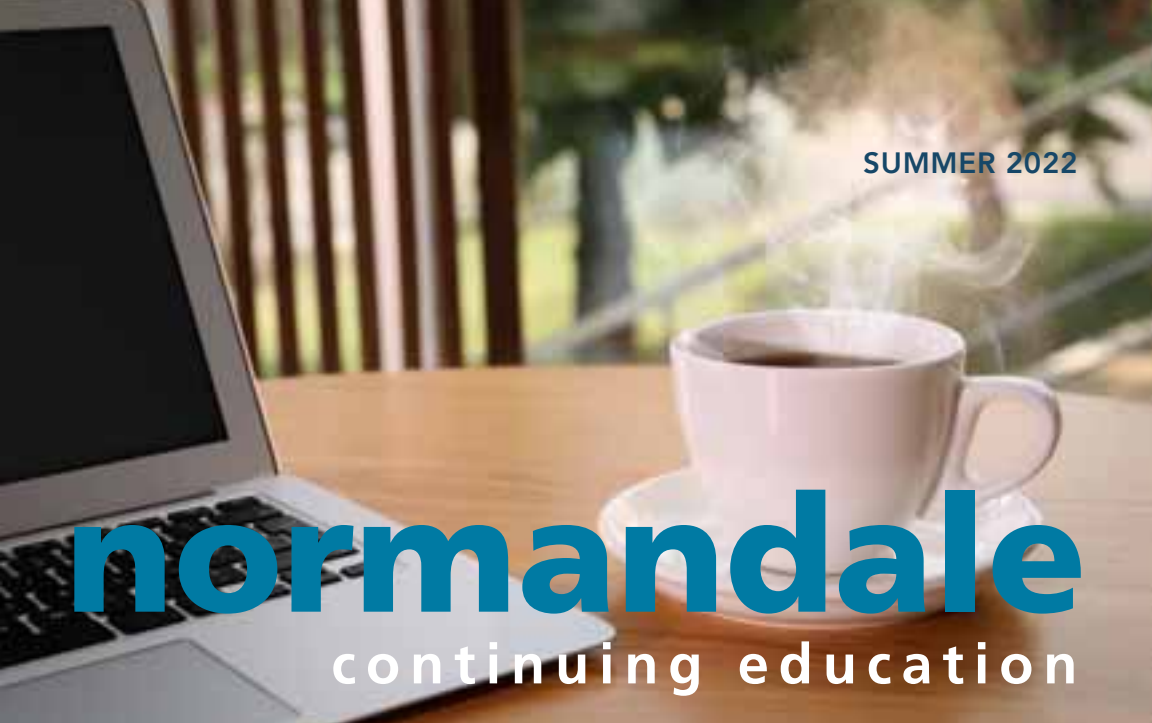


# normandale

continuing education



## ENRICH YOUR ORGANIZATION

- Leadership .....2
- Sales and Customer Service .....2
- Communication .....3
- Marketing .....3
- Agile and Scrum .....4
- Data Analytics.....4
- Financial Management .....5
- Project Management .....5
- Entrepreneurship .....6

## EXPAND YOUR CAREER

- Education and Training.....6
- K - 12 Education .....6

## LANGUAGES

- Spanish .....7

## COMPUTERS & TECHNOLOGY

- Foundations of Computing .....7
- Help desk & Desktop Support.....7
- Data Analytics.....8
- Web Design and Development .....8
- Programming & Software Design .....8
- Network .....9
- Security .....9
- Architecture .....9
- Game Design and Development.....9

## HEALTHCARE & MEDICAL

- Medical Careers.....10
- Healthcare .....11

## INTEGRATIVE HEALTH & HEALING

- Integrative and Holistic Certificates.....11
- Nutrition .....12
- Healing Touch.....12
- Podcasts .....12

## CORPORATE AND EMPLOYEE TRAINING

- Corporate and Employee Training .....14

## CONTINUING EDUCATION REGISTRATION

- Registration Information .....15

# ENRICH YOUR ORGANIZATION

[BACK TO TABLE OF CONTENTS](#)



## LEADERSHIP

### Management Certificate

This certificate will help you gain the skills and confidence needed to manage and motivate teams, leverage resources and enhance business results.

