

Dakota County Training Schedule

Public Sector and Community Agency Employees

January – June 2025

TOPIC	CLASS DATE	TIME	LOCATION
Aligning with Your Values for Personal and Professional Growth	21-Jan	10:30-noon	virtual
De-escalation Core skills	4-Feb	1:30-3:30	virtual
Imposter Syndrome – And What To Do About It	11-Feb	10-noon	virtual
Key Skills for Emerging Leaders	27-Feb	1-4:00	NSC 110A
The Art of Giving and Receiving Feedback: A Coaching Perspective	5-Mar	9-noon	WSC L139
Ignite Your Fire	17-April	1:00-4:00	110A & B
The Everyday Coach: Empowering Conversations for Growth	30-April	9-11:30	110A
Presenting with Confidence	22-May	8:30-noon	110A & B
Productivity for How You're Wired	8-May	1-4:00	virtual
FOR SUPERVISORS			
Ready Set Lead (5 Sessions)	3/13, 4/10, 5/1, 5/29, 6/12	8:30-noon	NSC 110A

Click [HERE](#) to access the Public Employee registration page

In order to approve your requested training, please have your supervisor email learningcenter@co.dakota.mn.us stating they have your permission to attend.

Classes are a mixture of in person and virtual. Please be sure to check location.

Click on the Building Title (below) for maps and directions

[Northern Service Center \(NSC\)](#)

1 W Mendota Road
West St Paul MN 55118

[Western Service Center \(WSC\)](#)

14955 Galaxie Avenue
Apple Valley MN 55124

[Administration Center \(ADC\)](#)

1590 Highway 55
Hastings MN 55033

COURSE DESCRIPTIONS

Aligning with Your Values for Personal and Professional Growth

In this interactive workshop, wellness consultants guide participants through an in-depth exploration of core values and their critical role in shaping personal and professional decisions. By aligning actions with values, individuals can unlock greater satisfaction, resilience, and purpose in both life and work. Participants will engage in the Bull's-Eye exercise to assess how closely their behaviors align with their values, while also learning to differentiate between values (ongoing principles) and goals (achievable outcomes). Through reflective discussions, attendees will uncover how identifying and prioritizing professional values can foster workplace satisfaction, stronger relationships, and a sense of achievement. Additionally, the session will emphasize the importance of personal values in enhancing overall well-being, offering practical ways to bring those values into everyday actions. By the end of the workshop, participants will have a clear understanding of how to integrate their values into decision-making and daily practices, paving the way for more intentional, meaningful growth in both their personal and professional lives.

De-Escalation: Core Skills

The threat of violence can elicit a stress response in the helper as well as the upset person. De-escalation starts with calming oneself and maintaining composure while moving toward the situation. Without specific strategies it is common for the helper to inadvertently worsen the situation as they react to the situation. This class introduces and practices core skills for responding to what's happening and connecting with the upset person. Learning Objectives Examine strategies to ground and reorient in a stressful situation Identify the person's need and specific concern Describe and practice responding strategies Set limits to obtain voluntary compliance

Imposter Syndrome – And What To Do About It

Do you ever hear a little voice in your head saying, "I'm not ready. I don't belong here. I just got lucky. Do I have enough experience to speak up? Do I know enough to do that?" If any of these sounds familiar, then you have been impacted by imposter syndrome! These fraidy thoughts influence how you show up in your career, from pursuing a promotion to speaking up in meetings and sharing new ideas. The good news is you can do something about it! In this interactive session we will discuss how imposter syndrome impacts you, the structural and cultural reasons you experience it, how to be an ally and guide others through imposter syndrome, and practical tools to manage it so you can take bold steps in your career, including how to:

- Quiet your inner critic
- Recover fast when doubt and imposter syndrome strike
- Act even when you don't feel confident

Key Skills for Emerging Leaders

Moving into a leadership role is often marked with ambiguity and uncertainty. This class builds key skills for the emerging leader including self-awareness, humility, communication, power and influence, and responsibility. What you will learn: How to overcome the challenges of being a new leader Techniques for developing greater self-awareness How to harness your power and influence How to lead from any place within the organization

The Art of Giving and Receiving Feedback: A Coaching Perspective

This class explores how to give and receive feedback effectively through the lens of coaching, fostering a balanced and growth-oriented communication style. Participants will learn to adopt a coaching mindset when receiving feedback, enhancing self-awareness and receptivity. The session also covers techniques for asking for feedback, creating a feedback-positive culture, and delivering feedback in a way that inspires self-reflection and actionable change. Ideal for

leaders and team members alike, this workshop equips participants with practical tools to strengthen relationships and improve team dynamics.

