

In-person and Online Training

Minnesota

JANUARY - MARCH 2023



Growing People To Help Your Organization Thrive

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.

		ONLINE	ONLINE HALF DAYS
PLX1	<u>Trust and Influence*</u>	3/28 & 4/11	1/25, 2/1, 2/8, & 2/15
PLX2	<u>Communicating for Results*</u>	4/25 & 5/9	2/22, 3/1, 3/8, & 3/15
PLX3	<u>Culture, Motivation, and Aligning Goals With Strategies*</u>	5/23 & 6/6	3/22, 3/29, 4/5, & 4/12
PLX4	<u>Training, Delegating, Coaching, and Managing Performance*</u>	6/20, 7/11, & 7/25	4/19, 4/26, 5/3, 5/10, 5/17, & 5/24
PLX5	<u>Building Collaboration and Managing Conflict*</u>	8/8 & 8/22	5/31, 6/7, 6/14, & 6/21
PLX6	<u>Leading Change and Putting It All Together*</u>	8/29	6/28 & 7/12

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 offerings visit: In-person: www.mranet.org/in-person-training Online: www.mranet.org/learn-online

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

REGISTER TODAY!



www.mranet.org



262.696.3319



Registrations@mranet.org

Learn to shine in your leadership position.

Frontline Leadership*

CERTIFICATE SERIES

REGISTER TODAY!

Both new and experienced leaders will benefit from taking the Frontline Leadership Certificate Series. Learn the principles of motivation, interpersonal communication, influencing others, resolving conflict, and more.

	GOLDEN VALLEY	ONLINE HALF DAYS
FL 1 <u>Motivation and Trust Building*</u>	2/8	2/13 & 2/20
FL 2 <u>Communication Skills*</u>	2/15	2/27 & 3/6
FL 3 <u>Effective Training Techniques*</u>	2/22	3/13 & 3/20
FL 4 <u>Resolving Conflict and Handling Difficult People Problems*</u>	3/1	3/27 & 4/3
FL 5 <u>Frontline Leadership Series Capstone: Tools for Success*</u>	3/8	4/10 & 4/17

COURSE DETAILS

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

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.

Coaching for Development*

Full Day

2/23 Online

Drug and Alcohol Awareness for Supervisors*

1-hour Session

3/29 Online

Emotionally Intelligent Leader*

Half Days

3/16 & 3/23 Online

Surviving as a New Leader: Making the Transition*

Full Day

2/14 Online

Full Day

3/22 Golden Valley

Supervision Fundamentals*

- | | | | |
|---------------------------------------|------------------|--------------------------------------|-------------------------|
| > 1/12, 1/19, 1/26, 2/2, 2/9, & 2/16 | Online Half Days | > 1/31, 2/7, 2/14, 2/21, 2/28, & 3/7 | Golden Valley Half Days |
| > 2/17, 2/24, 3/3, 3/10, 3/17, & 3/24 | Online Half Days | > 3/2, 3/9, & 3/16 | Golden Valley Full Days |
| > 1/24, 1/31, & 2/7 | Online Full Days | > 3/29, 4/5, & 4/12 | Golden Valley Full Days |
| > 3/14, 3/21, & 3/28 | Online Full Days | > 4/26, 5/3, & 5/10 | Sartell Full Days |

Supervisor and the Law*

- | | |
|---------------------|------------------------|
| > 1/27, 2/3, & 2/10 | Online 2-hour Sessions |
| > 3/23, 3/30, & 4/6 | Online 2-hour Sessions |

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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, team members need to learn communication, interpersonal skills, and how to be a team player with a positive attitude.

Business Writing for Impact: How to Write So People Will Read*

Full Day

2/22 Online

Communicating Assertively*

Half Day

2/21 Online

Delivering Exceptional Service

Half Day

3/2 Online

Enhance Your Professionalism

Full Day

2/28 Online

Increasing Your Influence*

Half Day

3/22 Online

Mastering Challenging Conversations to Resolve Conflict*

Half Day

1/24 Online

Time Management: From Overwhelmed to Empowered

Half Day

2/17 Online

Unlock the Power of DiSC®* Invite Your Whole Team!

Half Day

3/10 Online

HUMAN RESOURCES

Make critical HR decisions with confidence, and protect your company from liability.

Essentials of HR*

CERTIFICATE
SERIES

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*

3 Half Days

1/25, 2/1, & 2/8 Online

EHR 2

HR's Role in Performance Management and Documentation*

Half Day

2/15 Online

EHR 3

Effective Interviewing and Hiring*

Half Day

2/22 Online

EHR 4

Total Rewards: Compensation Basics*

Half Day

3/1 Online

EHR 5

Total Rewards: Benefits Basics*

Half Day

3/8 Online



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HUMAN RESOURCES

Managing HR is a big job with immense responsibilities. You need all the advantages you can get!

HR Business Partner**

CERTIFICATE
SERIES

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.