Management Bootcamp	6/6 - 7/1	Online
Collaborative Management	7/5 - 7/29	Online
Managing Generations in the Workplace	8/1 - 8/26	Online

Series: (save \$140) **\$595** | 4.8 CEU

Individual: **\$175 - \$295** | 1.6 CEU

### Supervisory & Leadership Certificate

3.2 CEU, \$395	6/6 - 7/29	Online
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### Certificate in Leadership Development (For Gen Y)

Leadership Principles	6/6 - 7/1	Online
Developing Your Leadership Skills	7/5 - 7/29	Online
Developing Your Professional Career	8/1 - 8/26	Online

Series: (save \$40) **\$395** | 4.8 CEU

Individual: **\$145** | 1.6 CEU

### Managing Remote Workers Certificate

Remote Working and Communicating	6/6 - 7/1	Online
Managing Remote Workers	7/5 - 7/29	Online

Series: (save \$95) **\$395** | 3.2 CEU

Individual: **\$245** | 1.6 CEU

### Certificate in Non-Profit Administration

Revenue Generation for Non-Profits	6/6 - 7/29	Online
Program Evaluation for Nonprofit Professionals	8/1 - 8/26	Online

Series: (save \$145) **\$595** | 4.8 CEU

Individual: **\$245-\$495** | 1.6 CEU

## SALES AND CUSTOMER SERVICE

### Certificate in Customer Service

Keys to Customer Service	6/6 - 7/1	Online
Extraordinary Customer Service	7/5 - 7/29	Online

Series: (save \$45) **\$245** | 3.2 CEU

Individual: **\$145** | 1.6 CEU

### Salesforce: Power User Certificate

7.5 CEU, \$795	Start Anytime	Online Self-Paced
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### Sales Representative Certificate

10 CEU, \$1,345	Start Anytime	Online Self-Paced
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### Sales Manager Certificate

20 CEU, \$2,295	Start Anytime	Online Self-Paced
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### Persuasive Communication

3 CEU, \$145	Start Anytime	Online Self-Paced
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## SALES AND CUSTOMER SERVICE (continued)

### Professional Sales Skills

2.4 CEU, \$115

Starts Monthly

Online

## COMMUNICATION

### Certificate in Effective Grammar

3.2 CEU, \$295

6/6 - 7/29

Online

### Certificate in Business Writing

Business Writing

6/6 - 7/1

Online

Effective Copywriting

7/5 - 7/29

Online

Writing News and Press Releases

8/1 - 8/26

Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Certificate in Workplace Communication

Conflict Management

6/6 - 7/1

Online

Negotiation: Get What You Want

7/5 - 7/29

Online

Using Personality Profiles for Better Work Performance

8/1 - 8/26

Online

Series: (save \$140) **\$595** | 4.8 CEU

Individual: **\$195-\$295** | 1.6 - 1.8 CEU

### Technical Writing Certificate

12.5 CEU, \$2,195

Start Anytime

Online Self-Paced

## MARKETING

### Integrated Marketing Certificate

Advanced Marketing Concepts

6/6 - 7/1

Online

Successful Print Marketings

7/5 - 7/29

Online

Integrated Marketing Best Practices

8/1 - 8/26

Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Video Marketing Certificate

Video Marketing

6/6 - 7/1

Online

YouTube for Business

7/5 - 7/29

Online

Series: (save \$95) **\$395** | 3.2 CEU

Individual: **\$245** | 1.6 CEU

### Digital Marketing Certificate

This certificate is also designed for **self-paced** learning, allowing you to start classes anytime.

