In-person and Online Training

Minnesota

JULY - SEPTEMBER 2022

TRANSFORM YOURSELF
AND YOUR FUTURE

MRA Can Help

LEADERSHIP DEVELOPMENT • BUSINESS & SOFT SKILLS • HR TRAINING
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>Description</th>
<th>ONLINE</th>
<th>ONLINE HALF DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLX1</td>
<td>Trust and Influence*</td>
<td>7/13 &amp; 7/27</td>
<td>8/4, 8/11, 8/18, &amp; 8/25</td>
</tr>
<tr>
<td>PLX2</td>
<td>Communicating for Results*</td>
<td>8/10 &amp; 8/24</td>
<td>9/1, 9/8, 9/15, &amp; 9/22</td>
</tr>
<tr>
<td>PLX3</td>
<td>Culture, Motivation, and Aligning Goals With Strategies*</td>
<td>9/7 &amp; 9/21</td>
<td>9/29, 10/6, 10/13, &amp; 10/20</td>
</tr>
<tr>
<td>PLX4</td>
<td>Training, Delegating, Coaching, and Managing Performance*</td>
<td>10/5, 10/19, &amp; 11/2</td>
<td>10/27, 11/3, 11/10, 11/17, 12/1, &amp; 12/8</td>
</tr>
<tr>
<td>PLX5</td>
<td>Building Collaboration and Managing Conflict*</td>
<td>11/16 &amp; 11/30</td>
<td>12/15/2022, 1/5, 1/12, &amp; 1/19/2023</td>
</tr>
<tr>
<td>PLX6</td>
<td>Leading Change and Putting It All Together*</td>
<td>12/14</td>
<td>1/26 &amp; 2/2/2023</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](http://www.mranet.org/in-person-training)  Online: [www.mranet.org/learn-online](http://www.mranet.org/learn-online)

Please check online for current availability, as programs may change.

**REGISTER TODAY!**  [www.mranet.org](http://www.mranet.org)  262.696.3319  Registrations@mranet.org
LEADERSHIP SKILLS

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>COURSE DETAIL</th>
<th>GOLDEN VALLEY</th>
<th>ONLINE HALF DAYS</th>
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<tbody>
<tr>
<td>FL 1</td>
<td>Motivation and Trust Building*</td>
<td>8/10</td>
</tr>
<tr>
<td>FL 2</td>
<td>Communication Skills*</td>
<td>8/17</td>
</tr>
<tr>
<td>FL 3</td>
<td>Effective Training Techniques*</td>
<td>8/24</td>
</tr>
<tr>
<td>FL 4</td>
<td>Resolving Conflict and Handling Difficult People Problems*</td>
<td>8/31</td>
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<tr>
<td>FL 5</td>
<td>Frontline Leadership Series Capstone: Tools for Success*</td>
<td>9/7</td>
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</tbody>
</table>

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262.696.3319  
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Get the complete supervisory training you need.

**Leading Remote and Hybrid Teams Workshops**

2-hour sessions starting 9/22 online

<table>
<thead>
<tr>
<th>Week</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tr>
<td>Laying the Foundation for Team Results*</td>
<td>9/22</td>
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<tr>
<td>Defining Employee Success and Managing Expectations*</td>
<td>9/29</td>
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<tr>
<td>Building Trust From a Distance*</td>
<td>10/6</td>
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<tr>
<td>Facing Challenging Conversations on Camera*</td>
<td>10/13</td>
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<tr>
<td>Fostering Team Collaboration and Connections*</td>
<td>10/20</td>
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**Supervision Fundamentals**

- 7/12, 7/19, & 7/26
  - Golden Valley
  - Full Days

- 9/22, 9/29, 10/6, 10/13, 10/20, & 10/27
  - Golden Valley
  - Half Days

- 9/27, 10/4, & 10/11
  - Mankato
  - Full Days

**Supervisor and the Law**

- 7/26, 8/2, & 8/9
  - Online (3) 2-hour Sessions

- 9/14, 9/21, & 9/28
  - Online (3) 2-hour Sessions

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- Online: [www.mranet.org/learn-online](http://www.mranet.org/learn-online)

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- Registrations@mranet.org

**MRA**

Where HR Means Business.
LEADERSHIP SKILLS

Transform yourself into an outstanding leader.

