

# In-person and Online Training Wisconsin



**Strong Performers.  
Top Leaders.**

**JULY – DECEMBER 2024**

Equip leaders to develop high-performing teams.

## Principles of Leadership Excellence Plus\*

### CERTIFICATE SERIES

This series provides opportunities to adopt the skills, behaviors, and knowledge needed for effective, successful people leadership. Participants unlock their understanding of self to connect with others and then apply their leadership within the context of the organization, the business environment, and their communities.

		WAUKESHA				
PLX1	<u>Building Trust and Relationships*</u>	6/11	7/24	8/13	9/19	11/6
PLX2	<u>Communicating Clearly for Results*</u>	6/25	8/7	8/27	10/3	11/20
PLX2	<u>Navigating Conflict*</u>	7/9	8/21	9/10	10/24	12/4
PLX3	<u>Fostering Culture and Motivation for Engagement*</u>	7/23	9/4	9/24	10/31	12/18
PLX4	<u>Setting Expectations and Coaching for Success*</u>	8/6	9/18	10/8	11/14	1/8/2025
PLX4	<u>Managing Talent for Performance*</u>	8/20	10/2	10/22	12/5	1/22/2025
PLX5	<u>Creating Collaboration and Effective Teams*</u>	9/10	10/16	11/5	12/19	2/5/2025
PLX6	<u>Leading and Thriving Through Change*</u>	9/24	10/30	11/19	1/16/2025	2/19/2025

### COURSE DETAILS

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

**REGISTER TODAY!**

[www.mranet.org](http://www.mranet.org)
[262.696.3319](tel:262.696.3319)
[Registrations@mrnet.org](mailto:Registrations@mrnet.org)

## LEADERSHIP SKILLS

Leadership is all about helping others succeed.

### Principles of Leadership Excellence Plus\*

#### CERTIFICATE SERIES

		MADISON	SHEBOYGAN FALLS	ONLINE	ONLINE HALF DAYS
PLX1	<u>Building Trust and Relationships*</u>	10/10	9/17	8/28 11/19	7/9 & 7/16 10/17 & 10/24
PLX2	<u>Communicating Clearly for Results*</u>	10/24	10/1	9/11 12/3	7/23 & 7/30 10/31 & 11/7
	<u>Navigating Conflict*</u>	11/7	10/15	9/25 12/17	8/6 & 8/13 11/14 & 11/21
PLX3	<u>Fostering Culture and Motivation for Engagement*</u>	11/21	10/29	10/9 1/7/2025	8/20 & 8/27 12/5 & 12/12
PLX4	<u>Setting Expectations and Coaching for Success*</u>	12/12	11/12	10/23 1/21/2025	9/10 & 9/17 12/19 & 1/9/2025
	<u>Managing Talent for Performance*</u>	1/9/2025	12/3	11/6 2/4/2025	9/24 & 10/1 1/16 & 1/23/2025
PLX5	<u>Creating Collaboration and Effective Teams*</u>	1/23/2025	12/17	11/20 2/18/2025	10/8 & 10/15 1/30 & 2/6/2025
PLX6	<u>Leading and Thriving Through Change*</u>	2/6/2025	1/7/2025	12/4 3/4/2025	10/22 & 10/29 2/13 & 2/20/2025

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

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262.696.3319



[Registrations@mrnet.org](mailto:Registrations@mrnet.org)

Learn to shine in your leadership position.

## **Frontline Leadership\***

### CERTIFICATE SERIES

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.

	WAUKESHA			
FL 1 <b><u>Motivation and Trust Building*</u></b>	8/7	9/19	10/7	11/12
FL 2 <b><u>Communication Skills*</u></b>	8/14	9/26	10/14	11/19
FL 3 <b><u>Effective Training Techniques*</u></b>	8/21	10/3	10/21	12/3
FL 4 <b><u>Resolving Conflict and Handling Difficult People Problems*</u></b>	8/28	10/10	10/28	12/10
FL 5 <b><u>Capstone: Tools for Success*</u></b>	9/11	10/24	11/4	12/17

### COURSE DETAILS

It's highly encouraged to attend any leadership series in order. Each one builds on the previous skill set. The completion of FL 1 - 4 is required to take *FL 5: Capstone: Tools for Success*.

