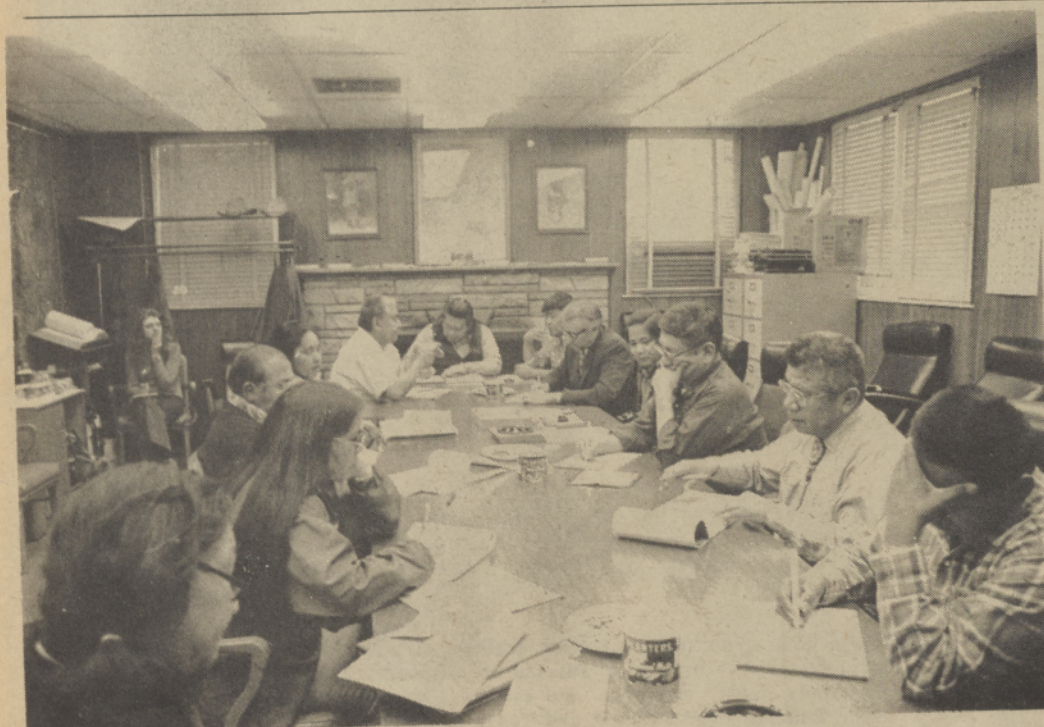
Children enrolled in Head Start and Day Care spent the week of May 2-6 celebrating their Indianness. The climax of the week was their Root Feast which attracted a few hundred people to the Community Center May 6.

It was a little late for the roots, most of which were dried up, but the kids enthusiastically went digging with the staff. Roots for the feast were largely donated.

Kids dressed up in wing



Charlie Strom and Rachele Bettles are surrounded by fried bread, salmon and roots at the Head Start Root Feast held May 6 at the Community Center. The children spent a week celebrating their Indian culture. CDS Photo



It didn't take long for the new Council to get buried in papers as well as buried in thought. After the glamour of the swearing-in May 2 at the new Administration building, the Council returned to their old chamber and quickly settled into the routine of decision-making.

dresses, vests and headdresses for the feast and joined their elders in partaking of the roots and salmon. After dinner two shawls, made by Rosemary Smith and Geneva Smith, were raffled off, along with an assortment of beaded items and canned foods. Danni Katchia and Dechelle Davis helped draw the winners.

Other activities through the week included peeling and cooking some of the roots right in the classroom, telling Indian

stories and legends, drawing pictures of Indian life, fashioning medallions from creative clay and making paper headdresses.

The Head Start staff had hoped for more parental participation. Only a handful of mothers helped throughout the week in a program that was designed to bring parents and kids together.

Cooks included Rosemary Smith, Janice Clements, Georgette Clements, Joyce Quinn, and Viola Governor.