Improving Email Promotions

6/6 - 7/1

Online

Boosting Your Website Traffic

7/5 - 7/29

Online

Online Advertising

8/1 - 8/26

Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Podcasting

1.6 CEU, \$245

6/6 - 7/1

Online

### Google Analytics Certificate

Google Analytics

6/6 - 7/1

Online

Advanced Google Analytics

7/5 - 7/29

Online

Series: (save \$45) **\$345** | 3.2 CEU

Individual: **\$195** | 1.6 CEU

### Effective Copywriting

1.6 CEU, \$195

7/5 - 7/29

Online

## MARKETING (continued)

### Writing News and Press Releases

1.6 CEU, \$195

6/6 - 7/1

Online

1.6 CEU, \$195

8/1 - 8/26

Online

### Advertising & Outreach Specialist Certificate

10 CEU, \$1,345

Start Anytime

Online Self-Paced

### SEO Associate Certification

This program prepares you to sit for the OMCA certification exam and includes exam voucher.

11 CEU, \$1,745

Start Anytime

Online Self-Paced

## AGILE AND SCRUM

### Certified ScrumMaster (CSM)

WIOA

Course fee includes the Scrum Study Guide and a two-year membership in the Scrum Alliance. Upon course completion and passing the online test, you will be listed on the Scrum Alliance website as a Certified ScrumMaster. 1.4 CEU, \$780

W & Th	6/1 - 6/2	8:00am - 4:00pm	Virtual Live
S & Su	6/11 - 6/12	8:00am - 4:00pm	Virtual Live
W & Th	6/15 - 6/16	8:00am - 4:00pm	Virtual Live
W & Th	7/6 - 7/7	8:00am - 4:00pm	Virtual Live
W & Th	7/20 - 7/21	8:00am - 4:00pm	Virtual Live
S & Su	7/30 - 7/31	8:00am - 4:00pm	Virtual Live



### Certified Scrum Product Owners (CSPO)

WIOA

Upon completion, you will be registered as a Certified Scrum Product Owner, which includes a two-year membership in the Scrum Alliance. 1.4 CEU, \$780

T & W	6/7 - 6/8	8:00am - 4:00pm	Virtual Live
S & Su	6/25 - 6/26	8:00am - 4:00pm	Virtual Live
T & W	6/28 - 6/29	8:00am - 4:00pm	Virtual Live
S & Su	7/9 - 7/10	8:00am - 4:00pm	Virtual Live
T & W	7/12 - 7/13	8:00am - 4:00pm	Virtual Live
T & W	7/26 - 7/27	8:00am - 4:00pm	Virtual Live



## DATA ANALYTICS

### Certificate in Mastering Excel

Mastering Microsoft Excel

6/6 - 7/1

Online

Intermediate Excel

7/5 - 7/29

Online

Advanced Excel

8/1 - 8/26

Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Certificate in Data Analysis

This certificate is also offered in a self-paced format, allowing you to start classes anytime.

Introduction to Data Analysis

6/6 - 7/1

Online or Self-paced

Intermediate Data Analysis

7/5 - 7/29

Online or Self-paced

Advanced Data Analysis

8/1 - 8/26

Online or Self-paced

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Introduction to Statistics

2.4 CEU, \$115

Start Anytime

Online Self-Paced

## DATA ANALYTICS (continued)

### Structured Query Language (SQL) Certificate

Introduction to SQL	6/6 - 7/1	Online
Intermediate SQL	7/5 - 7/29	Online
Advanced SQL	8/1 - 8/26	Online

Series: (save \$140) **\$595** | 4.8 CEU

Individual: **\$245** | 1.6 CEU

### Power BI Certificate

Introduction to Power BI	6/6 - 7/1	Online
Intermediate Power BI	7/5 - 7/29	Online
Advanced Power BI	8/1 - 8/26	Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Introduction to Crystal Reports

2.4 CEU, \$115	Start Anytime	Online Self-Paced
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## FINANCIAL MANAGEMENT

### Certificate in Accounting and Finance for Non-Financial Managers

This certificate is also designed in a **self-paced** format, allowing you to start any time.

