



# **In-person and Online Training Wisconsin**



## **Learn, Grow, Succeed**

**JANUARY - JUNE 2025**

Lead with confidence, succeed with skills.

## 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>	1/14	3/5	4/17	6/16
PLX2	<u>Communicating Clearly for Results*</u>	1/28	3/19	5/1	6/24
PLX2	<u>Navigating Conflict*</u>	2/11	4/2	5/15	7/8
PLX3	<u>Fostering Culture and Motivation for Engagement*</u>	2/25	4/16	5/29	7/22
PLX4	<u>Setting Expectations and Coaching for Success*</u>	3/11	4/30	6/12	8/5
PLX4	<u>Managing Talent for Performance*</u>	3/25	5/14	6/26	8/19
PLX5	<u>Creating Collaboration and Effective Teams*</u>	4/8	5/28	7/10	9/9
PLX6	<u>Leading and Thriving Through Change*</u>	4/22	6/11	7/24	9/23

### 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



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

## LEADERSHIP SKILLS

Learning today, leading tomorrow.

### Principles of Leadership Excellence Plus\*

#### CERTIFICATE SERIES

		MADISON	SHEBOYGAN FALLS
PLX1	<u>Building Trust and Relationships*</u>	4/24	3/25
PLX2	<u>Communicating Clearly for Results*</u>	5/8	4/8
	<u>Navigating Conflict*</u>	5/22	4/22
PLX3	<u>Fostering Culture and Motivation for Engagement*</u>	6/5	5/6
PLX4	<u>Setting Expectations and Coaching for Success*</u>	6/26	5/20
	<u>Managing Talent for Performance*</u>	7/10	6/10
PLX5	<u>Creating Collaboration and Effective Teams*</u>	7/24	6/24
PLX6	<u>Leading and Thriving Through Change*</u>	8/7	7/8

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## 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>	3/18 6/4	1/22 & 1/29 5/8 & 5/15
PLX2	<u>Communicating Clearly for Results*</u> <u>Navigating Conflict*</u>	4/1 6/18 4/15 7/9	2/5 & 2/12 5/22 & 5/29 2/19 & 2/26 6/5 & 6/12
PLX3	<u>Fostering Culture and Motivation for Engagement*</u>	4/29 7/23	3/5 & 3/12 6/19 & 6/26
PLX4	<u>Setting Expectations and Coaching for Success*</u> <u>Managing Talent for Performance*</u>	5/13 8/6 6/3 8/20	3/19 & 3/26 7/10 & 7/17 4/2 & 4/9 7/24 & 7/31
PLX5	<u>Creating Collaboration and Effective Teams*</u>	6/17 9/3	4/16 & 4/23 8/7 & 8/14
PLX6	<u>Leading and Thriving Through Change*</u>	7/1 9/17	4/30 & 5/7 8/21 & 8/28

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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.

	WAUKESHA			
FL 1 <b><u>Motivation and Trust Building*</u></b>	1/21	3/6	4/9	6/5
FL 2 <b><u>Communication Skills*</u></b>	1/28	3/13	4/16	6/12
FL 3 <b><u>Effective Training Techniques*</u></b>	2/4	3/27	4/23	6/19
FL 4 <b><u>Resolving Conflict and Handling Difficult People Problems*</u></b>	2/11	4/3	4/30	6/26
FL 5 <b><u>Capstone: Tools for Success*</u></b>	2/18	4/10	5/7	7/10

### 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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Cultivate a culture of learning and leadership.

## 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.

	SHEBOYGAN FALLS	RACINE (LIMITED SPOTS AVAILABLE)	ONLINE HALF DAYS
FL 1 <b><u>Motivation and Trust Building*</u></b>	3/12	3/18	2/10 & 2/17 5/7 & 5/14
FL 2 <b><u>Communication Skills*</u></b>	3/19	3/25	2/24 & 3/3 5/21 & 6/4
FL 3 <b><u>Effective Training Techniques*</u></b>	3/26	4/1	3/10 & 3/17 6/11 & 6/18
FL 4 <b><u>Resolving Conflict and Handling Difficult People Problems*</u></b>	4/2	4/8	3/24 & 3/31 6/25 & 7/2
FL 5 <b><u>Capstone: Tools for Success*</u></b>	4/9	4/15	4/7 & 4/14 7/9 & 7/16

### COURSE DETAILS

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## LEADERSHIP SKILLS

Find your strength. Leadership knows no boundaries.

### Supervision Fundamentals\*

- > **1/14, 1/21, 1/28, 2/4, 2/11, & 2/18** **Online** Half Days
- > **3/7, 3/14, 3/21, 3/28, 4/4, & 4/11** **Online** Half Days
- > **5/6, 5/13, 5/20, 6/3, 6/10, & 6/17** **Online** Half Days
- > **2/12, 2/19, & 2/26** **Online** Full Days
- > **4/16, 4/23, & 4/30** **Online** Full Days
- > **6/19, 6/26, & 7/10** **Online** Full Days
- > **2/18, 2/25, & 3/4** **Waukesha** Full Days
- > **4/17, 4/24, & 5/1** **Waukesha** Full Days
- > **6/11, 6/18, & 6/25** **Waukesha** Full Days



### Supervisor and the Law\*

- |   |  |
|---|--|
| > <b>4/29 &amp; 5/6</b> <b>Waukesha</b> Half Days | > <b>3/28 &amp; 4/4</b> <b>Online</b> Half Days  |
| > <b>1/29 &amp; 2/5</b> <b>Online</b> Half Days   | > <b>6/12 &amp; 6/19</b> <b>Online</b> Half Days |

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## LEADERSHIP SKILLS

Transform yourself into an outstanding leader.

