In-person and Online Training
Wisconsin
APRIL - JUNE 2022

TRANSFORM YOURSELF AND YOUR FUTURE
MRA Can Help
LEADERSHIP DEVELOPMENT • BUSINESS & SOFT SKILLS • HR TRAINING

www.mranet.org
Questions: Registrations@mranet.org | 262.696.3319
Lead your team to high performance.

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</th>
<th>WAUKESHA</th>
<th>MADISON</th>
<th>ONLINE</th>
<th>ONLINE HALF DAYS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• PLX2 Communicating for Results*</td>
<td>5/12 &amp; 5/26</td>
<td>5/5 &amp; 5/19</td>
<td>4/27 &amp; 5/11</td>
<td>6/10, 6/17, 6/24, &amp; 7/8</td>
<td></td>
</tr>
<tr>
<td>• PLX4 Training, Delegating, Coaching, and Managing Performance*</td>
<td>7/7, 7/21 &amp; 8/4</td>
<td>6/30, 7/14, &amp; 7/28</td>
<td>6/22, 7/6, &amp; 7/20</td>
<td>8/12, 8/19, 8/26, 9/9, 9/16, &amp; 9/23</td>
<td></td>
</tr>
<tr>
<td>• PLX5 Building Collaboration and Managing Conflict*</td>
<td>8/18 &amp; 9/1</td>
<td>8/11 &amp; 8/25</td>
<td>8/3 &amp; 8/17</td>
<td>9/30, 10/7, 10/14, &amp; 10/21</td>
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</tr>
<tr>
<td>• PLX6 Leading Change and Putting It All Together*</td>
<td>9/15</td>
<td>9/8</td>
<td>8/31</td>
<td>10/28 &amp; 11/4</td>
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</tbody>
</table>

COURSE DETAILS
It’s highly encouraged to attend any leadership series in order. Each one builds on the previous skill set.

For all up-to-date training of erings visit: In-person: www.mranet.org/in-person-training  Online: www.mranet.org/learn-online
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Learn to shine in your leadership position.

Frontline Leadership*  
CERTIFICATE SERIES

Both new and experienced leads will benefit from taking the Frontline Leadership Certificate Series. Using discussion, case studies, and skill practice, participants will learn the principles of motivation, interpersonal communication, influencing others, resolving conflict, and more.

<table>
<thead>
<tr>
<th>FL 1</th>
<th><strong>Motivation and Trust Building</strong>*</th>
<th>WAUKESHA</th>
<th>SHEBOYGAN FALLS</th>
<th>ONLINE-HALF DAYS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FL 2</th>
<th><strong>Communication Skills</strong>*</th>
<th>WAUKESHA</th>
<th>SHEBOYGAN FALLS</th>
<th>ONLINE-HALF DAYS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FL 3</th>
<th><strong>Effective Training Techniques</strong>*</th>
<th>WAUKESHA</th>
<th>SHEBOYGAN FALLS</th>
<th>ONLINE-HALF DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Training Techniques*</td>
<td>6/7</td>
<td>4/14</td>
<td>5/12 &amp; 5/19</td>
<td>7/13 &amp; 7/20</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FL 4</th>
<th><strong>Resolving Conflict and Handling Difficult People Problems</strong>*</th>
<th>WAUKESHA</th>
<th>SHEBOYGAN FALLS</th>
<th>ONLINE-HALF DAYS</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>FL 5</th>
<th><strong>Frontline Leadership Series Capstone: Tools for Success</strong>*</th>
<th>WAUKESHA</th>
<th>SHEBOYGAN FALLS</th>
<th>ONLINE-HALF DAYS</th>
</tr>
</thead>
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**FL 5: Frontline Leadership Series Capstone: Tools for Success** is a capstone course and the completion of FL 1 - 4 is required.

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LEADERSHIP SKILLS

Get the complete supervisory training you need.

