

CULTURE IS KING. PRODUCTIVITY IS QUEEN. LET'S RULE YOUR WORKPLACE!



2023-2024 TRAINING EVENT CATALOG



BUSINESS
WORKFORCE
SOLUTIONS
Business Partnership

A Collaborative Approach to Workforce Training

The Business Partnership is designed to give our members access and exposure to quality training programs led by high-profile national and regional trainers. Our goal is to offer a wide variety of topics and enhance employee access by delivering classes through both face-to-face and distance learning approaches. Each year the NIACC Continuing Education Department collaborates with local North Iowa businesses to identify common training needs. Collectively, these businesses leverage funding for employee professional development. Each member of our partnership contributes toward an annual operating budget for trainers, venues, livestreaming, and more.

Thank you for being a part of NIACC Continuing Education's Business Partnership! Employee engagement, development, and retention are critical in this time of constant change and challenges, and we hope to empower your teams with a variety of opportunities for learning and growth.

In the spring, members of the partnership provided feedback and ideas and then voted on training priorities for the 2023-2024 season. The top-rated topics, such as leadership, equity & inclusion, communication skills, productivity and more are included in this year's line-up, and you will hear from top-ranked speakers on these and other important subjects.

Business Partnership classes will be offered in a variety of ways and times to allow for increased flexibility in scheduling. In the fall and spring, most classes will be offered both in-person and live-online. Winter classes will be offered primarily live-online via Zoom. Please refer to the schedule for specifics on how and when each class will be offered. Recordings of Zoom sessions will be available for a specified window of time. Something new we are trying this year is offering different topics from some speakers when they are presenting both in-person and live-online sessions. This will allow for more content and insight from these incredible speakers. Participants can enroll in one or the other, or BOTH!

Please spend some time exploring this catalog, where you will find detailed information about the 2023-2024 speakers and class offerings. Mark your calendars and register early for sessions you plan to attend. We are looking forward to a highly engaging and relevant Business Partnership season!



Interested in becoming a Business Partner? or Business.Partnership@niacc.edu

Inclement Weather Policy:

The Business Partnership will follow NIACC's weather guidelines. When NIACC is closed due to inclement weather, Business Partnership classes will also be canceled. Tune in to local television or radio for closing announcements.

BUSINESS WORKFORCE SOLUTIONS

Hello. I wanted to take a few minutes to thank you for investing in your employees by participating in Business Partnership. NIACC's Business & Workforce Solutions is dedicated to serving the businesses and job seekers in our area. The Business & Workforce Solutions team is here to help you with training, upskilling, and building a job ready pipeline. The team can help you in a variety of ways – customized training, continued professional education, apprenticeship, training to prepare the emerging workforce, and a variety of other services. We look forward to continuing to serve you and bringing you amazing opportunities in this upcoming year! See you soon!



Patti Hanson

Dean, Continuing Education
641.422.4170

Patti.Hanson@niacc.edu

Customined Training:

Whether it's a speaker that really inspired you or a topic your staff could benefit from, customized training is an opportunity to engage your staff in training built specifically for your company's needs. Our team will meet with you and discuss how we can connect you with the most innovative, dynamic, and valuable speakers to meet the needs of your team. Customized training can provide training services that enhance workforce skills, focus on teambuilding, assist employees with professional growth, increase your organization's efficiency, productivity, and so much more! Customized training can be held on site at your company, on campus, at a convenient location near you or even virtually.

These opportunities have an immediate impact on your day-to-day operations. For more information, contact NIACC's Business and Workforce Solutions team at BWS@NIACC.edu.



See something you are really interested in and would like to share with the rest of your team?

Reach out today!

Please contact our team to discuss having these speakers come to your location for a customized training!

