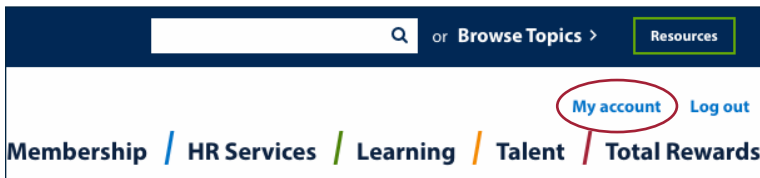


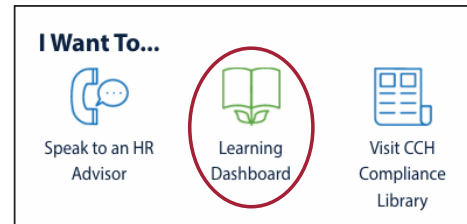
HOW TO RESCHEDULE TRAINING

1. Log in to your account on the MRA website: www.mranet.org and click on My Account.



If you are logging into your account for the first time, please use the Reset Password option to set the password for your account. Your account has already been created for you when you were registered.

2. Click on Learning Dashboard on your User Dashboard.



3. Click on My Learning Activities on your Learning Dashboard.



4. Click on the course that you need to reschedule.

5. Scroll down to see the class schedule to determine which date you would like to attend instead.

Surviving as a New Leader: Making the Transition

This workshop is for those new to their leadership role and who may be struggling with the work and social changes brought about by their promotion. This program helps you transition from doing the work to leading the work. You will develop a transition plan with short-term and long-term goals to help you succeed as a leader.

Learning Objectives:

- Manage relationships with your peers, manager, and direct reports.
- Become more effective at leading former peers.
- Understand communication styles and how to adapt to other styles.
- Use active listening skills.
- Develop and build trust with those you lead.
- Understand what motivates people and leverage that to increase engagement and productivity.
- Correct poor work or behaviors.

This training includes:

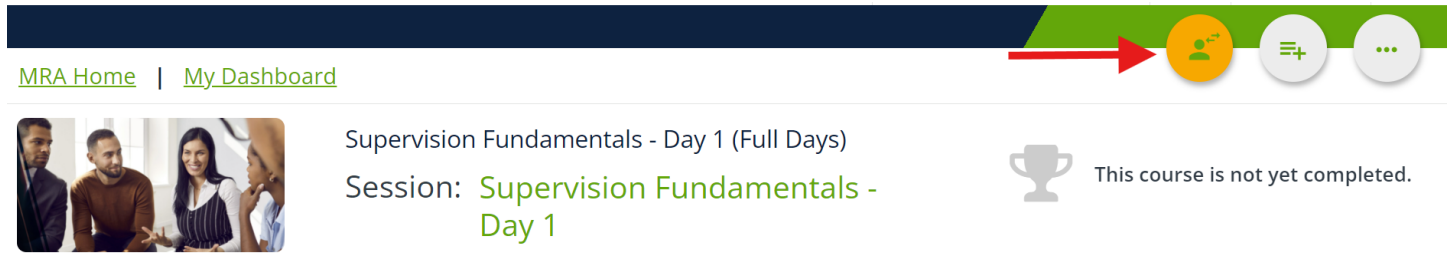
- Pre-class assignment: Communication Styles Self-Assessment (15-20 minutes)
- Class instruction: 8:30 a.m. - 4:30 p.m.

Who Should Attend: Newly promoted or soon-to-be promoted managers and supervisors.

2024 Schedule

Date, Start Time, and Location	Calendar Invite
6/5/24 at 8:30 a.m. CT Live Online (Zoom)	Add to Calendar

