

NEW!



Pine Technical &
Community College

CONTINUING EDUCATION
& CUSTOMIZED TRAINING

Live Online Courses

Live Online Trainings for Remote Work Teams

Register online: www.SouthCentral.edu/LiveOnline

Managing & Motivating Your Telework/Remote Workforce*

Tuesday, April 7, 2-4pm | \$75 | Instructor: Dr. Michael Kiefer | Min. Students: 10 | Register by: 4/4

This tools-you-can-use seminar covers: Holding online meetings (agenda prep, frequency, participant roles, explanation of format controls, brainstorming, assignments, 360-degree feedback); Delegation pointers and a quality control checklist for assigning work; Setting "micro-goals" for your staff; How to give remote "high touch" support to your team in a virtual environment; How you as leader, can be a positive encourager and "light spreader" to your team.

Caring for the Mental Health of your Telework Force*

Tuesday, April 14, 2-4pm | \$75 | Instructor: Dr. Michael Kiefer | Min. Students: 10 | Register by: 4/7

Join this seminar for timely ideas to keep your telework force positive and mentally healthy. Learn best practices for: Setting up your home office; Time management of a daily routine; Opportunities to connect better and support your staff with these critical questions to ask; Stepping up to the role of a true leader and responsibilities to your staff; Impact of a positive mindset on keeping your immune system healthy; A note on hobbies, relaxation and fun!

Microsoft Teams for Telework*

Monday, April 20, 1-3pm | \$75 | Instructor: Mary Kay McVey | Min. Students: 10 | Register by: 4/14

Microsoft Teams is a great way to bring groups of people together for work or projects, and helps keep your team connected - even when they're working apart. In this high-level overview, you will learn how to create teams, channels, conversations, files, and meetings specific to your work team. Discover how you can improve the visibility of information and allow increased collaboration of ideas that will result in higher productivity for your organization.

Mindfulness & Stress Management for the Workplace*

Tuesdays, April 21–May 12, 1-3pm | \$129 | Instructor: Ashley Kuemper | Min. Students: 10 | Register by: 4/14

You may be surrounded by things that distract you and demand your attention, but you can learn mindfulness techniques and create a tool kit of stress reduction practices to help manage your stress so that you can focus through the chaos, live in the present moment, stay positive through any season, and maintain a healthy work-life balance.

Dealing with Different Personalities Under High Stress*

Tuesday, April 21, 2-4pm | \$75 | Instructor: Dr. Michael Kiefer | Min. Students: 10 | Register by: 4/14

Each of the four basic personality styles reacts to high stress a little differently and you can be prepared with how to deal with this. Learn how each personality reacts under stress for: Handling pressure; Handling work from home; Tendency to turning positive or negative; Need for regular contact; Need for praise, feedback and motivation.

Leading in a Virtual Environment*

Tuesday, April 28, 1-2pm | \$49 | Instructor: Mary Kay McVey | Min. Students: 10 | Register by: 4/21

Learn how to connect through Skype, Teams, and Zoom. Discover best practices for preparing to lead virtual meetings, using collaboration tools, and establishing etiquette during meetings.

Effective Remote Communication*

Thursday, April 30, 12-2pm | \$75 | Instructor: Mary Kay McVey | Min. Students: 10 | Register by: 4/21

In this training, we will introduce some best practices to effective meeting management, including agenda creation, meeting minutes, clear understanding of the action items, RACI matrix for handling the action items, tangent flags to help keep the meetings focused, team communication, and work styles that impact team dynamics.

Change Management

Tues/Thurs, May 12-21, 9-11am | \$389 | Instructor: Mary Kay McVey | Min. Students: 6 | Register by: 5/5

Change management is an approach to prepare, support and help individuals, teams and organizations in making organizational change. Learn how to be fluent in the fundamentals of change and change management, how to explain the value of change management to your peers and leaders, understand the different change management models and how to create a change management plan.

***Special Group Discount - Register 5 employees, the 6th registers FREE! Promo code: B5G1**

Registration Questions: Call 507-389-7203 or email cbi@southcentral.edu



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