BWS@niacc.edu

Season at a Glance NIACC Business Partnership 2023-2024

Course Title/Speaker	Day	Dates	Time	View Options	Course
Tech-Driven Productivity: Empowering Business for Success Speaker: Beth Z	TUES	9/19/23	8 AM - 12 PM	In-Person Location: Clear Lake Best Western	15648 info on pg. 7
FAST and FURIOUS (and FUN) 5 Tools for your Culture Tune Up Speaker for both classes: Kirk Weisler	WED	10/4/23	9 AM - 12 PM	Face-to-Face Location: NC180	15728 info - pg. 8
ZIP, ZAP, ZOOM! Overcoming Virtual Fatigue in Remote Teams	WED	10/11/23	9-11 AM	ZOOM	15783 info - pg. 9
Mastering Motivation: An Intro to the Enneagram	THURS	10/19/23	10 - 11:30 AM	ZOOM	15796 info - pg. 10
Enneagram for Evolving Leaders: A Crash Course in Self-Awareness	TUES	10/24/23	1-4:30 PM	Face-to-Face Location: NC180	15795 info - pg. 11
Working with You Is Killing Me Speaker for both classes: Kathy Peterson	WED	11/8/22	9 AM - 12 PM	Face-to-Face Location: NC180	15818 info - pg. 12
Building Accountability	MON	11/20/23	9-11 AM	ZOOM	15797 info - pg. 13
Making Molehills out of Mountains –	THURS	12/7/23	9 AM - 12 PM	Face-to-Face Location: NC180	15798 info - pg. 14
Leadership Strategies that Work Speaker: Andrew McCrea	TUES	12/12/23	9-11 AM	ZOOM	15799 info - pg. 14

NIACC Business Partnership 2023-2024

Course Title/Speaker	Day	Dates	Time	View Options	Course
Tackle Your Technology To-Do List: Conquer Everyday Tech Challenges with Practical Solutions Speaker: Beth Z	WED	1/10/24	9-10:30 AM	ZOOM	15800 info - pg. 15
Squirrel! Managing Time Together Speaker: Celina Peerman	THURS	2/8/24	9-11 AM	ZOOM	15801 info - pg. 16
	TUES	2/13/24	1-4 PM	Face-to-Face Location: NC180	15807 info - pg. 16
What Does It Mean to Be an Ally in the Workplace? Become Connected, Informed, and Engaged Speaker: Jasmine Brett Stringer	WED	3/6/24	1-4 PM	Face-to-Face Location: NC180	15808 info - pg. 17
How Can I? The Mindset of Success Speaker: Joe Fingerhut	TUES	4/9/24	9 AM - 12 PM	Face-to-Face Location: NC180	15810 info - pg. 18
	WED	4/17/24	9-11 AM	ZOOM	15811 info - pg. 18

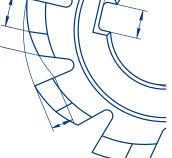
Also find PDF of catalog and season at a glance at

www.niacc.edu/continuing-education/business-partnership





INNOVATION WORKSP CE



Leverage technology to overcome your business's pressing challenges

Increase your innovation capability with hands-on access to professional grade digital manufacturing equipment for small-to-medium model & prototype creation. NIACC's Innovation Workspace provides the resources and tools to connect business, industry, and entrepreneurs.

New!

Available Equipment:

- CO2 Laser Cutter
- Creaform Handheld 3D Scanner
- Ultimaker Industrial 3D Printer
- Stratasys FDM and Liquid Resin 3D Printers
- Vinyl Cutter
- Desktop CNC Mill

Workspace Uses:

- Prototyping
- Product Testing
- Parts Creation/Replacement
- Product Customization
- Equipment and Safety Training

Business Partnership members are invited to visit the Innovation Workspace for a tour, equipment overview and discovery session on how the workspace can help you meet your business needs!

For more information, call 641-422-4110 or email anthony.riesen@niacc.edu

Tech-Driven Productivity: Empowering Businesses for Success

Instructor: Beth Z

Join renowned tech expert, Beth Z, Your Nerdy Best Friend, for a half-day workshop that will empower your small- or medium-size business with the perfect balance of cutting-edge technology, including the transformative power of AI.

In this dynamic session, Beth Z will demystify complex technologies and reveal practical insights that will revolutionize the way you work. You'll discover how to:

Turbocharge Efficiency: Streamline workflows, automate tasks, and optimize operations to save time and resources.



