In-person and Online Training

September - December 2021

Moline

Leadership

Business & Soft Skills

Human Resources

Take charge of your development!

MRA training provides crucial skills with an interactive experience.

Questions: Registrations@mranet.org | 262.696.3319
Principles of Leadership Excellence*
CERTIFICATE SERIES

This series builds upon 18 leadership competencies. Learn how to communicate well with your team and respond when challenges arise. Discover how to make changes and adjustments so you don't lose sight of your goals. This series is beneficial for new or experienced leaders who have not had formal training, and team members being groomed for leadership positions.

<table>
<thead>
<tr>
<th>COURSE DETAILS:</th>
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<tbody>
<tr>
<td>It's highly encouraged to attend any leadership series in order. Each one builds on the previous skill set.</td>
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**Locations:**
Illinois/Iowa
Moline - MRA
3800 Avenue of the Cities, Suite 100
Moline, IL 61265

Denotes live online training

**FULL DAYS**
8:30 a.m. – 4:30 p.m.
$345 Member
$450 Nonmember
(unless noted)

**HALF DAYS**
8:30 a.m. – 12:00 p.m.
$245 Member
$320 Nonmember
(unless noted)

* HRCI HR credit and SHRM PDCs
** HRCI Business credit and SHRM PDCs

For all up-to-date training offerings visit: In-person: www.mranet.org/person-training | Online: www.mranet.org/learn-online
Please check online for current availability as programs may change.

Complete a 360 Degree Survey Analysis and DISC Communication Assessment to learn more about yourself.

Network and learn from other leaders while improving key leadership skills.

HAVE FUN in our highly interactive training series!

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## Frontline Leadership* Certificate Series

<table>
<thead>
<tr>
<th>FL 1 Motivation and Trust Building*</th>
<th>Moline</th>
<th>HALF DAYS</th>
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<tbody>
<tr>
<td>9/22</td>
<td>10/1 &amp; 10/8</td>
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<tr>
<td></td>
<td>11/2 &amp; 11/9</td>
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<tr>
<th>FL 2 Communication Skills*</th>
<th>10/6</th>
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<tr>
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<td>10/15 &amp; 10/22</td>
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<tr>
<td></td>
<td>11/16 &amp; 11/30</td>
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<tr>
<th>FL 3 Effective Training Techniques*</th>
<th>10/20</th>
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<tr>
<td></td>
<td>10/29 &amp; 11/5</td>
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<tr>
<td></td>
<td>12/7 &amp; 12/14</td>
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<table>
<thead>
<tr>
<th>FL 4 Resolving Conflict and Handling Difficult People Problems*</th>
<th>11/3</th>
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<tbody>
<tr>
<td></td>
<td>11/12 &amp; 11/19</td>
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<td>1/4 &amp; 1/11/2022</td>
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<tr>
<th>FL 5 Frontline Leadership Series Capstone: Tools for Success*</th>
<th>11/17</th>
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<tr>
<td></td>
<td>12/3 &amp; 12/10</td>
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<tr>
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<td>1/18 &amp; 1/25/2022</td>
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## Supervision Fundamentals*

| HALF DAYS | 11/3, 11/10, 11/17, 12/1, 12/8 & 12/15 |

## Organization Development (OD)* Certificate**

| 9/21, 10/5, & 10/19 |

## Coaching for Development: An Integrated Approach for Managers*

| 11/10 |

## Finance and Accounting for the Nonfinancial Leader**

| 8:30 - 11:30 a.m. | 12/3 |

## NEW! Half Day Emotional Intelligence: The Differentiator*

| 9/16 |

## Top Seller! Supervisor and the Law*

| 10:00 a.m. – 12:00 p.m. | 10/8, 10/15 & 10/22 |
| 10:00 a.m. – 12:00 p.m. | 12/1, 12/8, & 12/15 |
| 1:00 – 3:00 p.m. | 11/2, 11/9, & 11/16 |

For all up-to-date training offerings visit:
In-person: www.mranet.org/person-training
Online: www.mranet.org/learn-online
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NEW—Half Day Sessions!

Online half-day sessions for your convenience!