Accounting and Finance for Non-Financial Managers	6/6 - 7/1	Online
Cash is King	7/5 - 7/29	Online
Financial Analysis and Planning for Non-Financial Managers	8/1 - 8/26	Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Bookkeeping Certificate

Understanding Debits and Credits	6/6 - 7/1	Online
General Ledger and Month End Procedures	7/5 - 7/29	Online
Closing Procedures and Financial Statements	8/1 - 8/26	Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### QuickBooks

2.4 CEU, \$129	Starts Monthly	Online
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### The Basics of Bookkeeping

1.6 CEU, \$195	7/5 - 7/29	Online
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### Performing Payroll in QuickBooks

2.4 CEU, \$129	Starts Monthly	Online
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### Accounting Fundamentals

2.4 CEU, \$129	Starts Monthly	Online
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## PROJECT MANAGEMENT

### Mastering Project Management Certificate with PMP Prep

15 CEU, \$1,345	Start Anytime	Online Self-Paced
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### Project Management Essentials

Custom scheduled for groups & organizations

### Project Manager Certificate with CAPM and PMP Prep

25 CEU, \$2,795	Start Anytime	Online Self-Paced
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## ENTREPRENEURSHIP

### Entrepreneurship Certificate

Entrepreneur Boot Camp	6/6 - 7/1	Online
The Business Plan	7/5 - 7/29	Online
Entrepreneurial Marketing	8/1 - 8/26	Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Start and Operate Your Own Home-Based Business

2.4 CEU, \$115	Starts Monthly	Online
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### Social Media for Business Certificate

Introduction to Social Media	6/6 - 7/1	Online
Marketing Using Social Media	7/5 - 7/29	Online
Integrating Social Media in Your Organization	8/1 - 8/26	Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Start Your Own Online Business

2.4 CEU, \$115	Starts Monthly	Online
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## EXPAND YOUR CAREER

[BACK TO TABLE OF CONTENTS](#)



## EDUCATION AND TRAINING

### Certificate in Online Teaching

Advanced Teaching Online	7/5 - 7/29	Online
Designing Online Instruction	7/5 - 7/29	Online
Fostering Online Discussion	8/1 - 8/26	Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Advanced Live Online and Zoom Instructor Training

1.6 CEU, \$195	6/6 - 7/1	Online
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## K - 12 EDUCATION

### Certificate in Learning Styles

Developing the Socialization Skills for Students with ASD in the Inclusive Classroom	7/5 - 7/29	Online
Gender Matters: Gender in the Classroom	7/5 - 7/29	Online
Generational Learning Styles	8/1 - 8/26	Online

Series: (save \$40) **\$395** | 4.8 CEU

Individual: **\$145** | 1.6 CEU

### Culturally Responsive Pedagogy in the Diverse Classroom

1.6 CEU, \$145	6/6 - 7/1	Online
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### REGISTER ONLINE OR LEARN MORE

Use this link to view full course descriptions or to register.

# LANGUAGES

[BACK TO TABLE OF CONTENTS](#)



## SPANISH

### Beginning Conversational Spanish

3.2 CEU, \$290

6/6 - 7/29

Online

### Speed Spanish

2.4 CEU, \$149

Start Anytime

Online Self-Paced

### Spanish For Medical Professionals

3.2 CEU, \$290

6/6 - 7/29

Online

## COMPUTERS & TECHNOLOGY

[BACK TO TABLE OF CONTENTS](#)



## FOUNDATIONS OF COMPUTING

### Keyboarding

2.4 CEU, \$115

Start Anytime

Online Self-Paced

### Mastering Computer Skills for the Workplace

1.6 CEU, \$195

6/6 - 7/1

Online

### Microsoft Office Specialist (MOS) Certification Training

Exam voucher included. 33.5 CEU, \$2,795

Start Anytime

Online Self-Paced

### Certificate in Mastering Excel

Students must have Microsoft Excel to complete this certificate.

**Mastering Microsoft Excel**

6/6 - 7/1

Online

**Intermediate Excel**

7/5 - 7/29

Online

**Advanced Excel**

8/1 - 8/26

Online

**Series:** (save \$90) **\$495** | **4.8 CEU**

**Individual: \$195** | **1.6 CEU**

### IT Foundations Certification

6 CEUs, \$1,995

Start Anytime

Online Self-Paced

### Management for IT Professionals

39 CEUs, \$2,495

Start Anytime

Online Self-Paced

## HELP DESK & DESKTOP SUPPORT

### Computer Technician

13.4 CEU, \$2,499

Start Anytime

Online Self-Paced

### Introduction to PC Troubleshooting

2.4 CEU, \$115

Starts Monthly

Online

## DATA ANALYTICS

### Certificate in Data Analysis

This certificate is also offered in a self-paced format, allowing you to start classes anytime.