<b><u>Career Conversations for Managers*</u></b>	<b>2/13 Waukesha 3/26 Online</b> Full Day
<b><u>Coaching for Development: An Integrated Approach for Managers*</u></b>	<b>2/27 Online</b> Full Day
<b><u>Drug and Alcohol Awareness for Supervisors*</u></b>	<b>3/18 Online</b> 1-hour 15-min. Session
<b><u>Emotionally Intelligent Leader*</u></b>	<b>3/13 &amp; 3/20 Online 4/30 &amp; 5/7 Waukesha</b> Half Days
<b><u>Enhance Your Critical Thinking Skills*</u></b>	<b>3/11 Online</b> Half Day
<b><u>Finance and Accounting for the Nonfinancial Leader**</u></b>	<b>3/27 Online 5/22 Waukesha</b> Half Day
<b><u>Foundations of Diversity, Equity, Inclusion, and Belonging* <i>NEW!</i></u></b>	<b>6/11 Online</b> Half Day
<b><u>Problem Solving to Improve Work Processes*</u></b>	<b>2/11 Online 6/12 Online</b> Half Day
<b><u>Project Management: The Human and Technical View*</u></b>	<b>4/8 &amp; 4/15 Waukesha</b> Full Days
<b><u>Surviving as a New Leader: Making the Transition*</u></b>	<b>1/28 Online 3/11 Waukesha 6/24 Online</b> Full Day

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# Soft skills—The secret ingredient to business success.

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**

**4/18 Online**

Half Day

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

**2/25 Online**

Full Day

### **Communicating Assertively\***

**2/27 Online**

**5/16 Online**

Half Day

### **Delivering Exceptional Service**

**3/5 Online**

**6/27 Online**

Half Day

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

**3/27 Waukesha**

**5/20 Online**

Full Day

### **Enhance Your Professionalism**

**2/20 Online**

**5/21 Waukesha**

Full Day

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

**5/6 & 5/7 Online**

Half Days

## BUSINESS & SOFT SKILLS

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

**3/21 Online**  
**6/25 Online**

Half Day

### **Internal Auditing for ISO-Based Systems**

**3/6 & 3/13 Waukesha**

Full Days

### **Mastering Challenging Conversations to Resolve Conflict\***

**2/28 Online**

Half Day

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

**4/29 Online**

Full Day

### **Presentation Skills\***

**2/26 Waukesha**  
**6/17 Waukesha**

Full Day

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

**1/16 Online**  
**5/2 Online**

Half Day

### **Time Management: From Overwhelmed to Empowered**

**2/14 Online**  
**4/11 Waukesha**  
**6/4 Online**

Half Day

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

**3/25 Online**  
**6/26 Online**

Half Day

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## HUMAN RESOURCES

Stay ahead and be prepared for these critical topics.

### 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?\***

**4/10 Online**

1-hour Session

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

**5/2 Online**

1-hour Session

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

**6/25 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)!

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

**1/8 & 1/15 Online**  
**3/14 & 3/21 Waukesha**  
**4/22 & 4/29 Online**

Half Days

#### **Coaching Certificate\***

**4/3 & 4/17 Online**

Full Days

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

**3/20 Online**  
**5/13 Online**

Full Day

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

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

2/28 & 3/7 Waukesha  
4/8 & 4/15 Online

Half Days

### HR Overview: Foundations for HR Administration\* **NEW!**

2/7, 2/14, & 2/21 Online

Half Days

### Interviewing Techniques for Hiring Top Talent\* **NEW!**

4/18 Online

Half Day

### Navigating Progressive Discipline and Termination\* **NEW!**

2/12 Waukesha  
3/27 Online

Full Day

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

5/16 Online

Half Day

### Recruiting: Social Media and Branding to Create Candidate Connections\* **NEW!**

4/2 Online

Half Day

### Recruiting: Strategies and Actions to Find Top Talent\* **NEW!**

3/6 Online

Half Day

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

6/18 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

**3/3 to 4/14 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

**2/4 to 4/15 Waukesha**

5:30 - 7:30 p.m.

**2/4 to 4/15 Online**

1:00 - 2:30 p.m.

**2/11 to 4/22 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.



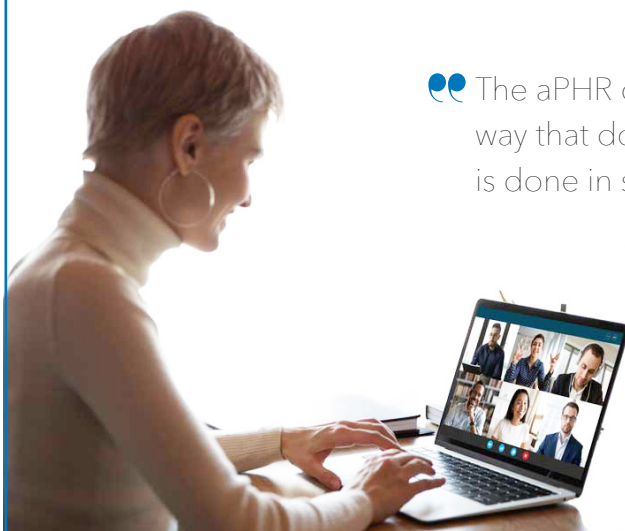
**25% greater chance of promotion**

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.”



## 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@mranet.org](mailto: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.

### 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@mranet.org](mailto:Lauren.Michaud@mranet.org); or contact Registrations at 800.488.4845 or [Registrations@mranet.org](mailto: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.

MRA - The Management Association

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### MRA Offices

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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  
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#### Columbus, OH

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#### NOW OPEN!

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organization and its  
unique objectives.

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