

# MnCCC Training Program Course Catalog



View Course Catalog of discounted training and pricing for Members and Non-Members of the MnCCC Training Program

In-person, remote, hybrid, and on-demand training options!

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## About the MnCCC Training Program

One of the greatest benefits of the MnCCC Training Program is the discounted pricing for general training, which includes various options of in-person, online, on-demand, and hybrid training. While you don't need to be a member of the MnCCC Training Program, members do receive access to LinkedIn Learning licenses, discounts toward future training, and a credit based on the training tier. This credit can be used toward any training posted in the course catalog or shared through RSVP.

### Pricing Tiers

Each tier gives you access to LinkedIn Learning Licenses and access to MnCCC's course catalog. Credits can be used for future training.

Tiers	Number of Users	Pricing	Credit
Tier 1	<5	\$300	\$100
Tier 2	5 - 19	\$800	\$200
Tier 3	20 - 49	\$2,100	\$300
Tier 4	50 - 74	\$2,800	\$400
Tier 5	75 - 99	\$3,700	\$500
Tier 6	100 - 199	\$7,600	\$600
Tier 7	200 - 299	\$10,700	\$700
Tier 8	300 - 399	\$15,200	\$800
Tier 9	400 - 499	\$18,900	\$900
Tier 10	500 - 599	\$23,000	\$1,000
Tier 11	600 - 699	\$26,600	\$1,100
Tier 12	700 - 799	\$31,000	\$1,200
Tier 13	800 - 899	\$35,000	\$1,300
Tier 14	900-999	\$37,100	\$1,400
Tier 15	>1000	Call for Cost	\$1,500

## What is LinkedIn Learning?

[LinkedIn Learning](#) is an on-demand training platform with thousands of pre-recorded courses taught by industry experts covering the latest business, technology, and creative skills. It provides personalized course recommendations and is designed to help users achieve their full potential at their own pace. Organizations are seeing many benefits by implementing a Learning Management System (LMS), some of which include: cost savings, on-demand access, flexible learning, customization, and more!

## LinkedIn Learning in Government

Digital transformation is changing the landscape of how counties, cities, and public agencies operate. The shift from in-person training to online learning has created a demand for finding cost-effective solutions for professional development opportunities. This platform gives users access to thousands of on-demand courses making professional development more achievable since employees can access courses on their own time.

## How to Sign-Up

To sign up for training with MnCCC, an account on our self-subscribed calendaring system (RSVP) is required. This will help to make sure we have the proper information to contact you if anything changes. To sign up, please go to [mnccc.gov/rsvp](https://mnccc.gov/rsvp) and login or create a profile. You can then update your profile to include "training". Once that is complete, please contact Amanda Beyer at [amanda@mnccc.gov](mailto:amanda@mnccc.gov) for assistance with setting up your county or agency's LinkedIn Learning account and adding licenses.

## Billing

MnCCC will send an invoice for your county or agency's subscription to the MnCCC Training Program. If you are taking training from the catalog or shared through RSVP, you will be invoiced after the training takes place. If you have a preference for where to send the invoice or would like to pay in advance, please contact MnCCC's CFO, Mike Fox, at [mike@mnccc.gov](mailto:mike@mnccc.gov) or (651) 401-4202.

## Costs\*

Costs of training will be clearly labeled on RSVP\*. Pricing listed in the catalog is an estimate based on previous training offered by MnCCC or proposed pricing by the presenter. To find out if you're a member, contact MnCCC staff. Please note, for all in-person training there will be \$35 fee per person/per day to cover room and catering costs.

## Cancelation/No-Show Policy for Paid Sessions Hosted by MnCCC

### Timeline and Fees

Due to the large blocks of time, we reserve for our trainers/speakers, a last-minute no-show or cancellation can cause problems and added fees for both MnCCC and our partners. We understand that there are times when you must miss a session for an emergency or other obligation; however, if you do not notify MnCCC, you may be preventing another person from our waiting list to attend the session. Failure to notify MnCCC no less than five (5) business days of the scheduled training will constitute a charge at full price for the course you registered for. You must also notify MnCCC if you are sending another person in your place. Exceptions will be made for extenuating circumstances, though we must respect the time of other students in the class and our paid trainers/speakers.