Introduction to Data Analysis	6/6 - 7/1	Online
Intermediate Data Analysis	7/5 - 7/29	Online
Advanced Data Analysis	8/1 - 8/26	Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Certificate in Mastering Excel

Mastering Microsoft Excel	6/6 - 7/1	Online
Intermediate Excel	7/5 - 7/29	Online
Advanced Excel	8/1 - 8/26	Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Introduction to Machine Learning

2.4 CEU, \$115	Start Anytime	Online Self-Paced
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### Power BI Certificate

Introduction to Power BI	6/6 - 7/1	Online
Intermediate Power BI	7/5 - 7/29	Online
Advanced Power BI	8/1 - 8/26	Online

Series: (save \$90) **\$495** | 4.8 CEU

Individual: **\$195** | 1.6 CEU

### Oracle SQL and PL/SQL Developer

12 CEU, \$1,295	Start Anytime	Online Self-Paced
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## WEB DESIGN AND DEVELOPMENT

### Graphic Design Software Essentials Certificate

Adobe Illustrator Essentials	6/6 - 7/1	Online
Adobe Photoshop Essentials	7/5 - 7/29	Online
Adobe InDesign Essentials	8/1 - 8/26	Online

Series: (save \$130) **\$545** | 4.8 CEU

Individual: **\$225** | 1.6 CEU

### WordPress Certificate

Series: <b>\$495</b>   4.8 CEU	6/6 - 8/26	Online
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### Certificate in Web Design

Introduction to Web Design	6/6 - 7/1	Online
Intermediate Web Design	7/5 - 7/29	Online
Advanced Web Design	8/1 - 8/26	Online

Series: (save \$140) **\$595** | 4.8 CEU

Individual: **\$245** | 1.6 CEU

### JavaScript Developer

18 CEU, \$2,395	Start Anytime	Online Self-Paced
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## PROGRAMMING & SOFTWARE DESIGN

### Coding Certificate

Introduction to Coding	6/6 - 7/1	Online
HTML Fundamentals	7/5 - 7/29	Online
CSS Fundamentals	8/1 - 8/26	Online

Series: (save \$90) **\$595** | 4.8 CEU

Individual: **\$195 - \$245** | 1.6 CEU



## PROGRAMMING & SOFTWARE DESIGN (continued)

### C++ Programmer

10.8 CEU, \$1,195

Start Anytime

Online Self-Paced

### Python Developer

15.5 CEU, \$1,295

Start Anytime

Online Self-Paced

### Java Programmer

10 CEU, \$1,195,

Start Anytime

Online Self-Paced

### Front-End Web Developer

16 CEU, \$2,395

Start Anytime

Online Self-Paced

## NETWORK

### CompTIA Network+ Certification

11 CEU, \$1,895

Start Anytime

Online Self-Paced

### Introduction to Networking

2.4 CEU, \$125

Start Anytime

Online Self-Paced

## SECURITY

### Certified Information Security Manager (CISM)

7.2 CEU, \$1,495

Start Anytime

Online Self-Paced

### Introduction to PC Security

2.4 CEU, \$125

Start Anytime

Online Self-Paced

## ARCHITECTURE

### CompTIA Cloud+ Certification

7.5 CEU, \$1,895

Start Anytime

Online Self-Paced

### Understanding the Cloud

2.4 CEU, \$125

Start Anytime

Online Self-Paced

## GAME DESIGN AND DEVELOPMENT

### How to Get Started in Game Development

2.4 CEU, \$115

Start Anytime

Online Self-Paced

### Video Game Design and Development

50 CEU, \$2,295

Start Anytime

Online Self-Paced

### Digital Game Artist Certificate

60 CEU, \$2,795

Start Anytime

Online Self-Paced

### Certificate in Basic Game Design

Introduction to Game Design

6/6 - 7/1

Online

Intermediate Video Game Design

7/5 - 7/29

Online

Series: (save \$95) **\$395** | **3.2 CEU**

**Individual: \$245** | **1.6 CEU**

# HEALTHCARE & MEDICAL

[BACK TO TABLE OF CONTENTS](#)