Leadership

Leading Remote & Hybrid Teams
Individual Workshops | 8:30 - 10:30 a.m.
Member $205 | Nonmember $265

09/21 Laying the Foundation for Team Results*

09/28 Defining Employee Success and Managing Expectations*

10/05 Building Trust From a Distance*

10/12 Facing Challenging Conversations on Camera*

10/19 Fostering Team Collaboration and Connections*

9/16 HALF DAY Emotional Intelligence: The Differentiator*

More leadership options on pages 2 & 3

Business & Soft Skills

Enhance Your Project Management Skills*
Member $260 | Nonmember $375

11/9 & 11/10 HALF DAYS

12/9 HALF DAY

Increasing Your Influence*

12/9

Unlock the Power of DiSC**

9/28 12/10 HALF DAY

More business and soft skills options on page 5

Human Resources

Drug and Alcohol Awareness for Supervisors*
10:00 – 11:15 a.m.
Member $130 | Nonmember $170

9/20 12/3

Onboarding: Creating a Program That Works*

9/21 9/21 HALF DAY

More human resources options on pages 6 & 7

The Leading Remote Teams Workshop was well organized, and the information was clear and balanced. The presenters were knowledgeable and well-spoken. A lot of ground was covered in two hours!

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business & soft skills

**Sharpen Your Skills**
Here are some skills employers look for:

- **Communication skills**
  - professional, writing, speaking, and listening capabilities
- **Team player**
  - supportive, accommodating, harmonious, collaborative
- **Attitude**
  - positivity, confidence, enthusiastic, optimistic
- **Interpersonal skills**
  - friendly, have self-control, warm, sociable

**Presentation Skills:**

“I love how we all made improvements and we received great feedback to make those improvements. Everything was explained well with awesome examples. I loved it!”

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Essentials of HR  
CERTIFICATE SERIES*  
Includes eLearning bundle  
Member $1,805 | Nonmember $2,355

9/22  
& 9/29
EHR 1  
HR and Employment Law Essentials*  
Day 1: 8:30 a.m. – 4:00 p.m.  
Day 2: 8:30 a.m. – 12:00 p.m.  
Member $680 | Nonmember $885

9/29
EHR 2  
HR’s Role in Performance Management and Documentation*  
12:30 – 4:00 p.m.  
Member $245 | Nonmember $320

10/6
EHR 3  
Effective Interviewing and Hiring*  
8:30 a.m. – 4:00 p.m.  
Member $390 | Nonmember $510

10/13  
EHR 4  
Total Rewards: Compensation Basics*  
8:30 a.m. – 12:00 p.m.  
Member $245 | Nonmember $320

10/13
EHR 5  
Total Rewards: Benefits Basics*  
12:30 – 4:30 p.m.  
Member $245 | Nonmember $320

Effective Interviewing and Hiring:  
“The content was very relevant for the situations we are currently seeing in the interview and hiring process. I would recommend this for those just starting to interview, and for those who have done it for a long time to make sure they’re keeping their skills and questions current.”

Please check online for current availability as programs may change.
Coaching Certificate*  
10/28 & 11/11

“Coaching Certificate was a great online learning experience with a good mix of small group time and instruction. While I prefer in-person training, overall this was a very positive learning opportunity.”

Drug and Alcohol Awareness for Supervisors*  
9/20 & 12/3

HR Overview for HR Assistants*  
9/17 & 9/24

HR Metrics: Impacting Business Results**  
9/9

Metrics Calculations - Webinar**  
10/25

NEW! Half Day  
Onboarding: Creating a Program That Works*  
9/21

FMLA Made Simple**  
Includes eLearning bundle  
9/15 & 12/7

I felt like FMLA Made Simple touched on everything related to FMLA without being overwhelming. I learned quite a few things I will bring back to my team.”

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Online: www.mranet.org/learn-online  
Please check online for current availability as programs may change.
School Governing Body and Officials:
MRA is fortunate to have a very dedicated and talented group of business leaders serving on our board of directors. These individuals assist in our ongoing efforts to provide outstanding training programs to our members.

Attendance:
Requirements for attendance and participation are defined in the specific program materials. Participants receive a certificate of completion when they complete the program.

Cancellation Policy
Attendee substitutions may be made at any time and are encouraged when the original registrant cannot attend. If you must cancel or reschedule, please notify us at least 24 hours prior to the start of the program to receive a full refund of the program. Cancellations or date changes made less than 24 hours prior to the start of the program will incur the full registration cost.

Authorized IACET Provider

MRA is accredited by the International Association for Continuing Education and Training (IACET). MRA complies with the ANSI/IACET Standard, which is recognized internationally as a standard of excellence in instructional practices. As a result of this accreditation, MRA is authorized to issue the IACET CEU.

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MRA - The Management Association    www.mranet.org    800.488.4845    Registrations@mranet.org