Amplify Collaboration: Explore powerful tools that enhance teamwork, facilitate remote work, and improve communication cross your organization.

Tap into AI's Potential: Learn how to leverage AI for intelligent data analysis, customer insights, and decision-making to gain a competitive edge.

Boost Cybersecurity: Gain practical knowledge on protecting your business gainst cyber threats and safeguarding sensitive information.



Presented by NIACC Pappajohn Entrepreneurial Center, NIACC Business Partnership, and Clear Lake Chamber of Commerce.

Since her first Motorola RAZR flip phone, **Beth Ziesenis** has made a verb out of the word nerd. She's here to help you filter through thousands of apps, gadgets, widgets and doodads to find the perfect free and bargain technology tools for work and home. Although the only real trophy she ever won was for making perfect French fries at McDonald's in high school, Beth Z has been featured on Best Speaker lists by several groups that write best speaker lists. She is also a Certified Speaking Professional (CSP), the highest earned credential from the National Speakers Association. It's kind of a big deal. She has written multiple books on apps and has spoken to about 100,000 people, about 99.9% of whom can't pronounce her last name.

Sponsored by:













Tuesday, 9/19/23, 8:00 AM – 12:00 PMFace to Face, Class ID: 15648

Location: Clear Lake Best Western

(2023 7th Ave N, Clear Lake, IA 50428)

*You'll have a second chance to see Beth Z virtually in January! See page 15





FAST & FURIOUS (and FUN) 5 Tools for Your Culture Tune Up

Instructor: Kirk Weisler

Buckle up for a culture building experience like no other! Join Kirk Weisler, back by popular demand, for this invigorating session focused on identifying the foundational components of an energized and enthused team culture. We'll look at Storytelling, Motivational Myths, Readership Leadership, and why Culture Building beats Team Building...every time! You'll learn how to create connections, build community, and other immediately actionable things that YOU can do RIGHT NOW to get your team on the fast track to personal and team growth, engagement and the checkered flag!!



So - Start Your Engines... Begin your journey of Creating Outrageously Cool Culture today!

Kirk Weisler

With over eighteen years of executive coaching, speaking, research, and professional experience, Kirk's perspective is simple and unpretentious and his suggestions are applicable and undiluted. Kirk is currently the Chief Morale Officer for companies and organizations around the globe. He offers coaching, keynote addresses, and workshops for companies of all services and sizes. Kirk is a past leader of the National Speakers Association, a master team builder, and a professional storyteller. Kirk's book "The Dog Poop Initiative" has sold over 80,000 copies and has been translated into German, Spanish, and Hebrew. While this book is written for all ages and can be found in many public-school libraries, the #1 buyer of the book is Boeing Aircraft who use it for their Six Sigma Lean program. Managers often use this book for their morning huddles or weekly kick-off meetings. Kirk's second book "The Cookie Thief" is another metaphorical story that teaches a powerful lesson. Join us for one of these impactful session for your chance to walk away with one of his books.

Wednesday, 10/4/23, 9:00 AM – 12:00 PM

Face to Face, Class ID: 15728



Kirk Weisler

ZIP, ZAP, ZOOM! Overcoming Virtual Fatigue in Remote Teams

Instructor: Kirk Weisler

Let's face it, the novelty of video calls has completely worn off, and the struggle is real to maintain engagement and enthusiasm in remote teams. Join Kirk Weisler as he shares seven immediately actionable ideas to bring more energy to your next video call, remote training, or inperson event. Learn from the challenges and successes of your fellow leaders, and leave with the tools you need to increase engagement, inspire action, and increase impact! Don't miss this Zoom event so you can add some ZIP and ZAP to your next virtual (or in-person) meeting.