**Leading Remote and Hybrid Teams Workshops***
*2-hour sessions starting 5/10 online*

<table>
<thead>
<tr>
<th>Week</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laying the Foundation for Team Results*</td>
<td></td>
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<td></td>
<td>5/10</td>
</tr>
<tr>
<td>Defining Employee Success and Managing Expectations*</td>
<td></td>
<td></td>
<td></td>
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<td>5/17</td>
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<tr>
<td>Building Trust From a Distance*</td>
<td></td>
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<td>5/24</td>
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<tr>
<td>Facing Challenging Conversations on Camera*</td>
<td></td>
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<td></td>
<td>6/7</td>
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<tr>
<td>Fostering Team Collaboration and Connections*</td>
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<td></td>
<td>6/14</td>
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</tbody>
</table>

**Supervision Fundamentals***

> 5/10, 5/17, & 5/24  
**Waukesha Full Days**

> 4/28, 5/5, & 5/12  
**Online Full Days**

> 4/13, 4/20, 4/27, 5/4, 5/11, & 5/18  
**Online Half Days**

> 6/7, 6/14, 6/21, 6/28, 7/12, & 7/19  
**Online Half Days**

**Top Seller! Supervisor and the Law***

> 4/8, 4/15, & 4/22  
**Online 2-hour Sessions**

> 6/8, 6/15, & 6/22  
**Online 2-hour Sessions**

For all up-to-date training offerings visit: In-person: [www.mranet.org/in-person-training](http://www.mranet.org/in-person-training)  Online: [www.mranet.org/learn-online](http://www.mranet.org/learn-online)

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LEADERSHIP SKILLS

Transform yourself into an outstanding leader.

**Drug & Alcohol Awareness for Supervisors**
- **Date**: 3/29
- **Location**: Online
- **Duration**: 1 1/2-hour Session

**Emotionally Intelligent Leader**
- **Date**: 5/11 & 5/18
- **Location**: Waukesha
- **Duration**: Half Days

**Finance and Accounting for the Nonfinancial Leader**
- **Date**: 5/20
- **Location**: Waukesha
- **Duration**: Half Day

**Negotiation Skills: Producing Win/Win Outcomes**
- **Date**: 5/18
- **Location**: Online
- **Duration**: Full Day

**Surviving as a New Leader: Making the Transition**
- **Date**: 3/31
- **Location**: Waukesha
- **Duration**: Full Day

I think this program was very useful, even two years into my management role. I wish I could have taken it sooner!"

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Upgrade your skills to rock star status.

Over half of leaders say soft skills are more important than hard skills. In order to succeed, employees need to learn communication, interpersonal skills, and how to be a team player with a positive attitude.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Format</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Email—Write It Right</strong></td>
<td>Half Day</td>
<td>4/29 Waukesha</td>
</tr>
<tr>
<td><strong>Business Writing for Impact: How to Write So People Will Read</strong></td>
<td>Full Day</td>
<td>4/26 Waukesha</td>
</tr>
<tr>
<td><strong>Communicating Assertively</strong></td>
<td>Half Day</td>
<td>4/19 Online</td>
</tr>
<tr>
<td><strong>Customer-centered Communications</strong></td>
<td>Full Day</td>
<td>4/7 Online</td>
</tr>
<tr>
<td><strong>Diplomacy and Tact</strong></td>
<td>Full Day</td>
<td>5/25 Online</td>
</tr>
<tr>
<td><strong>Enhance Your Professionalism</strong></td>
<td>Full Day</td>
<td>5/25 Waukesha</td>
</tr>
<tr>
<td><strong>Enhance Your Project Management Skills</strong></td>
<td>Half Day</td>
<td>5/3 &amp; 5/4 Online</td>
</tr>
</tbody>
</table>

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<thead>
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<th>Course</th>
<th>Format</th>
<th>Date</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td><strong>Presentation Skills</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td>Full Day</td>
<td>5/3</td>
<td><strong>Waukesha</strong></td>
</tr>
<tr>
<td><strong>Project Management: The Human and Technical View</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td>Full Days</td>
<td>4/6 &amp; 4/13</td>
<td><strong>Waukesha</strong></td>
</tr>
<tr>
<td><strong>Time Management: From Overwhelmed to Empowered</strong></td>
<td>Half Day</td>
<td>4/22</td>
<td><strong>Waukesha</strong></td>
</tr>
<tr>
<td><strong>Unlock the Power of DiSC®</strong></td>
<td>Half Day</td>
<td>6/23</td>
<td><strong>Online</strong></td>
</tr>
<tr>
<td><strong>Win Over Angry Customers Through Problem Solving</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td>Full Day</td>
<td>5/12</td>
<td><strong>Online</strong></td>
</tr>
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Make critical HR decisions with confidence, and protect your company from liability.

**Essentials of HR**

Attend this series, if you are new to HR or want to broaden or refresh your knowledge of HR administration.