### No-Show for Training

We receive attendance reports from our trainers with the amount of time each person spent in the training. If you are more than 30 minutes late for the training without prior notice to MnCCC, we will count this as a no-show and you will be charged the full amount for the session, whether you attend or not.

### Training Balances

We will require that all students who attend our courses must have all other invoices paid in full before attending another course (except for students taking consecutive- or multiple-day courses). We typically invoice after training, though we will contact you if this changes. We can invoice either your organization or you. Attendees who have questions about payment options or invoices may contact our CFO, Mike Fox, at (651) 401-4202 or [mike@mnccc.gov](mailto:mike@mnccc.gov).

### Acknowledgement

By signing up for each course, you are acknowledging and agreeing to the policy listed above. We appreciate your understanding of and respect for MnCCC and its partner organizations utilized for training.

[See full cancelation policy here.](#)

## Training Request

Is there a training you'd like to attend but not currently in our course catalog? Are you ready to schedule a training? Please submit a request to MnCCC Staff! Contact information is listed below.

## Contact Us

- Amanda Beyer – General Contact For Training, LinkedIn Learning, and Renewal  
[amanda@mnccc.gov](mailto:amanda@mnccc.gov)
- Emily Ladd – General Contact For Training and LinkedIn Learning  
[emily@mnccc.gov](mailto:emily@mnccc.gov)
- Mike Fox – Billing and Renewal  
[mike@mnccc.gov](mailto:mike@mnccc.gov)

(\*) Pricing listed in the catalog and/or on RSVP is subject to change. Attendees will be notified and given an opportunity to update their RSVP for the course.



# Course Catalog

## Security

### **How to Host Table-Top Exercises for Security Incidents (\$)**

In-Person, Hybrid, or Remote; 2 hours

Learn how to conduct a tabletop exercise for your organization! Assess your preparedness and incident response plan should a cyber threat or incident occur.

### **On-Demand Security and Technology Training (\$\$ or \$\$\$)**

Remote; unlimited access

Get access to an online platform with live, on-demand courses dedicated to IT training on security topics and software platforms such as Cisco, Microsoft, VMware, Linux, Project Management, Cybersecurity, ITIL, AWS, and end-user training.

### **Security Certification and Online Platform Access (\$-\$\$\$)**

Remote; unlimited access

Take online cybersecurity courses and earn certificates in the following programs: Certified Cybersecurity Technician, Licensed Penetration Tester, Web Application Hacking and Security, Security Engineer in NET and Java, Blockchain, Disaster Recover, Security Specialist, Encryption Specialist, Secure Computer User, Advanced Network Defense, Network Defense Architect, Advance Penetration Testing. You can also take free courses in Digital Forensics Essentials, Network Defense Essential, and Ethical Hacking Essentials.

## Technology

### **Power Automate (\$\$)**

Remote; 6 hours

Quickly build no-code automations (integrations) among Office 365, SharePoint, Teams, and hundreds of other popular Microsoft and non-Microsoft applications. This

Power Automate training course teaches attendees how to turn business processes into automated, consistent, and visual Power Automate workflows.

