

**Live Online: Virtual Trainings for the Modern Workforce – Summer 2021**

Register Online: [www.minnesota.edu/wds/liveonline](http://www.minnesota.edu/wds/liveonline)

**New Supervisor Skills Workshop**

Develop the leadership skills you need to transition into a supervisor role, whether you've recently moved into a supervisor role, you wish to improve your skills, or you want to prepare for a future supervisor role. Learn how to move from peer to supervisor, set expectations, assign and delegate work, resolve conflict and provide feedback in a way that supports and motivates your team. You'll also discover and build on your personal strengths, influence, and leadership style through assessments and interactive activities.

Wednesdays, 6/16-7/7, 8am-Noon | 4 weeks | \$349 | Instructor: Tom Moore | Min. Students: 6 | Register by: 6/2

**Building a Dynamic Team – NEW!**

As a business owner, supervisor, or manager, you understand that your success depends in part on the success of the employees on your team. Having engaged and energetic employees will help your organization to achieve higher productivity and growth. By understanding the key components to Building a Dynamic Team, you will be better positioned to achieve new levels of success in 2021! In this 2-hour interactive class we will discuss: Recruiting and Hiring All Star Players; Your Role as a Coach; Building and Maintaining Team Chemistry; and Effective Timeouts, 3 Strikes, and Personnel Changes.

Thursday, 7/15, 11am-1pm | \$49 | Instructor: Natalie Remund | Min. Students: 10 | Register by: 7/5

**Excel Level 1: Practical Excel – Space is Limited**

Gain the foundational knowledge you need to start using Microsoft Excel. Learn to navigate, manage, create formulas and use basic functions in worksheets. Training will cover: Getting started: Exploring the Microsoft Excel environment; Navigating, managing worksheets, and views; Worksheet layout, entering and modifying data; Creating formulas and using basic functions; Formatting cells, themes and cell styles; and Printing worksheets.

Thursday, 6/17, 8am-12pm | \$99 early bird thru 6/3 | Instructor: Bob Bruce | Register by: 6/10

Thursday, 6/24, 8am-12pm | \$99 early bird thru 6/10 | Instructor: Bob Bruce | Register by: 6/17

Thursday, 7/22, 8am-12pm | \$99 early bird thru 7/8 | Instructor: Bob Bruce | Register by: 7/15

**Excel Level 2: Working with Data – Space is Limited**

Learn how to understand, filter and sort different types of data in Microsoft Excel. You will also learn advanced formulas and utilize the Data Model with pivot tables. Training will cover: Understanding types of data in Excel; Filtering and sorting; Excel tables; Advanced Formulas: logic and summarizing functions (COUNTIF, SUMIF, AVERAGEIF, VLOOKUP); Pivot tables and pivot charts; and Using the Data Model with pivot tables.

Thursday, 6/17, 1-5pm | \$99 early bird thru 6/3 | Instructor: Bob Bruce | Register by: 6/10 (*Class Full – Join Waiting List*)

Thursday, 6/24, 1-5pm | \$99 early bird thru 6/10 | Instructor: Bob Bruce | Register by: 6/17

Thursday, 7/22, 1-5pm | \$99 early bird thru 7/8 | Instructor: Bob Bruce | Register by: 7/15

**Excel Level 1 & 2: Discount Bundle – Space is Limited**

Gain the foundational knowledge you need to start using Microsoft Excel. Learn to navigate, manage, create formulas and use basic functions in worksheets. Then learn how to understand, filter and sort different types of data in Microsoft Excel. You will also learn advanced formulas and utilize the Data Model with pivot tables.

Thursday, 6/17, 8am-12pm (Level 1) & 1-5pm (Level 2) | \$180 | Instructor: Bob Bruce | Register by: 6/10 (*Class Full – Join Waiting List*)

Thursday, 6/24, 8am-12pm (Level 1) & 1-5pm (Level 2) | \$180 | Instructor: Bob Bruce | Register by: 6/17

Thursday, 7/22, 8am-12pm (Level 1) & 1-5pm (Level 2) | \$180 | Instructor: Bob Bruce | Register by: 7/15

Registration Questions: Call 218-846-3733 or email [jamon.friendshuh@minnesota.edu](mailto:jamon.friendshuh@minnesota.edu)