## MEDICAL CAREERS

### Medical Coding & Billing

**WIOA**

This program prepares students to sit for the CCA (AHIMA) and/or CPC (AAPC) certification exams.  
618 Contact Hours, \$3,899

Start Anytime

Online Self-Paced

### Medical Billing

368 Contact Hours, \$3,099

Start Anytime

Online Self-Paced

### Medical Transcription

**WIOA**

Enrollment includes ten e-textbooks, a transcription foot pedal, an AHDI membership, and online reference library access. 630 Contact Hours, \$3,499

Start Anytime

Online Self-Paced

### Medical Administrative Assistant with EHR

Enrollment includes e-books and exam vouchers for the two national certifications.

260 Contact Hours, \$3,199

Start Anytime

Online Self-Paced

### Medical Assistant with Clinical Externships

**WIOA**

Enrollment includes a complete ebook library, one-on-one help from instructors and technical support team, and a CCMA exam voucher.

583 Contact Hours, \$3,999

Start Anytime

Online Self-Paced

### Pharmacy Technician

**WIOA**

The Pharmacy Technician program is the only online program approved by the State of Minnesota Board of Pharmacy. Students receive six e-textbooks and a drug reference handbook.

422 Contact Hours, \$3,899

Start Anytime

Online Self-Paced

### Phlebotomy Technician

**NEW**

Students qualify to sit for the Certified Phlebotomy Technician (CPT) exam upon successful program completion. Career services are also provided.

365 Contact Hours, \$1,899

Start Anytime

Online Self-Paced

### Medical Scribe

**NEW**

Upon successful program completion, a student is prepared to sit for AHDP's Medical Scribe Certification exam. Career advising, job placement, and national certification exam voucher included. 320 Contact Hours, \$3,299

Start Anytime

Online Self-Paced

### Patient Care Technician

**NEW**

Upon successful completion, students qualify for one of three national certification exams.

362 Contact Hours + 100 Clinical Hours, \$3,499

Start Anytime

Online Self-Paced



## FREE INFORMATION SESSIONS

Normandale's medical career programs will provide you with the knowledge and skills to feel confident in a new role. Curriculum is continually updated to ensure it aligns to occupational, state and national requirements.

Want to learn more? Participate in an information session or call us to get started.

#### Webinars:

- Wednesday, June 8 • 12:00 - 1:00pm
- Tuesday, July 12 • 6:00 - 7:00pm
- Tuesday, August 9 • 6:00 - 7:00pm

## HEALTHCARE

### Minnesota Board of Nursing Continuing Education Requirements

The Minnesota Board of Nursing is the source of specific information regarding individual registration requirements. All programs are designed to meet Minnesota Board of Nursing requirements for registered nurses and licensed practical nurses. It is up to the individual licensee to decide if the content enhances his or her ability to practice nursing.

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#### Certificate in Gerontology

25 Contact Hours, \$169

Start Anytime

Online Self-Paced

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#### Certificate in Infectious Diseases and Infection Control

13 Contact Hours, \$119

Start Anytime

Online Self-Paced

---

#### Certificate in Pain Assessment and Management

12 Contact Hours, \$115

Start Anytime

Online Self-Paced

---

#### Certificate in Food, Nutrition, and Health

16 Contact Hours, \$115

Start Anytime

Online Self-Paced

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## INTEGRATIVE HEALTH & HEALING

[BACK TO TABLE OF CONTENTS](#)



## INTEGRATIVE AND HOLISTIC CERTIFICATES

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#### Certificate in Complementary and Integrative Health

24 Contact Hours, \$159

Start Anytime

Online Self-Paced

---

#### Certificate in Mindfulness

8 Contact Hours, \$115

Start Anytime

Online Self-Paced

---

#### Certificate in Spirituality, Health, and Healing

25 Contact Hours, \$229

Starts Monthly

Online

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#### Certificate in Global Healing Systems