## **Word Productivity (\$\$)**

Remote; 3 hours

Learn how to maximize your productivity in Microsoft Word with an interactive training session on the following:

- Customizing the Quick Access Toolbar
- Keyboard Commands and Tricks
- Top 5 Commands
- Working with Styles
- Working with Tables
- Working with Insert Menu
- Newer Features that are Amazing

## **PowerPoint Productivity (\$\$)**

Remote; 3 hours

Learn how to maximize your productivity in Microsoft PowerPoint with an interactive training session on the following:

- Customizing the Quick Access Toolbar
- Keyboard Commands and Tricks
- Getting Efficient in using Views
- 3 Ways to Create New Presentation
- Top 5 Commands
- Newer Features that are Amazing
- Quick Transitions and Animation

## **Excel (\$\$)**

Remote; 4 hours

**Course 1:** Pivot Tables and Pivot Charts

**Course 2:** Text, Date, and Management Functions

**Course 3:** ETL with Power Query

**Course 4:** Tips & Tricks

**Course 5:** Productivity (Advanced, pre-req, or experience required)

## **Outlook Productivity (\$\$)**

Remote; 3 hours

Learn how to maximize your productivity in Microsoft Outlook with an interactive training session on the following:

- Customizing the Quick Access Toolbar
- Using the Panes Efficiently
- Top 5 Ways to Search
- Newer Features that are Amazing
- Using the Calendar Effectively

## **Microsoft Teams (\$\$)**

Remote; 3 hours

Learn how to maximize your productivity in Microsoft Teams with an interactive training session on the following:

- Becoming a Teams Advanced User
- Using Chat Efficiently
- Taking Teams and Channels to the Next Level
- File Management on Teams
- Adding Apps to a Chat or Channel
- Managing Meetings with Outlook and Teams
- Team Meetings Newer Features

## **Power BI (\$\$\$)**

Remote; 3-day course

Introduction to Power BI, Desktop, Power Query, and learn more about the Data Button, modeling data and other advanced features.

## **OneNote (\$\$)**

Remote; 3 hours

OneNote is one of the most useful applications for the modern era. Because of the volume of information we process every day, programs that help us capture, organize, surface, reuse, and share that information are invaluable.

Topics include:

- Creating notebooks, sections, and pages
- Working with text-based notes
- Adding navigational elements

- Searching and tagging content

## **SharePoint (\$\$)**

Remote; 3 hours

Learn how to maximize your productivity in SharePoint with an interactive training session on the following:

- Navigate a SharePoint Online Team Site and a SharePoint Online Collaboration site
- Use the various SharePoint Online list types
- Configure a SharePoint list by adding columns and custom validation rules
- Import data into SharePoint Online by creating a list from an Excel workbook
- Create document libraries and configure them to support popular features in SharePoint Online such as checking in and out a document and document versioning
- Learn how to collaborate with SharePoint Online by using Microsoft Office, including Word and Excel
- Learn best practices for SharePoint Governance as it relates to document libraries and lists
- Learn about metadata and how to use it in SharePoint
- Add content to SharePoint sites by creating and editing modern pages understand and use many of the out of the box web parts in modern pages
- Understand how permissions work in SharePoint and learn how to configure permission groups
- Learn best practices for SharePoint Online Security

## **Windows 10 and 11 (\$\$)**

Remote; Length TBD

Learn how to support and configure Windows 10 & 11 on PC's, mobile devices, and in the cloud.

- Windows Client (MD-100)
- Managing Modern Desktops (MD-101)
- Implementing and Managing Windows 11 (MCC-55345)
- Administering Microsoft Endpoint Configuration Manager (MCC-55348)

## **Digital Accessibility (\$)**

Remote; 4 hours

Several course offerings! Get an in-depth look into making accessible PowerPoints, Excel documents, PDF documents, and PDF Forms.

**PowerPoint:** Learn the basics of creating accessible PowerPoint presentations. This workshop will be an in-depth view of slide structure, formatting, and much more!

**Excel:** Do you regularly use Excel to create workbooks and spreadsheets? This workshop will cover the basics for making many tools more accessible, such as regions, ranges, and charts!

**PDF Documents:** As an overview of creating PDF documents, this workshop will be very valuable in helping you discover and utilize all the tools that Acrobat has to offer while making PDFs accessible!

**PDF Forms:** Are you ready to take your form-building skills to the next level? This workshop will provide an in-depth tutorial for creating accessible PDF Forms and using a variety of useful tools!

