



Anoka Technical College Corporate Center

VISION

Bringing education and enterprise together to create high-quality innovative solutions for businesses and the community.

MISSION

The Corporate Center is the provider of choice for high-quality innovative workforce development services and solutions that meet the needs of the public and private sectors and economic development organizations.

WE ARE THE EXPERTS:

- We identify your needs and develop the program specifically around those needs.
- We use only qualified instructors who stay current on their topics and use an interactive presentation style.
- We deliver the highest quality product at a price that will fit into your budget.



1355 West Highway 10 | Anoka, MN 55303
(763) 576-4800 | www.anokatech.edu

Human Resources re-certification credits

Keep informed, updated and certified!

Anoka Technical College is an affirmative action, equal opportunity employer and educator, and a member of the Minnesota State Colleges and Universities system. This document is available in alternative formats to individuals with disabilities by calling (763) 576-4700, TTY: 7-1-1 or (800) 627-3529.

HUMAN RESOURCES

ANOKA TECHNICAL COLLEGE
corporate center
BRINGING EDUCATION & ENTERPRISE TOGETHER

**Human Resource
Professionals, Managers,
and Directors**
PHR/SPHR Re-Certification

**Keep informed,
updated and
certified!**

Join other Human Resource professionals in obtaining the education and credits necessary to renew your PHR/SPHR certification with interactive, mind expanding and fun workshops.

These five workshops fit easily into your schedule and offer practical, innovative information that you can implement the next day.

Workshops are taught by Mary Easterling, MAIR, SPHR. Mary has over 30 years of strategic HR leadership experience. She trains top executives, board members and HR professionals in policy governance, strategy, organizational effectiveness, professional development and tough people issues.

ALL WORKSHOPS ARE HELD AT ANOKA TECHNICAL COLLEGE.

TIME 8:30 a.m. to 4:30 p.m.

COST \$199 per person (includes lunch)

Reflective Supervision

COURSE ID HBHS1000 **COURSE #** 982

DATE Thursday, May 20, 2010

7.5 HRCI PRE-APPROVED RE-CERTIFICATION CREDITS

PARTICIPANTS WILL GAIN THE SKILLS TO:

- Articulate a compelling vision.
- Encourage employees to understand their genius, potential, talents, and skills.
- Acquire resources and implement best practices as applicable to facilitate team accomplishments.
- Learn and understand the 5 Reflective Supervision Tenets.
- Identify barriers preventing employees from attaining maximum results.

Communicating Through the Tough Issues

COURSE ID HBHS1001 **COURSE #** 983

DATE Thursday, June 10, 2010

7.5 HRCI PRE-APPROVED RE-CERTIFICATION CREDITS

PARTICIPANTS WILL GAIN THE SKILLS TO:

- Identify four common communication styles.
- Understand and instantly access five awareness components which affect communication.
- Actively listen to others using “The Listening Cycle.”
- Resolve the toughest issues by using the “Resolution Flower.”

Board Smart: Policy Governance

COURSE ID HBHS1002 **COURSE #** 984

DATE Thursday, June 24, 2010

7.5 HRCI PRE-APPROVED STRATEGIC MANAGEMENT RE-CERTIFICATION CREDITS

PARTICIPANTS WILL GAIN THE SKILLS TO:

- Determine your organization’s fundamental values and vision.
- Understand how strategic HR leaders enhance Board Policies and executive responsibilities.
- Discover how to consult with executives regarding what results are valued and desired.
- Access powerful insight as how to govern your organization through the highest level of governing policies.
- Gain top executive and board esteem which secures an HR presence in strategic decisions and executive organizational plans.

Please Don’t Shoot the Messenger!

(INTERACTING WITH DIFFICULT PEOPLE)

COURSE ID HBHS1003 **COURSE #** 154

DATE Wednesday, July 14, 2010

7.5 HRCI PRE-APPROVED STRATEGIC MANAGEMENT RE-CERTIFICATION CREDITS

PARTICIPANTS WILL GAIN THE SKILLS TO:

- Identify the twelve (yes 12) types of difficult people.
- Understand four effective methods of working with difficult people.
- Develop the skills to diffuse and disarm difficult people.
- Communicate under pressure while remaining calm and in control of the situation and the outcomes.

HR: Train the Trainers

COURSE ID HBHS1004 **COURSE #** 155

DATE Thursday, July 29, 2010

7.5 HRCI PRE-APPROVED STRATEGIC MANAGEMENT RE-CERTIFICATION CREDITS

PARTICIPANTS WILL GAIN THE SKILLS TO:

- Identify three learning styles of adult learners.
- Create curriculum and training materials for building productive teams and relationships.
- Ensure consistent implementation of best practices.
- Effectively implement change initiatives and create receptive positive environments where negative responses to attempted change have traditionally existed.

TO SCHEDULE A WORKSHOP, CONTACT JUDY MANETAS AT (763) 576-4793 OR CALL THE REGISTRATION OFFICE AT (763) 576-4770