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Wednesday, 10/11/23, 9:00 – 11:00 AM Live-Online, Class ID: 15783 *Recording available through 10/27/23



Kirk Weisler

Mastering Motivation: An Intro to the Enneagram

Instructor: Whitney Warne

Motivation is not one-size-fits-all. Our growing virtual and hybrid workplaces call for emotionally intelligent, adaptive leaders to master personalized motivational strategies. To meet this challenge, Whitney shares a valuable framework leaders can use to foster personal self-awareness for themselves and give deep insight into effectively motivating their teams. This session explores the difference in effectiveness between extrinsic and intrinsic motivation, shares the Enneagram as a tool for mastering intrinsic motivation, and walks the listener through a set of questions for connecting with anyone's motivational core.



Learning Objectives:

- The Enneagram provides a way to create understanding and compassion among individuals with different personality styles.
- Different types of motivation, such as intrinsic and extrinsic motivation, can influence how individuals approach tasks.
- Understanding the motivations of team members can help leaders tailor their approach and create a more productive and harmonious work environment.

*Come to BOTH of Whitney's courses, if possible!
Take the free Enneagram assessment provided, or
purchase the more in-dept assessment discussed in the training.

Whitney Warne is a communications consultant specializing in evoking emotional intelligence in evolving

leaders. She does this through the lens of the Enneagram and transformational coaching techniques. Whitney's experience comes through developing her own sense of power and ownership as a small business leader. She seeks to bring entrepreneurial passion, purpose, and creativity to the corporate workplace. She strongly believes that all professional development is personal, personal growth strongly correlates with professional success, and that true leaders widen the path for people to walk next to them.

Thursday, 10/19/23, 10:00 – 11:30 AM Live-Online, Class ID: 15796

*Recording available until 11/3/23



Whitney Warne

Enneagram for Evolving Leaders: A Crash Course in Self-Awareness.

Instructor: Whitney Warne

Data shows that 95% of people think they are self-aware. 10-15% actually are. If you want to be in the top ten percent, this workshop is for you.

The Enneagram articulates nine unique frameworks for interacting with the world. It also helps us understand that the way we see the problem, is part of the problem. Tuning into the eight other perspectives is not only an act of leadership, but it's also an act of self-awareness. We will answer fundamental daily questions such as "Why do I always do that?" and "I



don't understand why they....." You will walk away with a deeper understanding of yourself and compassion for those around you.

Learning Objectives:

- Understanding your own Enneagram allows you to be honest with yourself, your strength, and your trigger points.
- Each Enneagram type needs different support in order to be productive and thrive.
- Fear drives us all. When we are aware of it, we can harness our fear and turn it into our fuel.

*Come to BOTH of Whitney's courses, if possible!
Take the free Enneagram assessment provided, or
purchase the more in-dept assessment discussed in the training.

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Thursday, 10/24/23, 1:00 – 4:30 PM

Face to Face, Class ID: 15795



Working with You Is Killing Me

Instructor: Kathy Peterson

"He is so incompetent it makes me crazy!" "When she does that it just gets on my nerves." "He continually wastes my time by arriving late and missing deadlines." "She invades my space and uses my stuff." "He makes so much noise I can't concentrate!" "She talks so much and tells me things I really don't want to know."

Sound familiar?

In this session, you will learn how to effectively deal with people and situations that drive us crazy or don't meet our expectations. The tips and techniques you will learn about are proven methods for effectively working through any workplace condition that causes you to go through the roof!



OBJECTIVES:

This program will help you learn how to:

- Ensure you are having the right conversation with the person who is "killing" you, always keeping in mind the result you desire.
- Separate facts from your stories.
- Approach a person who is "killing you" so they will listen to you.
- Use a proven strategy/model for having a productive conversation about the things that are driving you crazy.
- Get buy-in for change by effectively asking for the other person's point of view.
- If the other person takes the conversation down a destructive path, feel confident you can pull it back.
- Focus on developing solutions to improve.



Kathy Peterson

Wednesday, 11/8/23, 9:00 AM-12:00 PM

Face to Face, Class ID: 15818

Building Accountability

Instructor: Kathy Peterson

The word accountability sometimes makes people run for the hills. If things turn out well, the employee is accountable, if things turn out poorly, the employee is not accountable. Part of this is because people misunderstand what accountability is. First, what accountability is NOT: blame, fault, red tape, or a way to control other people. Holding people accountable is a process that will discuss in this program: setting expectations, gaining commitment to the expectation, taking ownership/responsibility to do what it take, giving feedback, and of course, accountability.