## **MnCCC's Guide to Accessibility**

Learn more about MnCCC's Accessibility Statement, policy and procedures, and commitment to producing online content that is accessible across our digital platforms. MnCCC is utilizing the Web Content Accessibility Guidelines (WCAG) 2.0 at the AA level. There is also a template available for local government agencies to use for creating their own Accessibility Policy. For more information, please visit: [mnccc.gov/resource-center/mnccc-accessibility-policy](https://mnccc.gov/resource-center/mnccc-accessibility-policy)

## Adobe Sign (\$)

Remote; 1 hour per session

	Session	Topic
For End-Users and Administrators	Session 1	Overview of Adobe Sign UI and Functionalities in brief
		Signing process Flow
		Manage and track agreements
		Using Library Documents
	Session 2	Publishing WebForms
		Reports
For Account and Group-Administrators	Session 3	Groups and Users
		Account and Group settings
		Configuring Workflow and its use-cases
	Session 4	Mega Sign
		API and Webhooks

## PDF Health Check and Acrobat Essentials

Remote; 45 minutes

The PDF File Format is a ubiquitous, often the default, “official” format for organizations to communicate with their citizens. However, not all PDFs are created consistently, and some PDFs may put you at risk for data exposure, exposure of business processes, and even fines from non-compliant, non-accessible documents made available to a broad audience. In addition, PDFs may not be searchable nor easily navigable, resulting in a poor citizen experience.

- An educational, awareness program, to improve citizen experience with public facing PDFs.
- PDF Health Check examines 30-50+ representative cross section of your public facing PDFs.
- The results are presented in a 45 minute webinar.
- Then it’s up to you to determine what mitigating actions you want to take on what PDFs, and what to do moving forward.
- The focus is on security, accessibility, and usability.

- PDF Health Check is a Free service we offer to our Acrobat customers.

## **SQL Querying Fundamentals (\$\$\$)**

Remote; 2 Full days

**Day 1:** In this course, you will compose SQL queries to retrieve desired information from a database.

**Day 2:** In this course, you will work with advanced queries to manipulate and index tables. You will also create transactions so that you can choose to save or cancel the data entry process.

## **Professional and Organizational Development**

### **Change Leadership**

#### **Change: How to Change Uncertainty into Opportunity (\$\$)**

In-Person, Hybrid, or Remote; Full day

- Helps leaders understand the fundamental principles of human reactions to engage teams to achieve and exceed targeted change results.
- Most valuable for organizations that seek to successfully navigate workplace change through engaging their people.

#### **It's Not a Software Problem, it's a People Problem (\$)**

In-Person, Hybrid, or Remote; 1 hour

We often assume we are communicating and speaking the same language, though we often find out the further along we get with a project that we did not start on the same page. See how we can focus on the people side of the equation.

### **Communications**

#### **Communicate like a Boss (\$\$)**

In-Person, Hybrid, or Remote; 1 hour

Conflict Management Communicating Like a Boss isn't about being bossy, it's about getting your point across confidently; gaining influence and respect; and getting other people to want to do the work they are supposed to do. Let's face it, communication can be hard but if you're in a leadership role this skill is non-

negotiable. Good communication skills are the Foundation to every aspect of managing and leading others. Building these skills requires tools and having the right tools makes communication easier and less stressful.

In this session, you will learn 5 best practices of effective communication and discover tools that will help you overcome everyday communication challenges so you can get better results, make a bigger impact, and be a positive influence on others. Actionable take-away's:

- Connect every day activities to the organization's strategic initiatives
- Establish standards of excellence
- Give conflict-free feedback
- Develop high performers through effective delegation
- Motivate others to give their best

### **Conflict Management and Productive Conflict (TBD)**

In-person; ½ day

How an organization overcame resistance to change when implementing Lean. Understand the steps, elements, and measure for conflict management.

