



Pine Technical &
Community College

CONTINUING EDUCATION
& CUSTOMIZED TRAINING



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Lunch & Learn Programs

A Lunch & Learn Program is a less structured, collaborative alternative to traditional classroom learning. It is designed to bring together people in an informal, more comfortable atmosphere to collaborate, boost creativity and promote employee development.

Classes are available live in person at our campus or via teleconference through Zoom the 2nd Tuesday of every month! Only \$49/Class!

****The following courses are already predesigned. All of these courses are approximately 2 hours long which allows time for interaction among attendees****

Communication Skills

Even the most introverted will find helpful skills to be an effective communicator. In this workshop, you will learn communication tips and skills that will ensure clarity in dealing with customers, work teams or perhaps a job interview or promotion.

Oct 13, 2020 12:00pm Room 140

Basic Customer Service Skills

Deliver the great customer service that people are craving. Learn frontline team skills and the confidence you need to be successful. Become your company's greatest asset!

Nov 10, 2020 12:00pm Room 140

Time Management & Organizational Skills

In today's world we are expected to get more done with less time to get it done. Do you want to make better use of your time and enjoy a sense of accomplishment? In this workshop you will learn to identify and adopt key skills that are essential to keeping you on task and becoming a top performer.

Dec 8, 2020 12:00pm Room 140

Managing Conflict

Do you find yourself wanting to hide under your desk when conflict erupts in your work team? Conflict is unavoidable and not necessarily a bad thing. Learn how conflict can build effect work teams & successful relationships.

Jan 12, 2021 12:00pm

Dealing with Angry Customers

Is the prospect of dealing with an angry customer making you very hesitant to pick up the phone or has you finding the nearest exit? Fear no more! Here is a workshop that will give you the skills and confidence to deal effectively with the most difficult of customers.

Feb 9, 2021 12:00pm

Navigating Change

Change is difficult. We often don't choose the difficulties or disruption in life when change springs on us; however, we can choose how we respond. This workshop provides helpful tips and strategies that can help us navigate change in the workplace.

Mar 9, 2021 12:00pm



Embracing Diversity

Apr 13, 2021 12:00pm

The diversity of religion, race, gender and culture is bound to be different from person to person. Whether we live in a small town or large city, we have diversity. We experience diversity in technology, work and travel. In this workshop we learn how to embrace diversity and appreciate our differences.

Ways to Excel On the Job

May 11, 2021 12:00pm

Looking for tips on how to move ahead in the company, get that raise or just get better at your job? If you are looking for helpful tips on how to excel, this is the workshop for you!

Goal Setting

Jun 8, 2021 12:00pm

We often set goals to achieve an end result whether it be a new car, a home, a college degree or new job. A goal oriented mindset can help you achieve career success no matter what position you hold in your organization. Learn how goal setting can help you achieve results.

Ways to Reduce Stress

Jul 13, 2021 12:00pm

Stress is a part of everyday life. In today's culture, we have more stresses to deal with than ever before. We can manage our stress or sidestep certain stresses. Join this workshop to tap into several helpful stress relieving techniques.

Life Skills

Aug 10, 2021 12:00pm

Life skills are the abilities and behaviors that help us deal effectively with the events and challenges of everyday life. This workshop identifies the skills that allow us to handle everything from interactions with others to identifying and processing our emotions.

Classes are held the 2nd Tuesday of every Month beginning at 12:00pm.

Only \$49/person per class.

Take as many classes as you like. Take 1 class, or take them all!

Additional Classes for 2021 coming soon!

To Register contact Di Abrahamsen at 320-629-5176

or go online at www.pine.edu/ceet

Benefits of a Lunch & Learn Program

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| New work skills | Boosts employee morale |
| Networking Opportunities | Improves Communication |
| Introduces new initiatives | Fun & Motivating Approach |
| Promotes Company Culture | |

Maximize Your Employee's Potential! We'll custom design a training program that meets your team's specific needs!