



Dakota Nation Gaming Enterprises

Employee Assistance Program

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WELCOME TO DEVELOPING PRODUCTIVE EMPLOYEES (DPE)

The Developing Productive Employees (DPE) program has been developed with the scope to provide current and former employees with skills and resources they can utilize to be successful. DNGE is cognizant that individuals have a choice as to whether they will implement the skills. The primary goal of DPE is that when an individual successfully completes the program, they will have realistic and tangible skills they can utilize to be more successful in their personal and professional lives!

DPE will be delivered in an educational format with some introspection (self-awareness). There will be many components of mental health and psychological theories utilized such as Meta-cognition ("thinking about how you think") and "mindfulness". A section on stress, and more importantly workplace stress, will be explored. These types of exercises will lead each individual to "think" about how factors have impacted their lives and careers. This may cause discomfort for some individuals, however, the goal of DPE is to impart knowledge, skills, and resources that if implemented will provide the individual with the opportunity to gain new insights and improve judgment that will aid improving relations with themselves, family and their coworkers.

Each DPE participant will be asked to define what success means to them. For some, it might mean obtaining and retaining employment, others it might mean living a healthier lifestyle, and others it may improve their family life by learning better communication, interpersonal relations, coping and problem-solving skills.

The DPE program is available to any:

- DNGE employee who has been terminated on two (2) or more occasions will be required to successfully complete DPE program before being considered for re-hire within all DNGE properties and the mandatory minimum waiting-period has elapsed.
- DNGE managers have the discretion to refer any employee who has been determined to be at-risk of lower than acceptable ratings on performance evaluations and/or disciplinary process.
- DNGE employee or former employee who feels they would benefit from learning new skills.
- Employee of Sisseton Wahpeton Oyate (SWO) and any of its entities.
- SWO tribal member who is sincere about improving areas of concern that has affected their personal and professional lives.
- It is essential to note, the completion of the DPE program does not guarantee the individual a job; it will meet the requirement that an individual may then be considered for re-hire.
- Individuals who successfully complete the program will receive a Certificate of Completion and a \$50.00 gift card.

DNGE EMPLOYEE ASSISTANCE PROGRAM

DPE (DEVELOPING PRODUCTIVE EMPLOYEES)

AGENDA (SUBJECT TO CHANGE)

DAY 1

9:00 am	Introduction/Welcome
	Class Expectations
	Getting to know each other
10:00 am	The Mirror Principle
10:30 am	Break
10:45 am	Colors Presentation
11:30 pm	Lunch
12:30 pm	Planning and prioritizing
1:30 pm	S.M.A.R.T Goals
2:30 pm	Break
2:45 pm	Managing money
	Making a plan for a successful future
3:45 pm	Closing

DNGE EMPLOYEE ASSISTANCE PROGRAM

DPE (DEVELOPING PRODUCTIVE EMPLOYEES)

AGENDA (SUBJECT TO CHANGE)

DAY 2

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| 9:00 am | Opening session |
| 9:15 am | Emotional Intelligence |
| | Stress assessment |
| | Building a toolbox of healthy coping skills |
| 10:15 am | Morning break |
| 11:30 am | Communicating For Success |
| | <ul style="list-style-type: none">• What makes someone a good communicator• Four styles of communication• Practicing communication skills |
| 12:15 pm | Lunch |
| 1:00 pm | Time management |
| 1:30 pm | Interview skills |
| 2:30 pm | Closing Session |
| 3:00 pm | Certificate Presentation |
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