



PATH

PROFESSIONAL ADVANCEMENT & TRAINING HUB

PROGRAM GUIDELINES

Updated 2026



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Program Overview

About the Program

The Professional Advancement & Training Hub is a modular training program designed to provide skill-building opportunities for Kahnawà:ke residents, professionals, and business owners. By offering accessible and targeted workshops, PATH ensures participants can tailor their learning to meet their unique goals - whether that's gaining employable skills, advancing their careers, or strengthening their business operations.

Program Purpose

The purpose of PATH is to address community needs through an adaptive training model, providing continuous access to valuable skill development and professional growth opportunities. By structuring workshops in a way that allows participants to meet their unique goals, PATH removes barriers to training, which could otherwise halt an individual's progress in pursuing their career goals.

Program Objectives

PATH aims to provide the community with accessible skill upgrading while giving participants the confidence to apply what they learn to gain employment or job advancement.

Training Opportunities

PATH is offered throughout the typical academic year, with course planning and coordinating in the Summer.

Topic Selection

PATH workshops are carefully selected based on workforce demand, community interest, and industry trends to ensure participants gain relevant and practical skills. Topics are identified through job market analysis, participant feedback, and registration trends from previous trainings. This ensures that each offering directly supports career growth, skill development, and business success while remaining flexible to evolving needs. Topics range from employable skills, to management and leadership trainings, to vocational certification.

Community members can suggest ways to improve programming or topic selection at tewa.ca/path.

Workshops

We strive to accommodate a variety of training structures to accommodate community accessibility. Most workshops take place outside of common business hours. Workshops are delivered in a class-like fashion, with lectures, evaluations, and assessments. Successfully completing a PATH training earns participants a *Certificate of Completion*, which can be used to strengthen their resumes.

For details on upcoming workshops, including dates, times, registration, descriptions, and formats, please visit our page at tewa.ca/path.

Application Process

All scheduled workshops, their registration dates, and the training dates are available to see on tewa.ca/path. Consult this list and mark your calendar with the registration dates of your preferred classes.

Eligibility Criteria

Applicants must have a Kahnawà:ke Band Number, and be listed either on the Federal Registry or the Kahnawà:ke Kanien'kehá:ka Registry.

Promotional Period

Before each workshop begins, details about registration, topic description, and course dates will be released so that participants can prepare themselves to register. Announcements can be found on our social media pages, website, and other media depending on the interest level.

Registration Period

When registration opens, community members have the opportunity to secure their spot in the open workshop. Registration operates on a first-come, first-served basis, so it's important to act quickly as spaces are limited. Be sure to review all workshop details and confirm your availability before signing up. Registration remains open until training starts, so even if the registration is full, later registrants will be added to a waitlist.

Should the training not reach a specified minimum for participants up to a week before the training, the class may be cancelled.

Selection Model

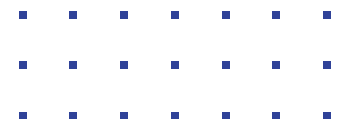
Our selection process is designed to be fair and accessible. Most workshops are open to everyone in order of registration. However, for certain workshops, we may ask for proof of skills or experience to ensure participants are prepared for the material. Additionally, a small number of spots are reserved for clients referred by our Workforce Development and Business Services teams to meet specific community needs.

Our training program is targeted at all community members, and so participant diversity and equity is important to ensure class advantages are distributed equally.

Further, any applicant in poor standing with the PATH program may risk not being selected for trainings due to previous poor attendance or behaviors.

Applicants should respect the equal accessibility of the registration process. PATH trainings are not a replacement for organizational trainings; it is discouraged for departments at public organizations to take advantage of our open registration process to secure spots as team trainings. Employees at public organizations can contact their Human Resources department to learn about their organization's training budget.

Required Application Documents



Form



Complete the full application to ensure we have all the information required. The Application can be found on the PATH page of the Tewatohnni'saktha website: Tewa.ca/path.

You will be notified via email if you have secured a spot in the workshop. If you applied for multiple workshops, you will receive a separate email for each application status.

Additional Documents



For certain advanced workshops, additional documentation may be required to ensure participants meet the necessary prerequisites.

This could include, but is not limited to the following:

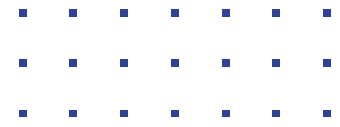
Letter of Support: A brief letter from your employer confirming your role and their support for your participation.

Proof of Skills: Evidence of prior experience or training relevant to the workshop, such as certificates, transcripts, or a portfolio of work.

Other Prerequisites: Specific requirements outlined in the workshop details, such as a completed application for related training or proof of employment.

Please review the workshop descriptions carefully to determine if additional documentation is needed. All required materials should be submitted at the time of registration to secure your spot.

Participant Expectations



Participants are expected to comply with the following expectations to remain eligible for future participation in trainings and to receive their *Certificate of Completion*.

Commitment

Participants are expected to attend all of their workshop sessions to ensure they gain the full benefit of the program and qualify for a *Certificate of Completion*.

Active participation during discussions, group activities, and assignments is encouraged to create a dynamic and collaborative learning environment.

Professionalism

Participants should come to trainings prepared for each session by reviewing any pre-workshop materials and completing assignments on time. Maintaining professionalism by being punctual, respectful to instructors and peers, and contributing positively to the learning atmosphere is essential.

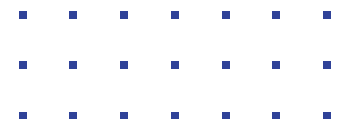
Behavior

There is zero-tolerance for harassing behavior directed toward fellow participants, instructors, or Tewatohnhi'saktha staff. Offending participants will be expelled from the training and barred from future participation.

Evaluations

Trainings and workshops may include evaluations and assessments on knowledge learned. To earn the PATH *Certificate of Completion*, participants must pass all evaluations and assignments administered by the instructor if applicable - not all trainings include evaluations.

Participant Feedback



To help us improve the program and tailor future offerings, participants are asked to provide feedback through end-of-workshop evaluations. Your insights are invaluable in ensuring the PATH program continues to meet the needs of the community effectively.

Post-Training



At the final class of each training, participants will be asked to fill out a feedback form about the specific training they took part in. The questions will cover satisfaction with what was learned, instructor effectiveness, and if the goals of the program were met.

Check-In



A check-in survey will be sent to participants to follow-up on their progress with their goals and how PATH may have helped them along the way. Questions will cover confidence in skills learned, possible applications, and current occupations.

Suggestions



The PATH page on tewa.ca features a “*Suggestion Box*”, a form for all community members to suggest improvements to the program or topics for upcoming training years. All feedback is welcome to improve upon and continue to strive for PATH to be an established and credible source for career and academic upskilling.

Contact Information



Workforce Development Coordinator

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