



Rebecca Schueller Training & Consulting

**Dec.
2027**

Live Zoom Training ■ 1 Session ■ 3 Hours ■ Fee \$95 Early Bird

Managing Effective Communication for Frontline Staff

TU, December 14 | OR TH, December 16 (1:00–4:00 pm)



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

December 2027 Managing Effective Communication

Build Healthy Engagement

Many 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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Bemidji, MN 56619-1513

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What You'll Learn

- ▶ Develop skills to communicate directly & negotiate productively when you need support or resources to do your job
- ▶ Improve communication & recommend constructive changes for clients & staff
- ▶ Complete a self-assessment to reflect on your well-being, your job performance, and relationships & behavior with coworkers & your supervisor
- ▶ Advocate for professional development opportunities
- ▶ 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 a former Northwest Minnesota Continuum of Care Coordinator, and served 12 counties & 2 Native Nations.

REGISTRATION DEADLINE: November 29, 2027

Dec. 2027 Zoom training ■ 1 Session ■ 3 Hours ■ Fee \$95

Managing Effective Workplace Communication

TU, December 14 | OR TH, December 16 (1:00–4:00 pm)

Session Times by Zone:

2:00-5:00 pm - **Eastern**
Noon-3:00 pm - **Mountain**
10:00 am-1:00 pm - **Alaska**

1:00-pm-4:00 pm - **Central**
11:00 am-2:00 pm - **Pacific**
9:00 am-Noon - **Hawaii**

Register Online

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 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

Registration Deadline

Register by **Nov. 29th** for the Early Bird rate. Payment is due by **Dec. 6th**. Please make payment for the regular rate if it will be received or mailed after Dec. 6th.

Registration Fees

Early Bird (by Nov. 29): \$95/registrant
Regular Fee (after Dec. 6): \$125/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
Please include full contact information.