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MINNESOTA STATE



A Division of South Central College

Live Online Courses



Fall 2019 Live Online Sessions

217: August 19-October 11 (Register 5/21-8/5)

218: October 28-December 20 (Register 8/6-10/14)

Live Online courses are offered through a collaboration of customized training centers at participating Minnesota State colleges and universities. Live, instructor-led courses utilize video conferencing technology for an interactive virtual classroom experience.

Employees can train right at the workplace and individuals can attend class from home or office using a computer or tablet with microphone, video camera, and internet connection.

30 East 7th Street
 St. Paul, MN 55101
 800-456-8519
www.minnstate.edu

Minnesota State Colleges and Universities is an
 equal opportunity employer and educator.

**AFFORDABLE,
 HIGH-QUALITY TRAINING –
 WHEREVER YOU NEED IT!**

Fall 2019 Schedule

southcentral.edu/liveonline

Sales and Customer Service Techniques

\$49.99 | 1 week | Non-Credit

Boost your self-confidence by learning new tools to deal with different types of people, including "difficult customers" and those that are hard to close the sale. Each participant will take a personality survey and learn multiple techniques for customized presentations, building sales grids, closing tactics, and more.

- 217: M 1-3pm 8/26



Workplace Diversity

\$244 | 8 weeks | Non-Credit

Participants will learn new ways of thinking, understand different points of view, and create innovative workplace solutions they may not have otherwise come to. Topics will include cultural differences, generational differences, gender differences, birth order, and unconscious bias.

- 217: M 4-6pm 8/19-10/14 (No class Labor Day)

Business Communications for the Workplace

\$244 | 8 weeks | Non-Credit

This course is designed to assist participants in developing professional communication skills for the work environment. Learn how to determine appropriate methods of communication dealing with internal and external groups, individually with team members and supervisors, and as a team or company. Topics will include oral communication skills, verbal and non-verbal communication, barriers to communication, and appropriate medium usage.

- 217: Tu & Th 7-8am 8/20-10/10



Mentally Strong: Resilience & Stress Management

\$244 | 8 weeks | Non-Credit

Attend live online *OR* in person at North Mankato, MN. Learn how to develop a resilient mindset, manage stress, and avoid burnout. Topics will include psychological and physiological effects of stress, stress-management techniques, fostering mindfulness, developing a resilient mindset, science-based methods of goal setting, and promoting positive perspective.

- 217: Tu 1-3pm 8/20-10/8

The Business of Drones

\$49.99 | 1 week | Non-Credit

This seminar will look at the industry of drones, uses in industry, rules and business cases for those interested in using this technology for their business (ag, real estate, photography, etc.) or for individuals considering entering the drone industry.

- 217: Tu 10am-12pm 8/27



Fundamentals of Safety Leadership

\$129 | 1 week | Non-Credit

Attend live online *OR* in person at North Mankato, MN. Are you leading for safety? Discover your leadership style and decode your SafetyDNA to find out how you can reduce the risk of injury to your team. Learn how your direct reports are wired and what you can do to prevent workplace injuries. Includes a personal safety leadership assessment (\$100 value!)

- 217: Tu 1-3pm 9/24

Manufacturing Processes & Production

\$244 | 8 weeks | Non-Credit

Students will learn Just-In-Time (JIT) manufacturing principles, basic supply chain management, communication skills, and customer service.

- 217: Tu 12-2pm 8/20-10/8



Print Reading

\$244 | 8 weeks | Non-Credit

This course will orient students in the basic skills and abilities required for understanding prints utilized in a manufacturing or industrial environment and will cover techniques of basic shop sketching and interpretation of three-dimensional drawings.

- 217: Tu 4-6pm 8/20-10/8

Career Success Skills

\$244 | 8 weeks | Non-Credit

Students will be introduced to skills that will help them succeed in the workplace, including communication, productivity, teamwork, conflict resolution, and critical thinking. Students will learn how to identify professional skills, assess their abilities, and identify ways to improve.

- 217: Th 4-6pm 8/22-10/10

Quality Practices

\$244 | 8 weeks | Non-Credit

Introduction to quality, including emphasis on corrective actions, preventative actions, control of documents, control of quality records, internal auditing of processes and control of non-conforming product.

- 217: W 1-3pm 8/21-10/9
- 218: W 4-6pm 10/30-12/18
- 218: Th 4-6pm 10/31-12/19



Maintenance Awareness

\$244 | 8 weeks | Non-Credit

This course introduces the concepts of Total Productive Maintenance (TPM) and preventive maintenance. Students are introduced to lubrication, electricity, hydraulics, pneumatics, and power transmission systems.

- 217: W 4-6pm 8/21-10/9
- 218: T 12-2pm 10/29-12/17
- 218: Th 12-2pm 10/31-12/19

Safety Awareness

\$244 | 8 weeks | Non-Credit

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.

- 218: W 1-3pm 10/30-12/18



Technical Math

\$366 | 8 weeks | Non-Credit

This course will help individuals acquire a solid foundation in the basic skills of math, shop algebra and geometry. Math instruction to include fundamentals of math, fractions and decimals, units of measure, shop geometry, and more.

- 218: Tu 3:30-6:30pm 10/29-12/17