

## **PROFESSIONAL DEVELOPMENT**

*This series is from Development Dimensions International (DDI), a world wide leader in training and development. Workshop fees include all participant materials and refreshments.*

### **Essentials of Leadership (Pre-requisite course)**

The essence of being an effective people leader lies in establishing good interpersonal working relationships and having the ability to spark action in others. This course teaches leaders how to get results through people. Participants will acquire a set of proven interaction skills, discover seven Leadership Imperatives key to meeting today's challenges, and realize their role as a catalyst leader who inspires others to act. Approved for credit by the Human Resources Certification Institute (HRCI).

<b>Rainy River CC, International Falls</b>	<b>9/20/07</b>	<b>1:00 – 5:00 p.m.</b>	<b>\$59</b>	<b>H-119</b>	<b>Staff</b>
<b>Fond du Lac Tribal &amp; CC, Cloquet</b>	<b>10/4/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>Rm 256</b>	<b>Kermeen</b>
<b>Hibbing CC, Hibbing</b>	<b>10/9/07</b>	<b>8:00a – 12:30p</b>	<b>\$89</b>	<b>Rm G10</b>	<b>Staff</b>
<b>Lake Superior CC, Duluth</b>	<b>9/12/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>Rm S1981</b>	<b>Mathiasen</b>
	<b>9/19/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>Rm S1981</b>	<b>Mathiasen</b>
	<b>11/7/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>Rm S1981</b>	<b>Mathiasen</b>
<b>Mesabi Range CTC, Virginia</b>	<b>9/27/07</b>	<b>1:00p – 5:00p</b>	<b>\$99</b>	<b>Norse Room</b>	<b>Staff</b>
<b>Itasca CC, Grand Rapids</b>	<b>9/20/07</b>	<b>12:30p – 4:30p</b>	<b>\$89</b>	<b>CC15</b>	<b>Staff</b>

### **Building an Environment of Trust**

Because of the crucial link between trust and business success, leaders must realize the power of trust as a business tool. IN this course, leaders learn how to avoid the trust breakers and take action to create an environment in which people take risks, identify and solve problems, and work together to create and sustain high levels of trust.

<b>Fond du Lac Tribal &amp; CC, Cloquet</b>	<b>10/18/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>Rm 256</b>	<b>Broeffle</b>
<b>Rainy River CC, International Falls</b>	<b>11/1/07</b>	<b>1:00 – 5:00 p.m.</b>	<b>\$59</b>	<b>H-119</b>	<b>Staff</b>
<b>Lake Superior CC, Duluth</b>	<b>10/3/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>S1981</b>	<b>Mathiasen</b>
	<b>10/24/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>S1981</b>	<b>Mathiasen</b>
<b>Mesabi Range CTC, Virginia</b>	<b>10/25/07</b>	<b>1:00p – 5:00p</b>	<b>\$99</b>	<b>Norse Room</b>	<b>Staff</b>
<b>Itasca CC, Grand Rapids</b>	<b>10/4/07</b>	<b>12:30p – 4:30p</b>	<b>\$89</b>	<b>CC15</b>	<b>Staff</b>

### **Resolving Conflict**

This course teaches leaders how to recognize that a conflict is escalating and minimize damage by using the most appropriate resolution tactic – regardless of which stage a conflict is in. Leaders also learn the true cost of conflict to an organization and techniques for handling even the most challenging conflict-related discussions effectively. Approved for credit by the Human Resources Certification Institute (HRCI).

<b>Fond du Lac Tribal &amp; CC, Cloquet</b>	<b>11/1/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>Rm 256</b>	<b>Anderson</b>
<b>Rainy River CC, International Falls</b>	<b>10/18/07</b>	<b>1:00 – 5:00 p.m.</b>	<b>\$59</b>	<b>H-119</b>	<b>Staff</b>
<b>Lake Superior CC, Duluth</b>	<b>10/10/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>S1981</b>	<b>Mathiasen</b>
	<b>11/14/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>S1981</b>	<b>Mathiasen</b>
<b>Mesabi Range CTC, Virginia</b>	<b>11/29/07</b>	<b>1:00p – 5:00p</b>	<b>\$99</b>	<b>Norse Room</b>	<b>Staff</b>
<b>Itasca CC, Grand Rapids</b>	<b>10/18/07</b>	<b>12:30p – 4:30p</b>	<b>\$89</b>	<b>CC15</b>	<b>Staff</b>

### **Reaching Agreement**

This course teaches leaders seven techniques for making high-quality decisions group members will support and execute. Leaders understand their important role in reaching agreement by consensus and its impact on organizational results. Leaders need to be able to get all of the ideas out on the table and then get everyone to agree on and commit to a course of action.

<b>Fond du Lac Tribal &amp; CC, Cloquet</b>	<b>11/15/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>Rm 256</b>	<b>Orman</b>
<b>Rainy River CC, International Falls</b>	<b>11/29/07</b>	<b>1:00 – 5:00 p.m.</b>	<b>\$59</b>	<b>H-119</b>	<b>Staff</b>
<b>Itasca CC, Grand Rapids</b>	<b>11/1/07</b>	<b>12:30p – 4:30p</b>	<b>\$89</b>	<b>CC15</b>	<b>Staff</b>

### **Making Meetings Work**

Most people say they hate meetings, but what they really dislike are non-productive, poorly run meetings. This course helps leaders save time and resources by leading meetings that support business needs. Leaders learn how to plan, facilitate, and follow-up on meetings (including virtual meetings) to ensure that there is a payoff for the time invested in meetings.

<b>Fond du Lac Tribal &amp; CC, Cloquet</b>	<b>11/29/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>Rm 256</b>	<b>Bruch</b>
<b>Rainy River CC, International Falls</b>	<b>11/15/07</b>	<b>1:00 – 5:00 p.m.</b>	<b>\$59</b>	<b>H-119</b>	<b>Staff</b>
<b>Lake Superior College, Duluth</b>	<b>10/17/07</b>	<b>8 am – 12:00 p</b>	<b>\$99</b>	<b>#S1981</b>	<b>Jones</b>
	<b>10/25/07</b>	<b>5:30p – 9:30 p</b>	<b>\$99</b>	<b>#S1981</b>	<b>Jones</b>
	<b>11/06/07</b>	<b>8:00a – 12:00p</b>	<b>\$99</b>	<b>#S1981</b>	<b>Jones</b>
<b>Itasca CC, Grand Rapids</b>	<b>11/15/07</b>	<b>12:30p – 4:30p</b>	<b>\$89</b>	<b>CC15</b>	<b>Staff</b>

**Participants must identify themselves as a LSALMA member upon registration. To register, please contact:**

**Fond du Lac Tribal and Community College, Cloquet—Contact 218-879-0846, [www.fdlccc.edu/ctced](http://www.fdlccc.edu/ctced)**

**Hibbing Community College, Hibbing—Contact 218-262-7204, [www.hibbing.edu](http://www.hibbing.edu)**

**Itasca CC, Grand Rapids—Contact 218-327-4465, [www.itascacc.edu/clc/index.cfm](http://www.itascacc.edu/clc/index.cfm)**

**Lake Superior College, Duluth—Contact 218-279-2517, [www.lsc.edu](http://www.lsc.edu)**

**Mesabi Range Community and Technical College, Virginia—Contact 218-749-7761 or 800-657-3860, [www.mnscu.edu](http://www.mnscu.edu)**

**Rainy River Community College, International Falls—Contact 218-285-2207 or 800-456-3996, [www.rrcc.mnscu.edu](http://www.rrcc.mnscu.edu)**