

In-person and Online Training Minnesota



**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.

		GOLDEN VALLEY	
PLX1	<u>Building Trust and Relationships*</u>	5/23	10/16
PLX2	<u>Communicating Clearly for Results*</u>	6/6	10/30
PLX2	<u>Navigating Conflict*</u>	6/20	11/13
PLX3	<u>Fostering Culture and Motivation for Engagement*</u>	7/11	12/4
PLX4	<u>Setting Expectations and Coaching for Success*</u>	7/25	1/8/2025
PLX4	<u>Managing Talent for Performance*</u>	8/8	1/22/2025
PLX5	<u>Creating Collaboration and Effective Teams*</u>	8/22	2/5/2025
PLX6	<u>Leading and Thriving Through Change*</u>	9/5	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
 262.696.3319
  Registrations@mranet.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>	9/11 12/3	7/23 & 7/30 10/31 & 11/7
	<u>Navigating Conflict*</u>	9/25 12/17	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>	10/23 1/21/2025	9/10 & 9/17 12/19 & 1/9/2025
	<u>Managing Talent for Performance*</u>	11/6 2/4/2025	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	10/22 & 10/29
		3/4/2025	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.

	GOLDEN VALLEY	
FL 1 <u>Motivation and Trust Building*</u>	8/13	11/7
FL 2 <u>Communication Skills*</u>	8/20	11/14
FL 3 <u>Effective Training Techniques*</u>	8/27	11/21
FL 4 <u>Resolving Conflict and Handling Difficult People Problems*</u>	9/10	12/5
FL 5 <u>Capstone: Tools for Success*</u>	9/17	12/12

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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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
- > 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
- > 9/12, 9/19, 9/26, 10/3, 10/10, & 10/17 Golden Valley Half Days
- > 7/24, 7/31, & 8/7 Golden Valley Full Days
- > 10/23, 10/30, & 11/6 Golden Valley Full Days
- > 11/19, 12/3, & 12/10 Golden Valley 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.

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

Finance and Accounting for the Nonfinancial Leader**

11/20 Golden Valley

Half 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

12/17 Golden Valley

Full Day

For all up-to-date training offerings, browse here: 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.

<u>Business Email—Write It Right</u>	10/25 Online Half Day
<u>Business Writing for Impact: How to Write So People Will Read*</u>	7/17 Online 11/14 Online Full Day
<u>Communicating Assertively*</u>	9/25 Online 12/18 Online Half Day
<u>Customer-centered Communications</u>	10/2 Online Full Day
<u>Delivering Exceptional Service</u>	9/12 Online Half Day
<u>Diplomacy and Tact*</u>	9/11 Golden Valley 12/12 Online Full Day
<u>Enhance Your Professionalism</u>	8/29 Online Full Day
<u>Enhance Your Project Management Skills*</u>	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
11/21 Online
12/11 Golden Valley

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.

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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*

11/14 Golden Valley

Half Day

FMLA Essentials for Leave Administrators*

8/14 & 8/21 Online
12/11 & 12/18 Online

Half Days

HR and Employment Law Essentials*

11/13 & 11/14 Golden Valley

1½ 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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262.696.3319

Registrations@mranet.org

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

9/9 to 10/21 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.

8/13 to 10/22 Online
1:00 – 2:30 p.m.

8/20 to 10/29 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.

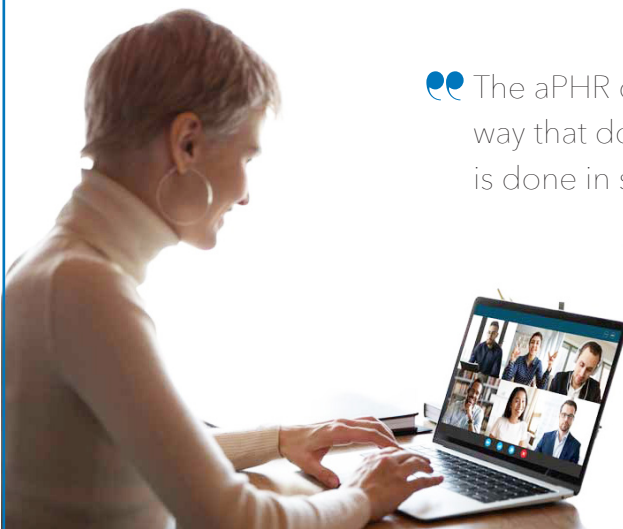


25% greater chance of promotion

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

MINNESOTA

MRA Training Center
5980 Golden Hills Drive
Golden Valley, MN 55416

Opportunity Matters, Inc.
701 23rd Street South
Sartell, MN 56377



- * 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@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.

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; or contact Registrations at 262.696.3319 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.

MRA - The Management Association

www.mranet.org 800.488.4845 Registrations@mranet.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

COMING SOON!

Cincinnati, OH

400 East Business Way
Suite 325
Sharonville, OH 45241
513.679.4120



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 5 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 prorated 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 contacted 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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