Ignite Your Fire

In this dynamic and inspiring session, Dr. Verna Price will empower you to identify, evaluate, and amplify your personal FIRE—the passion and drive that fuels excellence in your work and life. You'll discover practical strategies to reignite your FIRE and keep it blazing, even in the face of challenges or individuals who may try to dim your light. Learn how to connect with powerful, supportive people who can fuel your FIRE and explore proven methods for channeling your energy toward achieving greatness. Packed with motivation, actionable steps, and empowering insights, this session is designed to leave you informed, inspired, and ready to embrace your full potential. Whether you're looking to spark new energy or sustain your momentum, this transformative experience will challenge and equip you to thrive.

The Everyday Coach: Empowering Conversations for Growth

Unlock the potential to inspire, guide, and empower others in your everyday interactions with The Everyday Coach. This course is designed to teach you how to seamlessly integrate coaching principles into daily conversations with colleagues, employees, and peers. Learn how to transform ordinary moments into opportunities for growth and problem-solving by focusing on active listening, asking powerful questions, and encouraging self-discovery. Whether you're a leader, manager, or simply someone who wants to make a positive impact, this course will provide practical tools and techniques to help you coach effectively in informal, real-world settings. Key Takeaways: • Understand the difference between coaching and managing. • Master active listening and powerful questioning techniques. • Develop skills to foster problem-solving and growth in everyday interactions. • Gain practical coaching tools that can be used in brief, informal settings.

Presenting with Confidence

Presenting with Confidence Workshop This interactive, hands-on workshop is designed to help you communicate more effectively in meetings, everyday conversations, and informal presentations. You'll discover your unique communication style and receive practical tips to enhance your effectiveness. This workshop emphasizes engagement and active participation, giving you plenty of opportunities to practice and refine your speaking skills. We foster a supportive and encouraging environment where everyone can grow and improve their speaking abilities. By the end of the session, you can expect a boost in confidence as you develop and refine your communication skills. You'll learn to: • Manage nervousness and build confidence with proven strategies. • Leverage your delivery strengths while cultivating new skills and habits. • Speak clearly and confidently using a simple organizational framework. • Respond to questions with greater ease and poise.

Productivity for How You're Wired

Join us for an engaging three-hour online productivity training session designed to help you unlock your potential by understanding how your unique wiring affects your productivity. Session Learning Objectives: 1. Master the Connection: Explore how your individual wiring influences the creation and implementation of personalized productivity systems tailored to your structure preferences. 2. Overcome Common Obstacles: Acquire effective strategies to combat procrastination, perfectionism, and burnout, while achieving a harmonious life balance. 3. Clarify Your Priorities: Learn to identify and prioritize what truly matters, enabling you to streamline your tasks into a manageable and focused to-do list system. 4. Time Mapping Techniques: Develop a realistic vision of your capabilities by mapping your time effectively, while creating a clear list of success conditions and protective boundaries. 5. Empower Your Self-Management: Discover actionable planning and accountability techniques that promote self-management and seamless integration into your

daily routine. Transform your productivity and take the first step toward achieving your goals with this dynamic training session!

Ready Set Lead (supervisors only)

This five-session series is intended for those with a formal status as a manager or supervisor whether you are new or more experienced. Being in any leadership position requires you to be a motivator, problem solver, disciplinarian, delegator, mediator, interviewer, communicator, and trainer all at once. The sessions are designed to provide you with the knowledge, skills, and abilities to be effective in your position. The primary objective of the series is to teach a set of tools that will build fundamental best practices around supervising employees, as well as developing key leadership attributes. Join other supervisors to network and develop supportive relationships for the future. Session1: Managing the Work (expectations, delegating and performance) Session 2: Understanding Work Styles with DiSC Session 3: Leading Others (Values, Purpose, Leadership Style) Session 4: Developing Self & Others (emotional intelligence, motivation, engagement and coaching) Session 5: Corrective Intervention (Understanding formal and informal corrective intervention to manage employee performance)