For all up-to-date training offerings, browse here: [learn.mranet.org/learn/catalog](https://learn.mranet.org/learn/catalog)

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

Find your strength; leadership knows no boundaries.

## **Frontline Leadership\***

### CERTIFICATE SERIES

You may be team leaders, seniors, leads, coordinators, leaders of work groups, or simply "go-to" people on your team. You may be doing the work while providing leadership direction. Learn the principles of motivation, interpersonal communication, influencing others, resolving conflict, and more.

	NEENAH	RACINE (LIMITED SPOTS AVAILABLE)	ONLINE HALF DAYS
FL 1 <b><u>Motivation and Trust Building*</u></b>	10/17	9/18	6/13 & 6/20 9/24 & 10/1 11/8 & 11/15
FL 2 <b><u>Communication Skills*</u></b>	10/24	9/25	6/27 & 7/11 10/8 & 10/15 11/22 & 12/6
FL 3 <b><u>Effective Training Techniques*</u></b>	10/31	10/2	7/18 & 7/25 10/22 & 10/29 12/13 & 12/20
FL 4 <b><u>Resolving Conflict and Handling Difficult People Problems*</u></b>	11/7	10/9	8/1 & 8/8 11/5 & 11/12 1/10 & 1/17/2025
FL 5 <b><u>Capstone: Tools for Success*</u></b>	11/21	10/16	8/15 & 8/22 11/19 & 12/3 1/24 & 1/31/2025

### COURSE DETAILS

It's highly encouraged to attend any leadership series in order. Each one builds on the previous skill set. The completion of FL 1 - 4 is required to take FL 5: *Capstone: Tools for Success*.

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## LEADERSHIP SKILLS

A leader knows the way, goes the way, and shows the way.

### **Leading Remote and Hybrid Teams Workshops\***

Starts 9/20 Online, 2-hour Sessions

Week 1 2 3 4 5

**Laying the Foundation for Team Results\*** ● 9/20

**Defining Employee Success and Managing Expectations\*** ● 9/27

**Building Trust From a Distance\*** ● 10/4

**Facing Challenging Conversations on Camera\*** ● 10/11

**Fostering Team Collaboration and Connections\*** ● 10/18

### **Supervision Fundamentals\***

> 6/11, 6/18, 6/25, 7/2, 7/9, & 7/16 Online Half Days

> 8/14, 8/21, 8/28, 9/4, 9/11, & 9/18 Online Half Days

> 10/2, 10/9, 10/16, 10/23, 10/30, & 11/6 Online Half Days

> 7/18, 7/25, & 8/1 Online Full Days

> 9/17, 9/24, & 10/1 Online Full Days

> 12/3, 12/10, & 12/17 Online Full Days

> 7/23, 7/30, & 8/6 Waukesha Full Days

> 8/15, 8/22, & 8/29 Waukesha Full Days

> 9/18, 9/25, & 10/2 Waukesha Full Days

> 11/20, 12/4, & 12/19 Waukesha Full Days

### **Supervisor and the Law\***

> 7/23, 7/30, & 8/6 Online 2-hour Sessions

> 9/27, 10/4, & 10/11 Online 2-hour Sessions

> 10/28, 11/4, & 11/11 Online 2-hour Sessions

> 12/5, 12/12, & 12/19 Online 2-hour Sessions

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## LEADERSHIP SKILLS

Transform yourself into an outstanding leader.

### **Career Conversations for Managers\***

**10/31 Waukesha**

Full Day

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

**11/13 Online**

Full Day

### **Drug and Alcohol Awareness for Supervisors\***

**12/9 Online**

1-hour 15-min. Session

### **Emotionally Intelligent Leader\***

**10/30 & 11/6 Online  
12/6 & 12/13 Waukesha**

Half Days

### **Enhance Your Critical Thinking Skills\***

**7/24 Online**

**12/5 Online**

Half Day

### **Finance and Accounting for the Nonfinancial Leader\*\***

**10/9 Waukesha**

Half Day

### **Problem Solving to Improve Work Processes\***

**11/20 Online**

Half Day

### **Project Management: The Human and Technical View\***

**10/1 & 10/8 Waukesha**

Full Days

### **Surviving as a New Leader: Making the Transition\***

**9/11 Online  
10/15 Waukesha  
12/10 Online**

Full Day

For all up-to-date training offerings, browse here: [learn.mranet.org/learn/catalog](http://learn.mranet.org/learn/catalog)

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# Up your skills to be a confident communicator.