HRBP 1

HR as Strategic Business Partner**

Full Days

3/14 & 3/21 Online

HRBP 2

HR Metrics: Impacting Business Results**

Full Day

3/28 Online

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

Conducting Workplace Investigations*

Full Day

3/8 Golden Valley

FMLA Made Simple*

Half Days

3/2 & 3/9 Online

HR Overview for HR Assistants*

Half Days

3/31 & 4/7 Online

Onboarding: Creating a Program That Works*

Half Day

1/31 Online

Organization Development (OD) Certificate**

3 Full Days

3/1, 3/15, & 3/29 Online

Recruiting Essentials*

Half Day

1/24 Online

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

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HR Certification Preparation

aPHR Certification Preparation

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

7 Sessions

3/6 to 4/17 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

2/7 to 4/18 Online

1:00 - 2:30 p.m.

2/14 to 4/25 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.

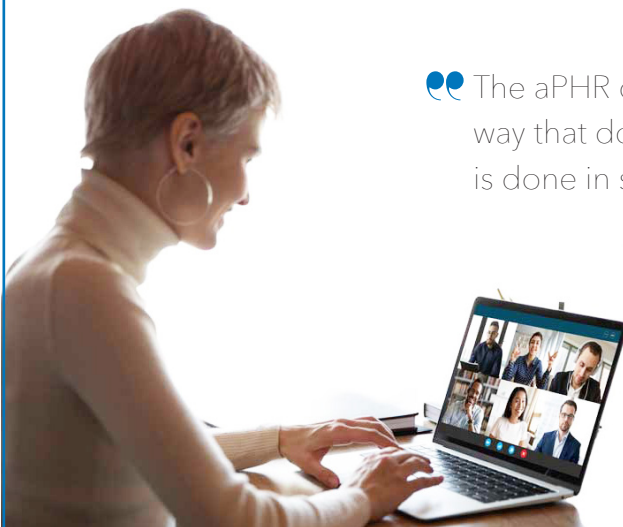


25% greater chance of promotion

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.



“The aPHR content is easy to follow and presented in a way that doesn't feel overwhelming. I like that the review is done in small chunks to help digest a little at a time.”

Minnesota Training Locations

MINNESOTA

MRA Training Center **NOW OPEN!**

5980 Golden Hills Drive
Golden Valley, MN 55416

Opportunity Matters, Inc.

701 23rd Street South
Sartell, MN 56377

FULL DAYS

8:30 a.m. – 4:30 p.m.
\$375 Member
\$485 Nonmember

HALF DAYS

Times vary
\$265 Member
\$345 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., or 1:00 – 4:30 p.m.*



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



MRA Offices

Waukesha, WI

N19 W24350 Riverwood Drive
Waukesha, WI 53188
262.523.9090

NOW OPEN!

Golden Valley, MN

5980 Golden Hills Drive
Golden Valley, MN 55416
763.253.9100

Schaumburg, IL

1933 North Meacham Road
Suite 525
Schaumburg, IL 60173
847.963.9860

Moline, IL

3800 Avenue of the Cities
Suite 100
Moline, IL 61265
309.764.8354

Prices and times may vary. Pricing for series and multi-day courses are available online. All courses are held in Central time zone. For all up-to-date training offerings 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 efforts to provide outstanding training programs to our members.

MN School Licensing

MRA – The Management Association is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227, 651.642.0567, www.ohe.state.mn.us.

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 - Important Change!

Please be advised, MRA will begin a late cancellation policy in January 2023. If you must cancel or reschedule an upcoming training event, please notify MRA Registrations **at least 24 business hours before** the scheduled start time of the program. Failure to give 24 hours' notice means **your organization will be charged the full registration fee for the training and will not be eligible for any credit or refunds when rescheduling your new training date**. For more details, please [click here](#). Attendee substitutions are encouraged if the original registrant cannot attend and may be made up to 24 hours before the scheduled class time. **MN Only: The policy on the next page applies to programs greater than 40 hours.**

Compliments/Concerns

Participants may contact Cassie Stramowski, Manager, Learning & Development, Operations with any compliments and concerns. Cassie can be reached at 262.696.3656 or Cassandra.Stramowski@mranet.org; or contact Registrations at 800.488.4845 or Registrations@mranet.org.



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.



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! >](#)

MN School Licensing Refund Policy

Programs greater than 40 hours with a written contract or enrollment agreement

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are canceling your contract within 5 business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give notice more than 5 days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided a prorated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the less or 25% of the total tuition or \$100. Proration is based on whether your program is term-based or clock hours and how much of the program you have completed.

If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (.XX).

If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (.XX) If you withdraw from your program after 75.00% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been handdelivered to the school. Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official (defined by school's Student Right to Cancel policy).

If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contact the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the student's intent, the student must contact the school.

You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.



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LOCATION!**

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

[Learn More! >](#)