OBJECTIVES:

As a result of this program, participants should be able to:

- Learn what holding others accountable really means
- Determine the difference between a victim thinking mentality and an accountability mentality.
- Describe the difference drama makes in the value an employee brings to the job –
 and a framework for you to use to discuss this with your team.
- List the important factors in setting expectations effectively, so accountability is front-loaded.
- Explain what it means for you/your team to take a problem-solving response vs. an emotional response
- Remember to recognize when someone has met or exceeded expectations

Kathy Peterson

Prior to founding PeopleWorks in 1998, Kathy worked as a management development specialist in the global human resources department at a Fortune 500 technology company. There, she designed, developed, and facilitated a variety of management and leadership training programs for more than 3000 leaders worldwide. Peterson began PeopleWorks because she saw the need to bring this type of management and leadership training to more organizations—all companies need great leaders! This remains Kathy's area of specialty, although she has also expanded her business to include employee training and top notch keynote presentations for organizations

and conferences across the United States. Since starting PeopleWorks, Kathy has had the opportunity to work with thousands of amazing people from a wide variety of industries. Her clients see results—reporting an increase in performance, service, retention, and customer satisfaction. Her training programs and keynotes are not only full of great information, but always presented in a fun, highly interactive, and engaging way.



Kathy Peterson

Monday, 11/20/23, 9:00 - 11:00 AM

Live-Online, Class ID: 15797

*Recording available until 12/6/23

Making Molehills Out of Mountains – Leadership Strategies That Work!

Instructor: Andrew McCrea

We've all done it. We make little things into big things and soon those little molehills turn into huge mountains that keep us from accomplishing what we want to do in life. Adapted from Andrew's award-winning book by the same name, learn the leadership strategies that reduce your work without reducing your goal. Become more efficient and effective in building teams, pursuing goals and achieving success. The perfect message for individuals and organizations looking to make the most of every opportunity!



Key Takeaways:

- Learn strategies to reduce work without reducing your goal
- Implement ways to increase team synergy and optimize results
- Increase leadership communications skills that emphasize a team approach

Andrew McCrea is a farmer and rancher, author, and nationally syndicated radio and TV broadcaster. He's traveled the nation producing "American Countryside," heard on radio stations coast-to-coast. Andrew's shared his blend of humor and real-life strategies for living with purpose in 49 states to audiences of up to 10,000 people.

He believes in building strong communities. He is the vice-chairman of the Community Foundation of Northwest Missouri, a three-term elected member of the school board and past chairman of the Missouri Beef Industry Council. He is the author of six books including his latest title, The Total Town Makeover. From coast-to-coast and around the world, Andrew brings his insights to audiences... inspiring and motivating them to make real world differences in life.

Thursday, 12/7/23, 9:00 AM - 12:00 PM

Face to Face, Class ID: 15798

Location: Muse Norris Conference Center Tuesday, 12/12/23, 9:00 - 11:00 AM

Live-Online, Class ID: 15799

*Recording available through 1/3/23



Andrew McCrea

Tackle Your Technology To-Do List: Conquer Everyday Tech Challenges with Practical Solutions

Instructor: Beth Z

Here is your second chance to join renowned tech expert, Beth Z, Your Nerdy Best Friend, for a witty and practical live-online session that cuts through the noise and focuses on the nuts and bolts of regular technology use. This session is designed to address the everyday tech challenges we all face, providing practical solutions that are relevant to everyone, regardless of skill level.



Beth Z will guide you through a journey of discovery, empowering you to:

- Identify Common Tech Hurdles: Uncover the pesky issues that waste your time and cause frustration in your daily tech interactions.
- Master Tech Basics: From managing passwords to organizing files and decluttering your inbox, learn the essential skills and best practices that make your tech life smoother and more efficient.
- Embrace Smart Solutions: Dive into Beth Z's card deck filled with tiny tech steps that deliver big results. These practical tips and tricks will save you time, reduce stress, and streamline your technology use.
- Boost Productivity: Gain the confidence and know-how to optimize your tech tools, troubleshoot common problems, and tackle your technology to-do list with ease.