**Diplomacy and Tact**
- **9/20**
- **Golden Valley**
- Full Day

**Surviving as a New Leader: Making the Transition**
- **9/13**
- **Online**
- Full Day

BUSINESS & SOFT SKILLS

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 team players with a positive attitude.

**Communicating Assertively**
- **9/23**
- **Online**
- Half Day

**Delivering Exceptional Service**
- **9/27**
- **Online**
- Half Day

**Enhance Your Professionalism**
- **8/24**
- **Online**
- Full Day

**Enhance Your Project Management Skills**
- **8/10 & 8/11**
- **Online**
- Half Days

**Unconscious Bias: Understanding the Impact in the Workplace**
- **7/12**
- **Online**
- Half Day

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- Online: [www.mranet.org/learn-online](http://www.mranet.org/learn-online)

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HR Business Partner**

This certificate series is designed for experienced HR professionals who want to develop 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>8/24 &amp; 8/31 Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRBP 2</td>
<td>HR Metrics: Impacting Business Results**</td>
<td>Full Day</td>
<td>9/7 Online</td>
</tr>
</tbody>
</table>

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

HR Certification Preparation

**aPHR Certification Preparation**

Upskill your talents and prepare for your Associate Professional in Human Resources (aPHR) exam. No HR experience? Need an HR overview? This is ideal for you!

| 7 Sessions | 9/12 to 10/24 Online | 1:00 - 2:30 p.m. |

**PHR/SPHR Certification Preparation**

Advance your career by getting your PHR/SPHR Certification! Our certified experts will share effective test-taking strategies, practice sample test questions, and provide a holistic framework for understanding how information can be applied to the exam.

| 6 Sessions | 8/16 to 10/25 Online | 1:00 - 2:30 p.m. |
| 8/23 to 11/1 Online | 5:30 - 7:00 p.m. |

Employers looking for HR professionals will often include PHR/SPHR Certification as “preferred” or a “strong plus.”

31.6% greater pay
Get higher pay than someone without a certification.

25% greater chance of promotion
HR certification positively influences your chances of being promoted.

Stay competitive in today’s market. Earning your credential makes you a recognized expert in the HR field and a valuable asset to your organization.
Courses for various experience levels and topic areas for all your training needs!

**Conducting Workplace Investigations: Advanced Workshop***
- Full Day
- 9/20 Golden Valley

**FMLA Made Simple***
- NOW in Half Days
- 8/25 & 9/1 Online

**Onboarding: Creating a Program That Works***
- Full Day
- 9/16 Online

**Organization Development (OD) Certificate**
- Full Days
- 9/20, 10/4, & 10/18 Online

**Recruiting Essentials***
- Half Day
- 8/18 Online

“...I really liked the opportunity to develop an outline for an onboarding program. I was able to accomplish this task while learning at the same time.”
Minnesota Training Locations

MINNESOTA
MRA’s new MN office will be opening this summer!

MRA Training Center
5980 Golden Hills Drive*
Golden Valley, MN 55416
*Please refer to course confirmation for temporary training locations until then.

Schwickert’s Tecta America
330 Poplar Street
Mankato, MN 56001

Opportunity Matters, Inc.
701 23rd Street South
Sartell, MN 56377

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

FULL DAYS
8:30 a.m. - 4:30 p.m.
$360 Member
$465 Nonmember

HALF DAYS
Times vary
$255 Member
$330 Nonmember

Half-day class times vary:
They can run from 8:30 a.m. – 12:00 p.m.,
8:30 a.m. – 12:30 p.m., 12:30 – 4:00 p.m., or 1:30 – 4:00 p.m.

Prices and times may vary. All courses are held in Central time zone.
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 which training to choose?
Contact MRA’s Registrations Team for a recommendation:
262.696.3319 or Registrations@mranet.org.

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 eforts 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.

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.

REMEMBER!
Any MRA program can be delivered ONSITE at YOUR LOCATION!
MRA can tailor any program to your organization and its unique objectives.
Learn More! >