

Live Online: Virtual Trainings for the Modern Workforce – Fall 2021

Register Online: www.minnesota.edu/wds/liveonline

Forklift Training Webinar – FREE!

Are you ready for a modern approach to training? Does your training program include phrases like “pay attention” and “be careful”? If so you might be wasting your breath. Research shows that your ability to pay attention and how much care or caution you exhibit are already hard wired into your safety DNA. We need to start looking at real changes in how we do initial training as well as re-training after an incident. Join Safety Professional Terry Weston, CSP, CMSP, CIT for a free 1-hr case study that will explain why just being careful and paying attention may not be enough. We will also address why re-training after an incident should be productive, not be punitive. You will gain an appreciation as to why some workplace incidents can't be solved with re-training. These incidents require us to understand our training limitations and force us to look at simple procedural changes to set our team up to succeed.

Tuesday, 8/24, 10-11am | FREE | Instructor: Terry Weston | Register by: 8/17

Forklift Safety Training

All forklift operators are required to be certified by their current employer per OSHA 1910.178. This 2-hour training will satisfy the formal instruction part of the certification, and allow your onsite personnel to complete the required driver's training and evaluation. This class also serves as a refresher training for those who are already certified. The concepts in this training will apply to sit down, stand up and rough terrain lifts. Participants will receive a certificate of completion to provide proof of formal instruction.

Tuesday, 9/14, 10am-Noon | \$125 | Instructor: Terry Weston | Min. Students: 6 | Register by: 9/3

Fundamentals of Safety Leadership – Includes Comprehensive Assessment

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 -- and the costs associated with it. Fundamentals of Safety Leadership is a must for frontline leaders in all industries and includes a 1-hour comprehensive safety leadership assessment (\$100 fee, included in the cost of registration) with results decoded in the live class.

Tuesday, 9/21, 10am-Noon | \$275 | Instructor: Terry Weston | Min. Students: 6 | Register by: 9/10

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, 8/26, 8am-12pm | \$99 early bird thru 8/12 | Instructor: Bob Bruce | Max Class Size: 12 (including Bundle) | Register by: 8/19

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, 8/26, 1-5pm | \$99 early bird thru 8/12 | Instructor: Bob Bruce | Max Class Size: 12 (including Bundle) | Register by: 8/19

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, 8/26, 8am-12pm (Level 1) & 1-5pm (Level 2) | \$180 | Instructor: Bob Bruce | Max Class Size: 12 per level | Register by: 8/19

Registration Questions: Call 218-846-3733 or email jamon.friendshuh@minnesota.edu

