

Session 221 – Register online: <http://www.AdvancedMN.org/LiveOnline>

## Business

### New Supervisor Skills Workshop

Thursdays, 7/9-7/30, 8am-12pm | \$349 | Instructor: Tom Moore | Min. Students: 7 | Register by: 6/29

Develop the leadership skills you need to transition into a supervisor role in this 16-hour workshop. Learn how to transition from peer to leader, set expectations, assign and delegate work, resolve conflict and provide feedback in a way that supports and motivates your team to be their best. Discover and build on your personal strengths, influence, and leadership style.

### Sexual Harassment: Making Your Workplace and Policies Compliant

Wednesday, 7/8, 1-4pm | \$149 | Instructor: TD Hostikka | Min. Students: 10 | Register by: 6/24

Every workplace should be a place where employees feel safe. TD Hostikka is certified by the state of Minnesota to help employers stay compliant and knowledgeable about current definitions related to harassment. This 3-hour training includes information for managers as well as employees. Employers are asked to share a copy of their current policies 10 days prior to the training.

### Know Yourself, Understand Others and Start Creating True© Teams

Wednesday, 7/15, 9am-1pm | \$99 | Instructor: Roxanne Hayenga | Min. Students: 12 | Register by: 6/24

The True Colors Adult Personality Instrument is a simple, intuitive system for identifying the four temperaments (Blue, Gold, Green or Orange) common to all people. It provides users with an effective tool for understanding human behavior, uncovering motivators specific to each temperament and improving communication skills. This training serves as the foundation for leaders and teams to address organizational issues like leadership, stress reduction, conflict prevention, team building, and improving customer service.

## Personal Enrichment

### Goal Setting for Life Change

Wednesday, 7/29 & 8/5, 10am-12pm | \$59 | Instructor: Ashley Kuemper | Min. Students: 15 | Register by: 7/20

Discover what you want from life, determine your purpose, define your goals, create a plan of action, and mitigate challenges you may experience. Throughout the 4-hour workshop, we will walk through the steps it takes to set and achieve many types of goals and sample the tools that help you move through the process of successful life change through an active practice format.

### Gratitude in Uncertain Times

Wednesday, 7/15, 10am-12pm | \$39 | Instructor: Ashley Kuemper | Min. Students: 15 | Register by: 7/6

Explore a variety of ways to introduce sustainable gratitude practices into your daily life in this 2-hour workshop. We will examine how small acts of gratitude can improve your happiness and the happiness of others, and you'll get to sample different ways of experiencing gratitude through an active practice workshop format. Discover which method works best for you and change your life.

## Workplace Safety

### Safety Awareness - Aligns with MSSC Certified Production Technician certification

Wednesdays, 7/8-8/26, 2-4pm | \$349 | Instructor: Jerry Musielewicz | Min. Students: 11 | Register by: 6/29

Introduction of OSHA standards relating to personal protective equipment, HAZMAT, tool safety, confined spaces and others. The course curriculum is based upon federally-endorsed national standards for production workers, and students will earn an OSHA 10 card. *Requires: CareerSafe subscription, not included in registration cost.*

### OSHA 10-Hour General Industry

M-F, 9-11am, 7/6-7/10 | \$189 | Instructor: CBI Safety Team | Min. Students: 16 | Register by: 6/24

Become more knowledgeable about workplace hazards and your rights, and earn an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). Ten hours of mandatory and optional safety topics will be covered to train entry-level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. Participants must receive training in a classroom, auditorium or conference room and a proctor must be present at the location.

**Registration Questions:** Call 218-262-7270 or email [info@advancedmn.org](mailto:info@advancedmn.org)



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### OSHA 10-Hour Construction Industry

M-F, 1-3pm, 7/6-7/10 | \$189 | Instructor: CBI Safety Team | Min. Students: 16 | Register by: 6/24

Become more knowledgeable about workplace hazards and your rights, and earn an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). Ten hours of mandatory and optional safety topics will be covered to train entry-level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in the construction industry. Participants must receive training in a classroom, auditorium or conference room and a proctor must be present at the location.

### Business

#### 21st Century Leadership Program: Develop the Leader Within

Fri, 10am-12pm, 8/14-10/2 | \$399 | Instructor: Tom Moore | Min. Students: 6 | Register by: 7/27

This workshop will give you the foundational leadership skills you need to excel in the workplace. Discover your role as a leader in the 21<sup>st</sup> century and develop your leadership skills by claiming your value, building self-awareness, improving your communication skills, understanding how to motivate and engage others, managing performance, and cultivating teamwork and collaboration.

#### 21st Century Leadership Program: Leading into the Future

Fri, 1-3pm, 8/14-10/2 | \$399 | Instructor: Tom Moore | Min. Students: 6 | Register by: 7/27

Build on your foundational leadership skills with a deeper dive into leading in the modern workforce. Learn how to coach for commitment, celebrate diversity in the workplace, build awareness of unconscious bias, master the art of delegation, and lead for change. Everyone is a leader – Learn how to lead into the future with this interactive 8-week workshop.

### Lead Meetings People WANT to Attend

Th, 1-3pm, 8/20-8/27 | \$109 | Instructor: Gayle Noakes | Min. Students: 8 | Register by: 8/3

How many hours have you spent in meetings that go nowhere? What if YOU are the person about which everyone says “I like attending their meetings – we actually accomplish something and I am part of it!” In this virtual workshop, we will actively model some of the virtual tools you can use to involve your meeting members. Learn how to decide if you should have a meeting, set a meeting up for success, and conduct a meeting that accomplishes the intended results.

### Personal Enrichment

#### Experience the Mindful Life Workshop

Tu, 10am-12pm, 8/11 | \$39 | Instructor: Ashley Kuemper | Min. Students: 15 | Register by: 7/27

Learn how mindfulness can reduce stress, improve happiness, create connection, and cultivate compassion. Then, we'll explore multiple ways of introducing mindfulness into your daily life through an active practice to find what works best for you.

#### Happiness – The Good Life Workshop

Th, 10am-12pm, 9/10 & 9/17 | \$59 | Instructor: Ashley Kuemper | Min. Students: 15 | Register by: 8/31

Explore what you think makes you happy, what actually makes you happy, and how you can implement simple practices into your life to improve on your happiness in a multitude of ways. Learn how your brain tricks you into thinking you should be happy, how you can change your thoughts to change your emotions, and steps you can take to channel happiness and live the good life.

### Manufacturing

#### Geometric Dimensioning & Tolerancing

Wed, 2-4pm, 8/12-9/30 | \$349 | Instructor: Bob Bach | Min. Students: 10 | Register by: 7/27

Gain a foundational interpretation of mechanical drawings using linear tolerancing and GD&T in the design, manufacture, and inspection of parts, which have geometric controls applied per national standards. Engage in learning how to read prints with GD&T applications and examine geometric controls to determine the allowable variation in form and size between part features.

#### CNC Machining Basics

Tu, 2-4pm, 8/11-9/15 | \$349 | Instructor: Bob Bach | Min. Students: 9 | Register by: 7/27

Learn the fundamentals of how CNC lathes and milling machines work through this interactive live online class. Topics include the multi-plane Coordinate Systems, overview of standard CNC programming commands, machine maintenance, similarities and differences between machine models, work holding and cutting tools, machine setup activities, and a short shop math refresher.

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