

In-person and Online Training Illinois & Iowa



**Strong Performers.
Top Leaders.**

JULY – DECEMBER 2024

LEADERSHIP SKILLS

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.

		MOLINE
PLX1	<u>Building Trust and Relationships*</u>	9/26
PLX2	<u>Communicating Clearly for Results*</u>	10/10
PLX2	<u>Navigating Conflict*</u>	10/24
PLX3	<u>Fostering Culture and Motivation for Engagement*</u>	11/7
PLX4	<u>Setting Expectations and Coaching for Success*</u>	11/21
PLX4	<u>Managing Talent for Performance*</u>	12/12
PLX5	<u>Creating Collaboration and Effective Teams*</u>	1/9/2025
PLX6	<u>Leading and Thriving Through Change*</u>	1/23/2025

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 262.696.3319 Registrations@mrnet.org

LEADERSHIP SKILLS

Leadership is all about helping others succeed.

Principles of Leadership Excellence Plus*

CERTIFICATE SERIES

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

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LEADERSHIP SKILLS

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.

	PALATINE
FL 1 <u>Motivation and Trust Building*</u>	10/15
FL 2 <u>Communication Skills*</u>	10/22
FL 3 <u>Effective Training Techniques*</u>	10/29
FL 4 <u>Resolving Conflict and Handling Difficult People Problems*</u>	11/12
FL 5 <u>Capstone: Tools for Success*</u>	11/19

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

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LEADERSHIP SKILLS

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.

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

COURSE DETAILS

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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

> 10/29, 11/5, & 11/12 Moline Full Days

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

> 10/3, 10/10, & 10/17 Palatine Full 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

Supervisor and the Law*

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

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

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

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

For all up-to-date training offerings, browse here: learn.mranet.org/learn/catalog

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LEADERSHIP SKILLS

Transform yourself into an outstanding leader.

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

Half Days

Enhance Your Critical Thinking Skills*

7/24 Online

12/5 Online

Half Day

Effective Training Techniques*

10/3 Moline

Full Day

Problem Solving to Improve Work Processes*

11/20 Online

Half Day

Surviving as a New Leader: Making the Transition*

9/11 Online

12/10 Online

Full Day

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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*

12/12 Online

Full Day

Enhance Your Professionalism

8/29 Online

Full Day

Enhance Your Project Management Skills*

7/31 & 8/1 Online
12/10 & 12/11 Online

Half Days

BUSINESS & SOFT SKILLS

Increasing Your Influence*

11/13 Online

Half Day

Mastering Challenging Conversations to Resolve Conflict*

10/16 Online

Half Day

Negotiation Skills: Producing Win/Win Outcomes*

12/4 Online

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

10/2 Moline

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

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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*

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

3 Half Days

EHR 2

HR's Role in Performance Management and Documentation*

11/15 Online

Half Day

EHR 3

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

11/22 Online

Half Day

EHR 4

Total Rewards: Compensation Basics*

12/6 Online

Half Day

EHR 5

Total Rewards: Benefits Basics*

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

Full Days

HRBP 2

HR Metrics: Impacting Business Results**

8/29 Online

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

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

REGISTER TODAY!

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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
1/8 & 1/15/2025 Online

Half Days

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

10/16 Moline

Half Day

FMLA Essentials for Leave Administrators*

8/14 & 8/21 Online
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

For all up-to-date training offerings, browse here: learn.mranet.org/learn/catalog

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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

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

ILLINOIS & IOWA

MRA Training Center
1933 N. Meacham Road
Schaumburg, IL 60173

MRA Training Center
3800 Avenue of the Cities, Suite 100
Moline, IL 61265

Harper College
Wojcik Conference Center
1200 W. Algonquin Rd.
Palatine, IL 60067



* 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

Not sure which training to choose?

Contact MRA's Registrations Team for a recommendation: 262.696.3319 or 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; or contact Registrations at 262.696.3319 or 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

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can be delivered
ONSITE at YOUR
LOCATION!**

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

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