### **People Skills and Confrontation Solutions (TBD)**

In-person; ½ day

Learn how to listen, create an agreement, and effectively work through productive confrontation.

## **Facilitation**

### **ToP Facilitation (\$\$\$)**

In-person, hybrid, remote; 2 days

Technology of Participation (ToP) is an integrated set of facilitation methods and tools. Facilitators design and lead meetings that enable the members of the group to participate fully and focus solely on the quality and outcomes of their work.

### **Lego Serious Play (\$\$-\$\$\$)**

In-person, hybrid, remote; various length options (2-4 hours, full day, or 2-3 days)

The LEGO® SERIOUS PLAY™ Method is a facilitated meeting, communication and problem-solving technique for groups. It is an experiential process that unleashes



participants' creative capabilities to improve performance while also minimizing nonproductive interpersonal dynamics. Participants are led through a series of questions, which go deeper and deeper. Each participant builds his or her own three-dimensional LEGO model in response to the Facilitator's questions using specially selected LEGO bricks.

## Leadership

### **IT Management (\$\$\$)**

In-person; 4 days; IT leadership Focused

IT Leadership program will equip you with new practices and tools you can use to be more effective leaders – not just within IT, but across your county. By the end of the IT Leadership Program, you will be ready to take on new challenges.

### **Leading through Change (\$\$)**

In-person, hybrid, remote; Full day; IT leadership Focused

We equip current IT leaders, managers, supervisors, and rising stars with the skills to drive meaningful change. Topics include strategic planning, coaching, and leading through change.

### **Effective Coaching and Peer Coaching (\$\$)**

In-person; ½ day; IT leadership Focused

Much of our work has shifted to an online mode, and that means making online presentations. Whether it's a Board presentation, conference talk, or staff meeting, we need to build new skills to engage our online audience. In this half-day workshop, you'll learn new tools and methods to help you in your IT strategic planning, including a SWOT-like method to understand IT needs, affinity exercises, prioritization, and a quadrant-based strategic planning tool. You'll walk away with a sketched out IT strategic plan you can take with you to further develop your own IT plans for the next 5 to 10 years.

### **Transformative Leadership (\$\$\$)**

In-person, hybrid, remote; 1 hour

Wherever you are on your unique personal and professional journey, learn transformative life & leadership principles, skills, and strategies to clarify what matters, challenge limiting beliefs, fully embrace your identity, and leverage gifts, strengths, and opportunities. BE equipped and empowered to achieve your greatest personal and community impact mindfully, authentically, and courageously

## **New MnCCC Officer Orientation (\$)**

In-person, hybrid, remote; 2 hours

Join us For a 2-hour course on an intro to MnCCC, running meetings, and all that being an officer For a user group entails. Whether you're brand new or need a refresher, this course is For you!

## **Leading at the Speed of Trust 3.0 (\$\$)**

In-person, remote, hybrid, Full day

- Helps leaders increase their personal credibility, practice specific behaviors that increase trust, and improve organizational trust.
- Most valuable in organizations that need to create a measurable culture of high trust.

## **Multipliers: How the Best Leaders Ignite Everyone's Intelligence (\$\$)**

In-person, remote, hybrid, Full day

- Helps leaders harness all the energy and capability of their teams.
- Enables leaders to prompt deep learning and growth in others and achieve better results together.

## **Speed of Trust Foundations (\$\$)**

In-person, remote, hybrid, Full day

- Helps individuals build strong Foundations of self and relationship trust.
- Most useful For organizations that seek to improve open communication, creativity, and engagement.

## **Management**

### **IT Management (\$\$\$)**

In-person; ½ day

The art of effective management is ensuring the right people are doing the right tasks at the right time. In this half-day workshop, you'll learn how to develop a workplan For your team, providing a transparent view of upcoming work and workloads. As part of this process, we'll also exercise S.M.A.R.T. goals: Specific, Measurable, Achievable, Relevant, and Time-bound.