- **EHR 1**
  - **HR and Employment Law Essentials**
  - 1 1/2 Days
  - 3/23 & 3/30 Waukesha
  - 5/19 & 5/26 Online

- **EHR 2**
  - **HR’s Role in Performance Management and Documentation**
  - Half Day
  - 3/30 Waukesha
  - 5/26 Online

- **EHR 3**
  - **Effective Interviewing and Hiring**
  - Full Day
  - 4/6 Waukesha
  - 6/2 Online

- **EHR 4**
  - **Total Rewards: Compensation Basics**
  - Half Day
  - 4/13 Waukesha
  - 6/9 Online

- **EHR 5**
  - **Total Rewards: Benefits Basics**
  - Half Day
  - 4/13 Waukesha
  - 6/9 Online

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I enjoyed learning the rules and regulations of being in HR. Overall, it was very detailed information, and those looking for an HR career path would love this training!
Managing HR is a big job with immense responsibilities. You need all the advantages you can get!

**HR Business Partner**

This certificate series is designed for experienced HR Professionals who want to work toward a strategic HR business partner role or current HR business partners who want to more effectively drive business results.

<table>
<thead>
<tr>
<th>HRBP 1</th>
<th>HR as Strategic Business Partner**</th>
<th>Full Days</th>
<th>4/27 &amp; 5/4 Waukesha</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRBP 2</td>
<td>HR Metrics: Impacting Business Results**</td>
<td>Full Day</td>
<td>5/11 Waukesha</td>
</tr>
</tbody>
</table>

**SERIES INCLUDES SUCCESS COACHING**—one-on-one consultation with a success coach is available for those taking the series.

**WEBINARS FOR YOUR CONVENIENCE**

Quick and convenient, every online training event we offer is packed with important skills you need to help advance your career and achieve your full potential.

| Diversity & Inclusion Conversations at Work: Step Out or Lean in?* | 1-hour Session | 4/12 Online |
| Interviewing Do's and Don'ts* | 1-hour Session | 4/28 Online |
| Metrics Calculations** | 1-hour Session | 6/21 Online |

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### HUMAN RESOURCES

<table>
<thead>
<tr>
<th>Event</th>
<th>Format</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaching Certificate*</td>
<td>Full Days</td>
<td>4/20 &amp; 5/4</td>
<td>Online</td>
</tr>
<tr>
<td>Conducting Workplace Investigations: Advanced Workshop*</td>
<td>Full Day</td>
<td>5/18</td>
<td>Waukesha</td>
</tr>
<tr>
<td>FMLA Made Simple*</td>
<td>Full Day</td>
<td>5/5</td>
<td>Waukesha</td>
</tr>
<tr>
<td>Workers’ Compensation Essentials for WI Employers*</td>
<td>Half Day</td>
<td>6/16</td>
<td>Waukesha</td>
</tr>
<tr>
<td>HR Overview for HR Assistants*</td>
<td>Half Days</td>
<td>3/31 &amp; 4/7</td>
<td>Online</td>
</tr>
<tr>
<td>Onboarding: Creating a Program That Works*</td>
<td>Half Day</td>
<td>5/20</td>
<td>Online</td>
</tr>
<tr>
<td>Recruiting Essentials*</td>
<td>Half Day</td>
<td>5/6</td>
<td>Online</td>
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</table>

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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.

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Follow MRA on social media and stay connected to your career goals. MRA is your go-to source to get up-to-date information and resources for career growth, learning, and development.

MRA Offices

Wisconsin Training Locations

WISCONSIN

MRA Training Center
N19 W24350 Riverwood Drive
Waukesha, WI 53188

Bemis Corporate Training Center
W2940 Old CTH PP Plant E
Sheboygan Falls, WI 53085

Herzing University
5218 East Terrace Drive
Madison, WI 53718

Racine Area Mfgs. & Commerce (RAMAC)
300 5th Street
Racine, WI 53403

Times vary
$300 Member
$400 Nonmember

Half Day class times vary:
8:30 a.m. – 12:00 p.m.
$250 Member
$350 Nonmember

Prices and times may vary. For all up-to-date training of erings visit: In-person: www.mranet.org/in-person-training Online: www.mranet.org/learn-online

Not sure what training to choose?
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Any MRA program can be delivered ONSITE at YOUR LOCATION!

MRA can tailor any program to your organization and its unique objectives.

Learn More >