13 Contact Hours, \$115

Start Anytime

Online Self-Paced

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#### Certificate in Holistic and Integrative Health

33 Contact Hours, \$219

Start Anytime

Online Self-Paced

---

#### Certificate in Energy Medicine

10 Contact Hours, \$115

Start Anytime

Online Self-Paced

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**What does WIOA indicate?** – WIOA (Workforce Investment Opportunity Act) designates programs that meet the requirements which are a part of federal legislation. The WIOA programs are designed to enhance and support our nation's public workforce system. WIOA programs help people (youth, unemployed, underemployed) to move into high-quality jobs and careers. This funding is also geared to helping employers hire, retain and promote their employees. Let us know if you would like to learn more about how WIOA funding can be used to support your enrollment in one of these programs or to schedule a program for your agency or business.

## NUTRITION

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### Wild Plant Walk: Identification for Food & Medicine

Learn to identify and appreciate basic edible and medicinal uses of wild plants and shrubs of late spring and early summer. 2.5 Contact Hours, \$54, Matthew Alfs

M

6/8

5:00pm - 7:30pm

In Person

## HEALING TOUCH

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### Energetic Patterning & Clinical Applications

Learn to conduct an intake interview with plans to integrate techniques from the Foundations course and new techniques from this course into useful applications. Assessment skills, clinical application of energetic interventions, re-patterning of spinal health, and assisting patients in expanding their heart energy will be covered. *Pre-requisite: completion of Course 1: Foundations of Healing Touch.*

15.5 Contact Hours, \$305, Sheila Judd

W & Th

7/20 & 7/21

8:00am - 5:00pm

In Person (Rm P1838)



## Learning Well Radio

an internet radio program

Learning Well is a monthly internet podcast program featuring leaders, change-agents and transformers in the field of integrative and holistic health and wellness. The program provides practical information and tools that listeners can use in their daily life and work. It is our hope that these programs will also inspire listeners to take action in their own lives and provide information or ideas that listeners can share with friends, loved ones or clients and patients.

Check out some of our past and future shows:

[www.normandale.edu/continuing-education/learning-well](http://www.normandale.edu/continuing-education/learning-well)

Eben Alexander, MD - Near Death Experience (NDE)

Susan Masterson, PhD - Autoimmune Disorders

Howard Weiner, MD - Neurology & Brain Diseases

Anna McConville - Body & Pain Management

Bijal Trivedi - Personalized Medicine

Cyndi Dale - Energy Medicine & Chakras

Wendy Wood, PhD - The Science and Power of Habits

Jennifer Shepherd - Aromatherapy & Psychological Health

Catherine Kurosu, MD - Integrative and Eastern Medicine

Donald Antrim - Suicide & Survival

T. Colin Campbell, PhD - Plant-Based Nutrition

Margee Kerr, PhD - Science of Pain and Fear

Theresa Cheung - Spirituality & Dreams

Vivian Brown, MD - Healthy Aging

Richard Leider - The Power of Purpose

Christopher Wiener, MD - Sleep Medicine & Neurology

*Produced by the Integrative Health Education Center at Normandale Community College*

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# CORPORATE AND EMPLOYEE TRAINING

Achieving strategic goals means developing your most valuable resource, your employees. Let us do the heavy lifting so you can deliver impactful learning experiences that drive employee performance, engagement, and company strategy.

**Ready-To-Go.** Choose from proven training programs that you can serve up directly to your teams.

**Customized.** Our team of learning and development experts will work with you to customize programs that meet training goals while incorporating your company's culture, work examples and processes.

**Built to Order.** Our experts also offer an option to help you create brand new training programs and learning solutions that align directly to business needs and strategies.