This is your opportunity to gain practical insights and actionable strategies to conquer everyday tech challenges. Whether you're a seasoned tech user or simply looking to enhance your tech skills, this session is tailored to meet your needs.

Wednesday, 1/10/24, 9:00 - 10:30 AM

Live-Online, Class ID: 15800
*Recording available until 1/26/24



Beth Ziesenis

Squirrel! Managing Time Together

Instructor: Celina Peerman

When everything is urgent, nothing is. Organizations today have limited resources - including time, talent, physical, and fiscal. Getting the right work done in the most effective way means we must understand priorities across teams. This upbeat and interactive session will examine a range of tools and how they apply in a changing workplace. With focus on execution, communication, and decisions made that impact others' time, we'll look at ways today to take your team coordination to the next level and make sure customers continue to get your best.



The audience will leave with:

- Insight how individual choices impact others in the team or organization
- Application of specific tools can increase priority management especially conflicting priorities
- · Action steps to implement when stuck and need to get back on track or level up

Dr. Celina Peerman, Ph.D., SHRM-SCP currently serves as an organizational psychologist with over 27 years of human resources and organizational development experience from front line to senior level positions, in a wide range of industries and organizations. She is passionate about engaging people in new ways to achieve even better organizational results. Celina is a strategist with a sense of humor and a love for building capacity in organizations. Celina holds a Ph.D. in Psychology, a master's degree in business, with undergraduate degrees in psychology and international studies. She is a TEDx presenter, podcaster, and writer. Her content is aimed at helping teams maximize potential for an even more positive impact on those around them.

Thursday, 2/8/24, 9:00 – 11:00 AM

Live-Online, Class ID: 15801

*Recording available through 2/23/24

Tuesday, 2/13/24, 1:00 - 4:00 PM

Face to Face, Class ID: 15807



Celina Peerman

What Does It Mean to Be an Ally in the Workplace? Become Connected, Informed, and Engaged

Instructor: Jasmine Brett Stringer

The pain felt by those from underrepresented communities stings on a daily basis and is all too familiar across the U.S. is all too familiar. And while many corporate executives and employees may truly despair over these injustices, the majority don't know how to help.

This workshop covers how to become a better ALLY, a person who is not a member of a particular marginalized group but seeks to help end the oppression of those in it. We'll discuss real and meaningful ways to become



connected, informed, and engaged in the support of discriminated colleagues within the workplace and the community.

Audiences are Inspired To:

- Gain an understanding of what it means to be an ally in the workplace
- Learn what to do besides showing sympathy towards discriminated individuals
- Increase personal awareness and appreciation of other people's experiences

Jasmine Brett Stringer is an uplifting keynote speaker; award-winning author of Seize Your Life: How to Carpe Diem Every Day; on-air TV personality; host of the podcast and lifestyle blog, Carpe Diem with Jasmine; and founder of Share the Mic Minnesota. In these times of transformational change, Jasmine is on a mission to help people live empowered and authentic lives. Through her Seize Your Life keynotes, workshops, and customized coaching sessions, Jasmine guides clients and audiences through a simple process to identify their goals and achieve their personal definition of success. Jasmine's common-sense approach to creating a life of one's own has inspired thousands of people worldwide to *carpe diem!*

Wednesday, 3/6/24, 1:00 – 4:00 PM

Face to Face, Class ID: 15808

Location: Muse Norris Conference Center

*Come back on Thursday for the 3rd annual Women's Day

Empowerment Seminar and hear Jasmine present on

"The Power of the Ask: Ask for What You Want!"



Jasmine Brett Stringer

How Can I? The Mindset of Success

Instructor: Joe Fingerhut

"We tried that. It won't work. There's no way to do that right now."

These and other excuses plague individuals, companies, and organizations. Award-Winning Entertainer and International Speaker Joe Fingerhut will bring you and audience members on an exciting and engaging journey landing on three simple words that unlock potential and possibility in people and organizations alike - HOW CAN I?



