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[SouthCentral.edu/LiveOnline](https://SouthCentral.edu/LiveOnline)

**Spring Session: March 23-May 15, 2020**

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 their home or office using a computer or tablet with microphone, video camera, and high-speed internet connection.

For more information and to register, call 507-389-7203 or [cbi@southcentral.edu](mailto:cbi@southcentral.edu); Or visit us online: [southcentral.edu/LiveOnline](https://southcentral.edu/LiveOnline)



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Minnesota State Colleges and Universities is an  
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**MINNESOTA STATE**

*Live Online Courses*



**HIGH-QUALITY TRAINING  
WHEREVER YOU NEED IT!**

**Spring 2020  
Schedule**

[SouthCentral.edu/LiveOnline](https://SouthCentral.edu/LiveOnline)

## Geometric Dimensioning & Tolerancing

Instructor: Bob Bach

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.

Wednesdays, 2-4pm | 7 weeks: 4/1-5/13 | \$299

## Delivering Excellent Customer Service **NEW!**

Instructor: Michael Monroe Kiefer

Save your company from big losses and image problems that can result from escalated customer service complaints. This class focuses on service through empowered, knowledgeable employees. Participants will learn individual responsibility, going the extra mile, speed of service, dealing with difficult customers, and other proven techniques.

Monday, 1-3pm | 2 weeks: 4/6 & 4/20 | \$109

## Workplace Violence Prevention

Instructor: Michael Monroe Kiefer

Learn how to make your workplace a safe one. This class will teach you and your team how to apply the Run, Hide, Fight methodology at your worksite, plot out safety escape routes, learn rapid barricade building, discover the safest places to hide, strengthen weak areas, and know where and how to strike an assailant.

Monday, 1-3pm | 2 weeks: 3/23 & 3/30 | \$109

## Mindfulness & Stress Management for the Workplace

Instructor: Ashley & Matt Kuemper

The secret to success is self-care and, believe it or not, a healthy work-life balance IS possible! 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, and maintain a healthy work-life balance.

Sec. 1: Mon 1-3pm | 4 weeks: 3/23-4/13 | \$129

Sec. 2: Tues. 1-3pm | 4 weeks: 4/21-5/12 | \$129

## Safety for Construction Workers **NEW!**

Instructor: Jerry Musielewicz

Training for entry-level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in the construction industry. Earn an OSHA 10-Hour Construction Industry card.

Wednesdays, 4-6pm | 8 weeks: 3/25-5/13 | \$244

## Networking & Recruiting Talent on LinkedIn **NEW!**

Instructor: Kari Elias

Learn the top techniques to finding great talent for your company using LinkedIn. Find out how to source qualified candidates, reach out to potential future employees, and generate more active candidates into your talent community. Follow along on your own LinkedIn profile as you learn these proven techniques.

Wednesdays, 1-3pm | 1 week: 3/25 | \$49.99

## How to Conduct an Interview **NEW!**

Instructor: Kari Elias

According to a study by Careerbuilder, the financial cost of a bad hire can run as high as \$10,000. This program will provide you with proven techniques to create a consistent interview process, remain compliant with laws and regulations, and ask the right questions to ensure successful hiring.

Wednesdays, 1-3pm | 1 week: 4/8 | \$49.99

## Starting Your Social Recruiting Strategy **NEW!**

Instructor: Kari Elias

Most companies know they should be attracting talent through social media but they just are not sure how to start the process and what it might look like. Take this training to learn some of the most common tools for recruiting with social media and how to get started in establishing your social presence.

Wednesdays, 1-3pm | 1 week: 4/15 | \$49.99

## How to Attract Military Veteran Talent **NEW!**

Instructor: Kari Elias

Take this course to gain insights into the work of hiring veterans for your organization. Learn where to find great talent and ways to diversify your workforce by hiring military veteran talent.

Wednesdays, 1-3pm | 1 week: 4/22 | \$49.99

## Advanced Manufacturing Leadership Program: Developing Leaders for the Future **NEW!**

Instructor: Tom Moore | 2-Part Series

This leadership program is a 2-part training series that provides new and experienced leaders in the manufacturing industry with the opportunity to delve into why they lead the way they do and how best to leverage their natural styles. This program offers a stimulating and challenging learning environment that invites you to learn how to exercise leadership with more courage, mindfulness, skill and effectiveness. Manufacturing employees in any leadership position (both formal and informal) are encouraged to participate.

Part 1: Fri., 10am-12pm | 8 weeks: 3/27-5/15 | \$399

Part 2: Fri., 10am-12pm | 8 weeks: 6/5-7/31 | \$399

## Safety Awareness\*

Instructor: Jerry Musielewicz

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-Hour General Industry card.

Tuesdays, 2-4pm | 8 weeks: 3/24-5/12 | \$244

## Maintenance Awareness\*

Instructor: Jerry Musielewicz

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.

Wed. 1-3pm | 8 weeks: 3/25-5/13 | \$244

## Print Reading\*

Instructor: Jerry Musielewicz

This course will give students an understanding of basic mechanical drawing principles. Topics include the alphabet of lines, arrangement of views, orthographic projections, scaling, dimensioning, tolerancing, and symbols. Students will read and interpret mechanical drawings.

Sec. 1: Tues. 12-2pm | 8 weeks: 3/24-5/12 | \$244

Sec. 2: Thurs. 12-2pm | 8 weeks: 3/26-5/14 | \$244