

mea Better people.
Better outcomes.

TRAINING WORKSHOPS
& EVENTS CALENDAR

OCTOBER - DECEMBER 2017
Open Enrollment Workshops



Now offering MEA's
popular **Foundational
Leadership Series**
completely online!

October 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	Foundational Leadership Cohort (Day 1 of 6) Project Management 101 3	Becoming the Totally Responsible Person 4	Six Sigma - Green Belt (Day 1 of 3) Virtual Management Fundamentals (Day 1 of 2) 5	Emotional Intelligence Lean Operations (Day 1 of 3) 6
9	Advanced Leadership Cohort (Day 2 of 6) Excel® 2013/2016 - Level 1 10	Successful Communication ADA - Accommodation Procedures & Compliance 11	Strategic Thinking: Problem Solving & Decision Making Virtual Management Fundamentals (Day 2 of 2) 12	Basics of Compensation Managing Up the Ladder 13
16	Foundational Leadership Cohort (Day 2 of 6) MS Project 2013/2016 Level 1 Public Speaking: Powerful Presentation Skills (Day 1 of 2) 17	Training Test Drive 18	Managing People through Motivation New Sales Compensation Plan Virtual Basics of Employment Law for Non-HR Professionals (Day 1 of 2) 19	Communicating with Diplomacy Writing Effective Job Descriptions 20
23	Advanced Leadership Cohort (Day 3 of 6) Public Speaking: Powerful Presentation Skills (Day 2 of 2) 24	Coaching Skills for Managers & Supervisors MS Word 2013/2016 Level 1 25	Train-the-Trainer Virtual Basics of Employment Law for Non-HR Professionals (Day 2 of 2) First Aid & Bloodborne Pathogens Training... Adult, Child and Infant CPR with AED 26	HR Metrics: ROI for HR Initiatives Managing Millennials 27
30	Foundational Leadership Cohort (Day 3 of 6) Taking Flight with DISC 31			

STEPPING UP TO MANAGEMENT

1-Day Workshop

When individual contributors transition to supervisors or managers, they all face unexpected challenges. Participants attending this session will have the chance to examine exactly what it takes to lead others.

Potential Managers

TEAM LEAD CERTIFICATION

2-Day Workshop | Certificate Program

In today's fast paced and ever changing environment many individuals are expected to manage and lead others without position power.

While team leaders may not have the power of management, they must possess the skills to effectively communicate, influence, set goals, manage time, and resolve conflict.

Project / Team Leads & Supervisors

FOUNDATIONAL LEADERSHIP

6-Workshop Certificate Series

- Successful Communication
- Management Fundamentals
- Basics of Employment Law for Non-HR Professionals
- Managing People through Motivation
- Accountability: Stop the Blame Game
- Coaching Skills for Managers and Supervisors

New & Experienced Managers / Supervisors

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		Basics of Federal Employment Laws	Six Sigma - Green Belt (Day 2 of 3) Management Fundamentals Virtual Managing People through Motivation (Day 1 of 2)	Handling Difficult People Lean Operations (Day 2 of 3)
6	7	8	9	10
	Advanced Leadership Cohort (Day 4 of 6) Excel® 2013/2016 - Level 2	Discipline & Termination Strategies for Managers MS Word 2013/2016 Level 2	Basics of Employment Law for Non-HR Professionals The Strategic Leader (Day 1 of 2) Virtual Managing People through Motivation (Day 2 of 2)	Employment Law Update Managing Remote Employees
13	14	15	16	17
	Foundational Leadership Cohort (Day 4 of 6) Time Management: Juggling Multiple Priorities	Harnessing Organizational Politics MS Project 2013/2016 Level 2	The Strategic Leader (Day 2 of 2) Virtual Accountability: Stop the Blame Game! (Day 1 of 2) Conducting Workplace Investigations	Effective Employee Relations, Recognition and Performance Stepping Up to Management
20	21	22	23	24
	Advanced Leadership Cohort (Day 5 of 6)			
27	28	29	30	
	Foundational Leadership Cohort (Day 5 of 6) Excel® 2013/2016 - Level 3	Performance Management: More Than Just an Appraisal New Success Skills for Young Professionals	Training & OD Users Group Virtual Accountability: Stop the Blame Game! (Day 2 of 2)	

ADVANCED LEADERSHIP

6-Workshop Certificate Series

- Conflict Management
- Taking Flight with DISC
- Discipline & Termination Strategies for Managers
- Team Development
- Managing Up the Ladder
- Performance Management: More Than Just an Appraisal

New & Experienced Managers / Supervisors

CRITICAL LEADERSHIP

6-Workshop Certificate Series

- Emotional Intelligence
- Succession Planning
- Harnessing Organizational Politics
- Driving Change
- Critical Conversations: Having the "Hard-to-Have" Discussions
- Strategic Thinking: Problem Solving & Decision Making

High Potential Managers, Directors & Executives

STRATEGIC LEADERSHIP

2-Day Workshop | Certificate Program

"What does it take to be an effective Leader?"

The Strategic Leader program focuses on what it takes to lead – not to manage, but to truly lead. Take your business and its key management team to the next level!

High Potential Managers, Directors & Executives

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				HR BOOT CAMP- Did HR Fall in Your Lap? 1
4	Advanced Leadership Cohort (Day 6 of 6) FMLA Administration Workshop 5	Team Development 6	Six Sigma - Green Belt (Day 3 of 3) Virtual Coaching Skills for Managers and Supervisors (Day 1 of 2) 7	HR Business Partner Roundtable Lean Operations (Day 3 of 3) 8
11	Foundational Leadership Cohort (Day 6 of 6) Environmental, Health & Safety Roundtable 12	MS Word 2013/2016 Level 3 Team Lead Certification (Day 1 of 2) 13	Conflict Management HR & Benefits Roundtable - NJ Virtual Coaching Skills for Managers and Supervisors (Day 2 of 2) 14	Accountability: Stop the Blame Game! Master the Tactics Roundtable 15
18	Progressive Discipline & Termination 19	Team Lead Certification (Day 2 of 2) 20	21	22
25	26	27	28	29

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CUSTOMIZED TRAINING

Partner with MEA's Professional Training Staff to build customized training solutions facilitated either in-person or online. We offer a unique product that is aligned with your organization's needs. Our team will assess and deliver "right-fit," industry-specific training for real business results.

BRING ANY SESSION ONSITE

- Conducted at your LOCATION
- Meeting your BUSINESS NEEDS
- Fit any shift on your SCHEDULE

MOST REQUESTED TOPICS

Leadership and Management

- Managing Millennials
- Change Management
- Coaching Skills
- Successful Communication
- Management Fundamentals

Employment Law

- Avoiding Harassment for Employees & Managers
- Basics of Employment Law for Non-HR Professionals

Computer Skills

Customer Service

Health, Safety & Quality

STANDARD PRICING*

3-Hour (9:00 AM - 12:00 PM)

Cost Per Person: \$215

4-Hour (9:00 AM - 1:00 PM)

Cost Per Person: \$230

6-Hour (9:00 AM - 4:00 PM)

Cost Per Person: \$265

Computer Workshops

Full Day (9:00 AM - 4:00 PM)

Cost Per Person: \$275

For complete pricing, descriptions, timing and accreditations, please download our Training Catalog at www.meainfo.org/catalog.

*Specialized workshops, "cohort" series, and those that include assessments have special pricing.