This program ignites energy and potential – starting today, and carrying over to everyday life and work experience. These tools to help overcome adversity and apathy lead to more productive, positive people and teams that get results and support each other.

Key Learning Objectives:

- How to create a "HOW CAN I?" Mindset
- How to elevate leadership skills and boost connections using the 3 G's: Grit, Grace, and Gratitude
- How to use this mindset as a group to create a blueprint for team initiatives

Joe Fingerhut speaks from the heart about issues that are real to young people today. He has faced adversity, suffered loss, and pursued his passions despite long odds. Joe connects with audiences using humor, magic, and relevant stories of his own adventures, and he has a knack for connecting each young person's heart with a powerful message of hope. Joe focuses on conquering the "destiny of normalcy," which afflicts too many people today. He gives audiences a five-step method to achieve goals and presents a positive message of turning "I can't" into "How can I?" while sharing stories from his life, his travels, and showcasing his amazing skills in juggling, magic, and performing arts.

Tuesday, 4/9/24, 9:00 AM - 12:00 PM

Face to Face, Class ID: 15810

Location: Muse Norris Conference Center Wednesday, 4/17/24, 9:00 - 11:00 AM

Live-Online, Class ID: 15811

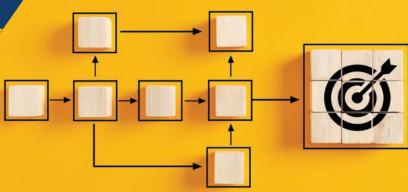
*Recording available through 5/3/24



Joe Fingerhut

Getting Things Done

Business Partnership members get \$50 off when using code BP50







SCAN TO REGISTER for Jan. 24, 2024 class



SCAN TO REGISTER for May 8, 2024 class

Dates:

January 24, 2024 | May 8, 2024

Time:

9 am - 4:30 pm

Location:

Activity Center, Mason City Campus

Course Numbers:

January: 15835 | May: 15839

Tuition:

\$499 (includes materials & lunch)
Business Partnership members get \$50 off when
using code BP50

Registration Deadlines:

Jan. 9, 2024 at 2 pm | April 23, 2024 at 2 pm Do you struggle to stay focused? Does your team struggle to deliver on commitments? Are you and your team getting burned out, overwhelmed, and stressed? If you are feeling the pressure of work overload and anxiety from never-ending requests and priorities, then Getting Things Done (GTD) is the course for you!

GTD teaches skills to manage the constant flow of requests, tasks, and interruptions people face at all levels of the organization. By learning how to capture, clarify, and organize incoming requests, you are more likely to make strategic decisions about where to invest your time and energy, focus on the right priorities, and prevent critical projects from slipping. When used consistently and collectively, GTD skills also give teams a "way of working" for improved results. Join us in Getting Things Done.



Amanda Kaufman was born and raised in the small town of Bloomington, WI, and attended college at the University of Wisconsin-Platteville. Since college, she has been working in the financial industry for almost 10 years. She is also a trained facilitator for the Workplace Excellence Series and Getting Things Done Training. She takes great pride in the feedback provided by her students and how they value her fun, interactive, and down to earth teaching style.



"This was very helpful and easy to follow along and learn. I will use this in my day to day life from this point forward." – Jesse Germundson (ED of Northern Lights Alliance for the Homeless Shelters) "Amanda did a great job and helped keep it engaging with attention span for the length of the class? A lot of skills and tools to use everyday and weekly with teams. Great to do as a team activity!" – Jasmine Wright (Curries)

"I think this course was wonderful. It was easy to follow along. There are so many tools I look forward to taking back to work with me to share with others." - May 2023 Student

Register by calling 641-422-4358 or visit our website niacc.augusoft.net (search Getting Things Done)

NIACC does not discriminate in employment or education. See niacc.edu/about/non-discrimination-statement for more information.

Follow NIACC Continuing Education on:



2023-2024 **BUSINESS PARTNERS**





ID MADE BETTER

















































CURRIES ASSA ABLOY



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