



**Rebecca Schueller Training & Consulting**

July & Aug. 2024 Zoom Training ■ 1 Session ■ 3 Hours ■ Fee \$95

# Managing Up & Across to Build Healthy Communication

July 8, 10, 11 OR August 7 OR 16 — 1:00–4:00 pm CST



## Intended Audience

- Nonprofits ■ Native Nations
- Local Governments ■ Schools

Designed for frontline staff in health, human services, education, and related fields.

- Social workers, case managers & frontline staff
- Office Support Services & Finance Staff
- Maintenance & transportation Staff

***Growth & Development***

**Advocacy**

**Negotiation Skills**

***Direct Communication***

***Respect***

**High Engagement**

**REGISTER ONLINE:** [www.bemidjiconsulting.com](http://www.bemidjiconsulting.com)

# July & August 2024 Managing Up & Across

## Build Healthy Engagement

Most organizations today are understaffed and face high turnover. Direct care and administrative support staff must be engaged as full partners. Develop the skills to communicate directly with supervisors and negotiate for the resources, support, training, and equipment needed to do your job well...and reduce burnout. Help your supervisor supervise YOU!

Advocate for your ideas for constructive changes to policies that can be more employee-friendly and help reduce turnover. Support colleagues in sharing feedback and suggestions for improvements to practices and procedures that can work better for everyone. Help engage all staff voices in planning for shift coverage that meets the needs of employees and clients.

### Rebecca Schueller Training & Consulting

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Email: [Becky@bemidjiconsulting.com](mailto:Becky@bemidjiconsulting.com)

Mail: P.O. Box 1513

Bemidji, MN 56619-1513

Website: [www.bemidjiconsulting.com](http://www.bemidjiconsulting.com)

## What You'll Learn

- ▶ Develop skills to communicate directly & negotiate when you need support or resources to do your job
- ▶ Improve communication & recommend constructive changes for clients & staff
- ▶ Advocate for professional development opportunities
- ▶ Productively negotiate schedule changes and other flexibility
- ▶ Try new approaches to handle difficult situations with coworkers and supervisors

## Participant Feedback

**“I wish I had this training 30 years ago! And I wish everyone working with others had this information. It would make more work environments healthy and successful!”**

**“Great opportunities to ask questions and share stories. I appreciated your teaching style.”**

**“I need to be more assertive to help my supervisor understand my need for help.”**

## About Your Trainer, Rebecca (Becky) Schueller



Becky is a trainer, consultant, and coach with three decades of experience serving national, urban and rural nonprofits, native nations, schools and counties. During 30+ years of leadership, management, & supervisory experience with nonprofits, Becky served multiple organizations in Chicago and Minnesota in Board, staff, committee, and volunteer roles.

Becky was a nonprofit Executive Director for 16 years. The agency's \$1 Million budget doubled and the staff grew from 20+ to 40+ employees. She also served as the Northwest Minnesota Continuum of Care Coordinator.

# REGISTRATION DEADLINES: June 24 OR July 22, 2024

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## Managing Up to Build Healthy Communication

July 8, 10, 11 OR August 7 OR 16 — 1:00–4:00 pm CST

### Session Times by Zone:

2:00-5:00 pm - <b>Eastern</b>	1:00-pm-4:00 pm - <b>Central</b>
Noon-3:00 pm - <b>Mountain</b>	11:00 am-2:00 pm - <b>Pacific</b>
10:00 am-1:00 pm - <b>Alaska</b>	9:00 am-Noon - <b>Hawaii</b>

### Register Online

[www.bemidjiconsulting.com/trainings](http://www.bemidjiconsulting.com/trainings)

Use a computer, not your phone! Click on Managing Up & Across! training for your chosen month.

Participants will receive digital copies of all session presentations, a short resource packet, and an attendance certificate.

### Don't Miss the Zoom Link

Add [Becky@bemidjiconsulting.com](mailto:Becky@bemidjiconsulting.com) to your email contacts. Please plan to participate with video and audio in a private space.

### Payment

Checks, Pay Pal, and ACH deposits accepted. Pay online with a credit card via Pay Pal. Make checks payable and send to:

**Rebecca Schueller Training & Consulting**  
P.O. Box 1513  
Bemidji, MN 56619-1513

Send ACH form requests to  
[Becky@bemidjiconsulting.com](mailto:Becky@bemidjiconsulting.com)

### Registration Deadline

Register by **June 24th** for the Early Bird rate for July OR by **July 22nd** for August Sessions. Payment is due by **July 1st** for July Sessions OR by **July 29th** for August Sessions.

### Registration Fees

**Early Bird: \$95/registrant**  
**Regular Fee: \$110/participant**

### Cancellation Policy

All registrations are final. Substitute attendees are accepted at any time. Please provide five days notice when possible. Unfortunately, due to the small class size, there are no refunds for cancellations. For unavoidable cancellations, arrangements may be made for participation in a future training.

### Zoom Food Etiquette

We may span several time zones and you are welcome to snack or eat lunch during sessions.

**Questions?** Please send to:

[Becky@bemidjiconsulting.com](mailto:Becky@bemidjiconsulting.com)  
Please include full contact information.