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 Email—Write It Right**

**10/25 Online**

Half Day

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

**7/17 Online**

**11/14 Online**

Full Day

### **Communicating Assertively\***

**9/25 Online**

**12/18 Online**

Half Day

### **Customer-centered Communications**

**10/2 Online**

Full Day

### **Delivering Exceptional Service**

**9/12 Online**

Half Day

### **Diplomacy and Tact\***

**10/23 Waukesha**

**12/12 Online**

Full Day

### **Enhance Your Professionalism**

**8/29 Online**

**11/21 Waukesha**

Full Day

### **Enhance Your Project Management Skills\***

**7/31 & 8/1 Online**

**12/10 & 12/11 Online**

Half Days

### **Increasing Your Influence\***

**11/13 Online**

Half Day



## BUSINESS & SOFT SKILLS

### Internal Auditing for ISO-Based Systems

9/11 & 9/18 Waukesha

Full Days

### Mastering Challenging Conversations to Resolve Conflict\*

10/16 Online

Half Day

### Negotiation Skills: Producing Win/Win Outcomes\*

12/4 Online

Full Day

### Presentation Skills\*

8/29 Waukesha  
11/12 Waukesha

Full Day

### Strategic Planning Essentials: Understanding the Process and Execution of Your Future Plans\*\*

11/13 Online

Half Day

### Time Management: From Overwhelmed to Empowered

8/13 Online  
10/18 Waukesha  
11/21 Online

Half Day

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

12/19 Online

Half Day

### Win Over Angry Customers Through Problem Solving

12/11 Online

Full Day

**REGISTER TODAY!**

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Success is always a learning process.

### **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\***

**9/17 & 9/24 Waukesha**

1½ Days

**10/25, 11/1, & 11/8 Online**

3 Half Days

EHR 2

#### **HR's Role in Performance Management and Documentation\***

**9/24 Waukesha**

**11/15 Online**

Half Day

EHR 3

#### **Effective Interviewing and Hiring: Hire the Right Person in the Right Ways\***

**10/1 Waukesha**

**11/22 Online**

Half Day

EHR 4

#### **Total Rewards: Compensation Basics\***

**10/8 Waukesha**

**12/6 Online**

Half Day

EHR 5

#### **Total Rewards: Benefits Basics\***

**10/8 Waukesha**

**12/13 Online**

Half Day

## HUMAN RESOURCES

Every day is a learning opportunity!

### **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\*\***

**8/15 & 8/22 Online**  
**10/30 & 11/6 Waukesha**

Full Days

HRBP 2

#### **HR Metrics: Impacting Business Results\*\***

**8/29 Online**  
**11/13 Waukesha**

Full Day

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

## WEBINARS

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

### **Diversity & Inclusion Conversations at Work: Step Out or Lean In?\***

**12/13 Online**

1-hour Session

### **Interviewing Do's and Don'ts\*** **Ideal for hiring managers!**

**10/14 Online**

1-hour Session

### **Metrics Calculations\*\***

**12/16 Online**

1-hour Session

### **Learn at Your Convenience!**

Check out the latest [Live Online trainings in Zoom, live webinars, and On Demand learning](#) (including Harassment Prevention and Drug and Alcohol Awareness)!

For all up-to-date training offerings, browse here: [learn.mranet.org/learn/catalog](https://learn.mranet.org/learn/catalog)

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## HUMAN RESOURCES

Stay ahead and be prepared for these critical topics.

