Register Online at ed2go.com/mptc

Locations

Beaver Dam Campus
700 Gould Street
Beaver Dam, WI 53916-1994

Fond du Lac Campus
235 North National Avenue
PO Box 1940
Fond du Lac, WI 54936-1940

Hartford Regional Center
805 Cedar Street
Hartford, WI 53027

Ripon Regional Center
850 Tiger Drive
Ripon, WI 54971-0318

West Bend Campus
2151 North Main Street
West Bend, WI 53090-1598

Online Professional Development Courses
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Skills for Making Great Decisions
Learn how to make excellent everyday decisions from an experienced counselor and life coach. In this six-week online course, you’ll learn about some wonderful abilities we’re born with for figuring things out and making good decisions. You’ll also see why our instincts and intuition sometimes deceive us and how self-knowledge can help us guard against becoming overly confident. You’ll discover the steps necessary to achieve your goals, as well as the power that ordinary, everyday decisions can have over the quality of your life. ed2go.com/mptc

Keys to Effective Communication
If you often find yourself at a loss for words or lack confidence in your communication abilities, you’ll appreciate this course. With the help of a patient instructor and a supportive community of your fellow students, you’ll work step by step through the process of becoming a great conversationalist. You’ll learn to use communication to build rapport and create environments of trust, warmth, and respect. Become more confident, create a great first impression, get along well with others, and create more and better personal and professional relationships. ed2go.com/mptc

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ed2go/MPTC Online Course Registration Information
1. Locate the desired title through the Search feature or by browsing the online catalog. Once you’ve found the course, click Enroll Now.
2. Select a session start date on the Select Date page. You will then move on to the Sign In page.
3. Use either Returning Students or New Student to access or create your account. If you are a new student, you will be asked to create an account by creating a username and password and providing your contact information. Select Continue or Continue to Payment Options to move on to the Purchase page.
4. Choose which payment option you’d like to use from the choices your school has provided. Complete the payment information, if necessary. After confirming payment, you’ll automatically move on to the final Receipt page.

Contact Us, Email: training@morainepark.edu
Mastering Public Speaking
You can become an effective public speaker! In this fun and hands-on course, you'll find out how to talk confidently and persuasively to both large audiences and small groups. You'll learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers—fear. ed2go.com/mptc

Effective Business Writing
Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word. ed2go.com/mptc

Writing Essentials
Master the essentials of writing, and become the stellar wordsmith you always wanted to be! In this course, you'll develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Whether you're hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools you need for success. It's also a perfect choice for students who speak English as a second language.

You'll gain confidence right away as you practice free writing and discover how to create solid drafts. You'll improve your writing skills by learning to select strong and persuasive words, spell correctly, and choose the right punctuation. Then you'll find out how to put it all together by crafting well-written sentences, building effective paragraphs, and organizing your material logically. And finally, you'll explore ways to make the most of e-mails and other forms of electronic communication.

With the knowledge and hands-on practice you gain from this course, you'll be able to express yourself clearly and persuasively in writing—both in your personal life and in the business world. ed2go.com/mptc

Get Assertive!
Are you tired of being intimidated and treated badly by others? Learn specific techniques to become more assertive in all parts of your life. Discover how people manipulate you and how you submit to being a victim. Understand the difference between passive, aggressive, and assertive behaviors, and see how inner dialogues keep people acting in passive ways. Explore ways to change your inner dialogue, such as using affirmations and visualization, creating new labels for yourself and others, and keeping a journal.

Do you think you speak non-assertively? If so, master the skills that will empower you to talk in an assertive manner, including specific verbal techniques and phrases for a variety of situations. Anger and criticism from others are difficult to deal with, so you'll get many tips on how to handle these. And because your body can reflect an inner uncertainty, you'll learn how to use facial expressions, eye contact, gestures, and your voice to reinforce the assertive statements you're making.

You teach people how to treat you through your behaviors as well as your words, and this course will help you understand which behaviors to use with others so they perceive you as being assertive. When you begin to exhibit your new confidence in relationships, people will counter in various ways. You'll learn how to stand firm in the face of this resistance.

Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. It's your turn to speak up! ed2go.com/mptc