

NEW!



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: 3/31

This tools-you-can-use seminar covers critical topics facing supervisors and managers of a telework/remote team. Get quick tips and ideas for: 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- work, breaks, lunch, exercise, separation of family and work time, nutrition; 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; Positives to stay connected to and negatives to avoid; A note on hobbies, relaxation and fun! Seminar will be followed by Q&A session and discussion.

Microsoft Teams for Telework

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

Remote work-groups are becoming more of the norm, not only during this time of social distancing, but also for teams that work in multiple different facilities. 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 capture common information concerning a specific topic into a collaborative environment, 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

The secret to success is self-care and, believe it or not, a healthy work-life balance IS possible! You may be surrounded by things that distract you and demand your attention (not to mention negativity and stressful situations), 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. You don't want to miss this 4-week training!

Dealing with Different Personalities Under High Stress

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

As a supervisor/manager you need to be prepared for specific unexpected stress reactions from your staff. 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. This seminar will begin with a brief review of the four personality styles and then explain reactions 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. This is essential information for telework managers to understand for their own mental well-being as a leader.

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

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

Refunds will only be granted if registration is cancelled no less than 3 business days prior to the class start date.

**Discount should only be applied to the 6th registration from the same company. Any misuse of code will result in a cancelled registration.*