6. Scroll up to click on the orange button in the upper right corner to reschedule.

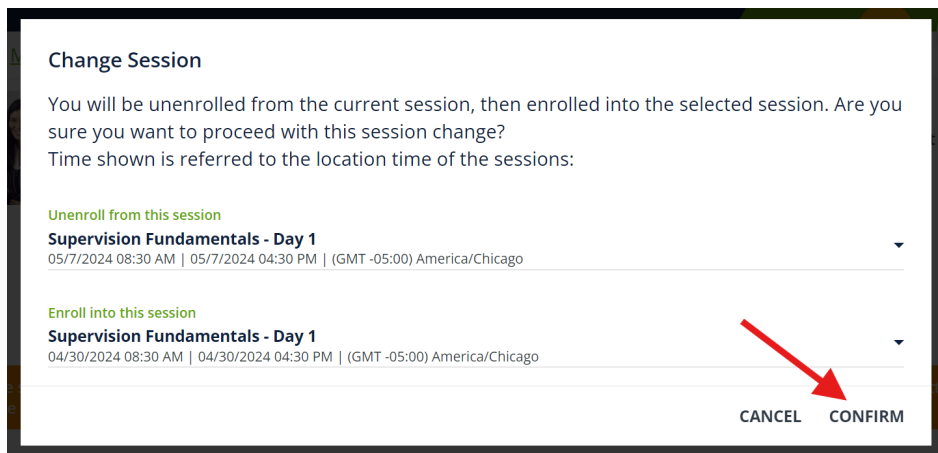


MRA Home | My Dashboard

Supervision Fundamentals - Day 1 (Full Days)
Session: **Supervision Fundamentals - Day 1**

This course is not yet completed.

7. A box will appear showing the course you are currently enrolled in and which option you will be attending instead. To select the new option, click on the drop-down menu and select the date you selected from the schedule in the course description.



Change Session

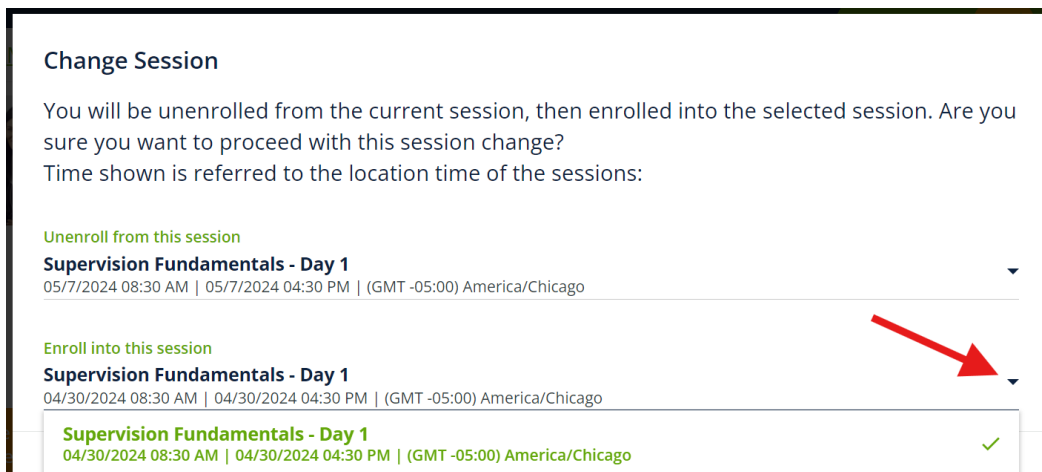
You will be unenrolled from the current session, then enrolled into the selected session. Are you sure you want to proceed with this session change?
Time shown is referred to the location time of the sessions:

Unenroll from this session
Supervision Fundamentals - Day 1
05/7/2024 08:30 AM | 05/7/2024 04:30 PM | (GMT -05:00) America/Chicago

Enroll into this session
Supervision Fundamentals - Day 1
04/30/2024 08:30 AM | 04/30/2024 04:30 PM | (GMT -05:00) America/Chicago

CANCEL CONFIRM

8. Click on Confirm and you will receive a new confirmation email with the information for the new session you are registered to attend.



Change Session

You will be unenrolled from the current session, then enrolled into the selected session. Are you sure you want to proceed with this session change?
Time shown is referred to the location time of the sessions:

Unenroll from this session
Supervision Fundamentals - Day 1
05/7/2024 08:30 AM | 05/7/2024 04:30 PM | (GMT -05:00) America/Chicago

Enroll into this session
Supervision Fundamentals - Day 1
04/30/2024 08:30 AM | 04/30/2024 04:30 PM | (GMT -05:00) America/Chicago

Supervision Fundamentals - Day 1
04/30/2024 08:30 AM | 04/30/2024 04:30 PM | (GMT -05:00) America/Chicago ✓