

2024 FALL LUNCH & LEARN SERIES

Instructor:

Ingrid Sandberg, PE
Center for Technology & Training

Intended Audience:

Anyone and everyone, but especially anyone who currently in a supervisory/leadership/management role or who would like to be in that type of role.

Note: You only need to register for one date per topic.

People Skills - Connecting and Communicating

Dates:

October 30, 2024

Registration Deadline: October 29, 2024

November 20, 2024

Registration Deadline: November 19, 2024

December 17, 2024

Registration Deadline: December 16, 2024

Times: 12:00 PM - 1:00PM ET (same for all dates)

Cost: FREE

Event Description:

People skills can be taught! They might come easier to some people but just like any other skill, they can improve with practice. This webinar will discuss how people skills can help you connect with others and how that connection can improve your communication. We'll talk about how to identify your strengths and weaknesses and how to improve your skills.

Train The Trainer - Make the Most of Internal Training

Dates:

October 29, 2024

Registration Deadline: October 28, 2024

November 19, 2024

Registration Deadline: November 18, 2024

December 5, 2024

Registration Deadline: December 4, 2024

Times: 12:00 PM - 1:00PM ET (same for all dates)

Cost: FREE

Event Description:

Have your internal trainings gotten a bit stale? Do you dread teaching new hires how to operate equipment or submit an expense report? We'll talk about how to make your trainings engaging and effective and offer practical tips you can use right away. You'll learn how to plan and prepare for training sessions as well as what to do after training is over to help people retain what they've learned.

Effective Meetings - Strategies for Participation and Productivity

Dates:

November 13, 2024

Registration Deadline: November 12, 2024

December 3, 2024

Registration Deadline: December 2, 2024

December 18, 2024

Registration Deadline: December 17, 2024

Times: 12:00 PM - 1:00PM ET (same for all dates)

Cost: FREE

Event Description:

Could this meeting have been an email? In this webinar we'll talk about how to plan a meeting, run a meeting, and follow up after a meeting to make it effective and efficient. We'll also talk about how to increase participation during your meetings whether they are online or in person. We'll talk about how to make meetings more productive whether you're the organizer or an attendee.

Registration is required for fulfillment of continuing education. Read the Center for Technology & Training policy [here](#).

No-shows/cancellations within three business days of the event are charged the full registration fee; substitutions accepted

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.

Accommodation requests related to a disability should be made at least ten business days prior to the event by emailing ctt@mtu.edu.

Attend any OR all of the trainings in this series!