

Career Enrichment Classes Summer 2024



LOD offers opportunities to improve the quality of your professional skills through Career Enrichment classes. Career Enrichment classes are freestanding classes and not part of a certificate program. Registration opens April 25. Classes start July 11, 2024.

LOD Virtual Presentation Skills

With the strategies you'll learn in this workshop, you will enhance your human connection, grow your confidence, reduce your nerves, and deliver your virtual presentations with poise and clarity.

LOD Essentials of Building Trust

Participants will learn the importance of building, maintaining, and regaining trust and its impact on credibility, communication and accomplishing goals. This class is open to all employees.

LOD Influence with Confidence

Learn how to develop partnerships, build credibility, and approach situations with a positive mindset and consideration of others' perspectives. Be introduced to influence planning tools to help increase confidence, prepare for influence situations, and anticipate reactions.

LOD Building Facilitation Skills

Learn the differences between training, presenting, and facilitating. Participants will be introduced to multiple facilitation tools and techniques and feel more prepared to handle challenging participants

LOD Storytelling

Participants will learn how to build credibility with business partners, approach situations with a positive mindset and consideration of the other party's perspective and utilize storytelling by defining what you want your audience to think, feel, and do.

LOD Lateral Leadership: Influencing without Authority

Learners will understand the importance of "leadership at all levels," recognize their own strengths, and identify strategies to lead at their level.

| Course Name | Learning Method | Date | Location | Time |
|--|-----------------------------------|-----------|---------------|------------------------|
| Virtual Presentation Skills | Virtual Instructor-led Training | 7/11/2024 | Webex | 1:00-3:30 p.m. |
| Essentials of Building Trust | Virtual Instructor-led Training | 7/18/2024 | Webex | 9:00-11:30 a.m. |
| Influence with Confidence | In-person Instructor-led Training | 7/23/2024 | Robert Rm 1A* | 8:30 a.m. – 12:30 p.m. |
| Building Facilitation Skills | In-person Instructor-led Training | 7/31/2024 | Robert Rm 1A* | 8:30 a.m. – 12:30 p.m. |
| Storytelling | Virtual Instructor-led Training | 8/6/2024 | Webex | 1:00-3:30 p.m. |
| Lateral Leadership – Influencing without Authority | Virtual Instructor-led Training | 8/15/2024 | Webex | 9:00-11:30 a.m. |

***Class is held at 390 Robert Street North, St. Paul**

REGISTRATION INSTRUCTIONS

1. Go to Learn:

- If you have a Met Council, Metro transit, or MTPD email address, go to the [Talent Hub page on MetNet](#) and click the Learn icon.
- If you do not, go to <https://metc.sumtotal.host> and sign in with your Learn username and password.

2. Click the “Library” book icon in the left control panel.

3. Scroll to “A-Learning Institute” (under Topics) and click the little arrow > pointing to the right.

To enroll in a LOD class that is scheduled and open for registration:

1. Click “LOD Classes Open for Registration.” Click a class name and click “Register.”

2. The Activity Registration page will open. Find the scheduled class and click “Add.”

3. Scroll to the bottom of the page and click “Register.” Click “Done.”

4. After approval, you will receive an email to add an Outlook calendar item. Double-click the calendar invite and click “Yes.”

5. Webex class participants will receive a calendar invite prior to the day of class with a link to "Join meeting."

Questions about Learning Institute classes and certificates: LearningInstitute@metc.state.mn.us

Help with registering for classes and certificates: Learn@metc.state.mn.us