### **ADA Fundamentals for HR Professionals\***

8/28 & 9/4 Online  
11/5 & 11/12 Waukesha  
1/8 & 1/15/2025 Online

Half Days

### **Conducting Workplace Investigations for HR Professionals\***

11/4 Waukesha

Full Day

### **FMLA Essentials for Leave Administrators\***

8/14 & 8/21 Online  
10/22 & 10/29 Waukesha  
12/11 & 12/18 Online

Half Days

### **HR Overview for HR Assistants\***

11/12 & 11/19 Online

Half Days

### **Onboarding: Creating a Program That Works\***

11/7 Online

Half Day

### **Organization Development (OD) Certificate\*\***

9/26, 10/10, & 10/24 Online

3 Full Days

### **Recruiting Essentials\***

9/18 Online

Half Day

### **Workers' Compensation Essentials for WI Employers\***

11/14 Waukesha

Half Day

For all up-to-date training offerings, browse here: [learn.mranet.org/learn/catalog](https://learn.mranet.org/learn/catalog)

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

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## HR Certification Preparation

### aPHR Certification Preparation

7 Sessions

**9/9 to 10/21 Online**

1:00 – 2:30 p.m.

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!

### PHR/SPHR Certification Preparation

6 Sessions

**8/13 to 10/22 Waukesha**

5:30 – 7:30 p.m.

**8/13 to 10/22 Online**

1:00 – 2:30 p.m.

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.



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.



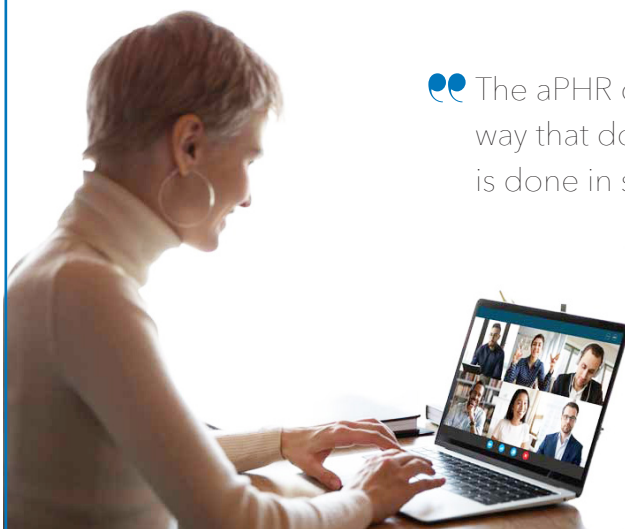
**25% greater chance of promotion**

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.”



## 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 Mfrs. & Commerce (RAMAC)  
300 5<sup>th</sup> Street  
Racine, WI 53403

Jewelers Mutual  
24 Jewelers Park Drive  
Neenah, WI 54956



\* HRCI - HR credit and SHRM PDCs

\*\* HRCI - Business credit and SHRM PDCs

#### FULL DAYS

8:30 a.m. – 4:30 p.m.

\$375 Member

\$485 Nonmember

#### HALF DAYS

Times vary

\$265 Member

\$345 Nonmember

Prices and times may vary. Pricing for series and multiday courses are available online.

All courses are held in Central time zone.

For more information and for all up-to-date training offerings visit: [learn.mranet.org/learn/catalog](https://learn.mranet.org/learn/catalog)

### Not sure which training to choose?

Contact MRA's Registrations Team for a recommendation: 262.696.3319 or [Registrations@mrnet.org](mailto:Registrations@mrnet.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.

## Attendance

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

## Compliments/Concerns

Participants may contact Lauren Michaud, Manager, Learning & Development, Operations, with any compliments and concerns. Lauren can be reached at 262.696.3656 or [Lauren.Michaud@mrnet.org](mailto:Lauren.Michaud@mrnet.org); or contact Registrations at 262.696.3319 or [Registrations@mrnet.org](mailto:Registrations@mrnet.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.

MRA - The Management Association

[www.mranet.org](http://www.mranet.org) 800.488.4845 [Registrations@mrnet.org](mailto:Registrations@mrnet.org)



## MRA Offices

### Waukesha, WI

N19 W24350 Riverwood Drive  
Waukesha, WI 53188  
262.523.9090

### 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

### Columbus, OH

8425 Pulsar Pl #160  
Columbus, OH 43240  
513.679.4120

## COMING SOON!

### Cincinnati, OH

400 East Business Way  
Suite 325  
Sharonville, OH 45241  
513.679.4120



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

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