## ESSENTIAL SKILLS

- Working Remotely
- Communication & Presentation Skills
- Cultural Competency
- Diversity, Equity, & Inclusion
- Creativity & Problem Solving
- Design Thinking
- Managing Workplace Conflict
- Empathy & Growth Mindset
- Managing Stress & Wellness

## HIGH PERFORMANCE WORK PRACTICES

- Leadership & Supervision
- Coaching & Mentorship
- Teamwork & Collaboration
- Conflict Management
- Change Management
- Project & Time Management
- Data & Information Literacy
- Sales and Customer Experience

## WORKING WITH US





### CONTINUOUS IMPROVEMENT

- Agile and Scrum
- LEAN
- Six Sigma
- Supply Chain
- ISO Standards

### TECHNOLOGY & DATA

- Microsoft Office Suite
- Data Management & Applications
- Business Intelligence Practices
- SQL Data Management
- MS Excel for BI Insight
- Graphic & Web Design Software

### WELLNESS PRACTICES

- Stress Management
- Mindfulness & Meditation
- Wellness in the Workplace
- Tai Chi, Qigong, Yoga

## Delivery Options

- ▶ Instructor-led sessions
- ▶ Virtual web-cast sessions
- ▶ On-the-job training
- ▶ Train the Trainer
- ▶ Hybrid—blended options

Normandale serves a wide range of organizations from large enterprises, small businesses, non-profits, to governmental agencies.

Call 952-358-8343 or email us at [ncal@normandale.edu](mailto:ncal@normandale.edu).

*“Normandale played a huge role in our company becoming ISO certified. As a small company that mostly focuses on research, the ISO process would have been difficult for us to navigate. Normandale made sure that we were informed and prepared to succeed every step of the way.”*

—Sally Hed Dahlquist, owner and president, ImmunoChemistry Technologies

# CONTINUING EDUCATION REGISTRATION

**Online:** [normandale.edu/CE/classes](http://normandale.edu/CE/classes)

**Phone:** 952-358-8343

**Credit cards:** Visa, MasterCard, Discover

**Email Confirmations and Receipts** are sent immediately when you register online.

**Class changes or cancellations** will be communicated by email and/or phone. The college reserves the right to cancel classes due to low enrollment. A 100% refund of your registration fee will be issued if a class is cancelled by the college.

**Advanced registration** is encouraged for all programs and must be accompanied by payment or charge authorization.

**Refund Policies** may vary according to class type. Our general policy requires notification 4 days prior to the class start. See our website for specific refund policies.

**Accommodations** for a disability (e.g., wheelchair accessibility, interpreter, large print materials) can be available upon request. Normandale is an affirmative action, equal opportunity educator and employer. This brochure and other college publications are subject to change without notice. The information in this brochure is available in alternate formats.

The Summer 2022 edition of the Continuing Education schedule is available in a digital format only.  
Look for future schedules in print and digital formats.

## LEARNING FORMATS

Normandale offers several learning formats. It is our goal to align the delivery method to the needs of learners and business partners.

**In Person:** Learning is delivered on campus or at your business.

**Virtual Live:** Learning delivery is real-time with live instruction via a web platform such as Zoom. You'll enjoy interacting with your instructor and connecting with other learners in discussions and interactive activities.

**Online:** Learning delivery is instructor supported and schedules vary depending upon the course. This option provides flexibility and structured support to ensure that you are able to stay on track.

**Blended:** Learning can be delivered as a mix of virtual, online, and/or in person experiences.

**Online Self-Paced:** Learning is online and designed to accommodate your schedule.

## SCHEDULED AND CUSTOM

Throughout this schedule, you will see courses presented in two key ways.

**Scheduled:** Our professional development courses are scheduled on a regular basis. Check our website as new programs and dates are continually added.

**Custom:** Courses and programs without a date or specific registration information indicate a custom option, which works well for employers and workforce agencies looking to provide training to a group of employees or individuals.

## BUSINESSES AND WORKFORCE AGENCIES

When registering employees or individuals for continuing education classes, give us a call or email us at [ncal@normandale.edu](mailto:ncal@normandale.edu). We accept a number of payment options (credit cards, purchase orders (PO), checks, training authorizations, etc.) You will receive an email confirmation for each registration.



**NORMANDALE**  
COMMUNITY COLLEGE



**MINNESOTA STATE**

Normandale Community College is a member of Minnesota State Colleges and Universities.