## **7 Habits for Managers (\$\$)**

In-person, hybrid, remote; Full day

- Develops essential mindsets, skillsets, and toolsets to get work done with and through others.
- Most valuable when needing to build the leadership pipeline at the Frontline-leader level.

## **Organizational Leadership**

### **7 Habits of Highly Effective People (\$\$-\$\$\$\$)**

In-person, hybrid, remote; Full day

Your organization's success depends on strong individual performance at all levels, including your non-managerial, administrative, and staff-level employees. Great performance requires a common set of values, behaviors, and skills that align individual capabilities to your organization's strategy.

Help all of your employees tap into their best with the new 7 Habits Foundations, the one-day introduction to The 7 Habits of Highly Effective People®: Signature Edition 4.0 content.\* Available live and live online, the 7 Habits Foundations program introduces Foundational principles, paradigms and practices of the 7 Habits, and is particularly suitable for Frontline associates.

Participants learn the timeless principles of human effectiveness that propel them toward greater maturity and performance. They learn that true success comes from the inside-out.

### **Impact Platform (\$\$\$\$)**

Remote Only

Get on-demand access to self-paced training on common topics like leadership, individual effectiveness, building culture, and business results through an online platform.

#### **4 Essential Roles of Leadership (\$\$)**

In-person, hybrid, remote; Full day

- Develop leaders who can think big, adapt quickly, and translate strategy into meaningful leadership.
- Most valuable where leaders can make a difference by inspiring trust, creating vision, executing strategy, and coaching potential.

#### **5 Choices to Extraordinary Productivity (\$\$)**

In-person, hybrid, remote; Full day

- Helps people master time management for the 21st century.
- Most valuable for people who need to make the highest-impact choices about where to invest time, attention, and energy.

#### **6 Critical Practices for Leading a Team (\$\$)**

In-person, hybrid, remote; Full day

- Equips first-level leaders with the essential skills and tools to get work done with, and through, other people.
- Successfully transition new first-level leaders from individual contributors to leaders of others.

#### **7 Habits of Highly Effective People Signature Edition 4.0 (\$\$)**

In-person, hybrid, remote; Full day

- Increases personal effectiveness.
- Most useful for organizations/individuals who want to increase emotional intelligence, interpersonal communication, and teamwork.

#### **7 Habits of Highly Effective People Foundations (\$\$)**

In-person, hybrid, remote; Full day

- Builds the fundamentals of personal effectiveness.
- Most useful when people need an introduction to increasing emotional intelligence, including self-management and interpersonal skills.

## **Presentation Advantage (\$\$)**

In-person, hybrid, remote; Full day

- Helps people communicate effectively, whether with one or one hundred people.
- Most useful for people and organizations that seek to better inform, influence, and persuade others in today's knowledge-based world, live or virtually.

## **Leading from the Helm - Self: 4 Colors and 12 Driving Forces (\$\$)**

Remote; ½ day

This session will be an overview of the *Leading From the Helm* model and *Talent Insights* profile. *Leading From the Helm* is Sicora's proprietary, science-based methodology used to evaluate your organization's strategy, engagement, culture, and people so you can maximize individual potential and organizational success. It's a balanced and holistic approach to revolutionizing how your organization thinks, behaves, and performs. The session will also use the *Talent Insight* profile to reveal the unique leadership styles and strengths of everyone in your organization. By gaining this knowledge, you'll build deeper levels of understanding and trust at all levels.

## **Leading from the Helm - Engagement: 8 Factors of Engagement (\$\$)**

Remote; ½ day

This session will be an overview of the *Leading From the Helm* model and *8 Factors of Engagement* individual profile. *Leading From the Helm* is Sicora's proprietary, science-based methodology used to evaluate your organization's strategy, engagement, culture, and people so you can maximize individual potential and organizational success. It's a balanced and holistic approach to revolutionizing how your organization thinks, behaves, and performs. This session will also use the *8 Factors of Engagement* individual profile based on Sicora's science-based leading indicator model. Helping you create an employee-led culture of continuous engagement by creating accountability, providing recognition, and clarifying your shared purpose.

## **Time Management Essentials (\$\$)**

In-Person or Remote; Full day

The barrage of information coming at us, coupled with the demands of our professional and personal lives, often creates a feeling of being buried alive. This overwhelming volume of information threatens our ability to think clearly and decide

what's important. As a result, we frequently fail to accomplish the priorities that matter most in our professional and personal lives.

In *Time Management Essentials: Powered by The 5 Choices to Extraordinary Productivity®*, you will learn how to increase your ability to achieve your most important outcomes. This process will result in a measurable increase in productivity, a renewed sense of engagement, and a feeling of accomplishment at the end of every day.

## Planning

### Strategic Planning (\$)

In-person, remote, or hybrid; 2 hours to Full day

Do you have a project coming up where you will need a strategic plan? This workshop is designed to help you identify your vision, organize goals, and delegate responsibilities.

## Presenting

### Making a Great Online Presentation (\$)

In-person, remote, or hybrid; 2 hours

Much of our work has shifted to an online mode, and that means making online presentations. Whether it's a Board presentation, conference talk, or staff meeting, we need to build new skills to engage our online audience. Hallmentum LLC offers a **Making a Great Online Presentation** mini-workshop to help you make your best online presentation. Learn about eye contact, online delivery, technology setup, and effective slide design.

## Project Management

### Scrum Fundamentals (\$\$)

Remote, In-person, or Hybrid; 4 hours

Learn the mechanics of Scrum as well as practical tips to make it work in real life (IRL). You will learn the right way to practice Scrum, as detailed in the Scrum Guide. You will also hear knowledge gained from the trenches with a focus on what works well, where teams fall short and what dysfunctions to look out for.

## **Agile Requirements Gathering (\$\$)**

Remote, In-person, or Hybrid; 2 hours

Understanding a customer's true needs is crucial to the success of any product development effort. In this session, we examine why traditional gathering efforts fall short and explore techniques to make it more successful.

## **User Story Mapping (\$\$)**

Remote, In-person, or Hybrid; 2 hours

Take a deep dive into Story Mapping. This technique is a highly effective way to break down a large process into small pieces and break those pieces into a series of releases. Effective Story Mapping will unite people across the enterprise on a common understanding of a solution.

## **Project Management For The Unofficial Project Manager (\$\$)**

Remote or In-person; Full day

Many of today's knowledgeable workers have quietly slipped into the role of the unofficial project manager. Unless they develop basic project management skills, they may not know how to handle various challenges that arise, such as managing expectations, keeping team members engaged and accountable, tracking project progress, and meeting deadlines. The result? High levels of stress and inconsistent results.

## **Wellness, Diversity, and Inclusion**

### **Wellness in the Workplace (\$)**

Hybrid, In-Person, or Remote; 1 hour to Full day

Creative tools for more calm, focus, happiness, and productivity in your workday.

### **Putting Women in Power (\$)**

Hybrid, In-Person, or Remote; 1 hour to Full day

When author Kristi Hemmer was eight, she was the Connect Four champ; nobody wanted to play with her. When she was twelve, she was on the Future Problem Solvers

of America Championship Team; Kristi was told that if she was too smart, boys wouldn't like her. When she was thirty-three, and principal of an all-girls school, a city council member told her she was too young. The underlying message is one that every Female of every age is told again and again: You're too much. Quit being you. Wait your turn. Be quiet. Be nice. Being So Good. But this International Women's Day, we will have none of that. #EmbraceEquity and learn three steps to be unapologetic so you can #bewhatshecansee. Because when women lead, the world is a better place. For everybody.

## Training Cost Key

**\$:** no cost - \$100/person

**\$\$:** \$100 - \$500/person

**\$\$\$:** \$500 - \$1,000/person

**\$\$\$\$:** \$1,000+