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Featured SDLearn On-Demand Courses

- **Building Great Relationships with Coworkers:** Learn the core elements that characterize relationships while also creating strong bonds with coworkers, bosses, and employees. (28 mins) 
- **Does Zoom Make You Feel Like a Zombie?** Watch this for tips and tricks to avoid looking and acting like a zombie on your next zoom call. (5 mins) 
- **Clearly State the Problem:** Learn how to facilitate collaboration and encourage innovation in your team. (36 mins) 
- **Microsoft 365 OneNote Online:** Learn the basics of this free-form note-taking application for everything from basic notes to drawings, links, and embedded files. (55 mins) 
- **De-Stress:** Learn movement and meditation techniques for stress relief. (36 mins) 

[Click here to get started with SDLearn.](#)

Upcoming Training Courses

Effective Writing

- March 21, 9:00 a.m. – 4:00 p.m. CT, Becker-Hansen Room B15, Pierre
- April 11, 9:00 a.m. – 4:00 p.m. CT, Country Inn & Suites, Sioux Falls

Challenge of Change

- March 22, 9:00 a.m. – Noon CT, Becker-Hansen Room B15, Pierre

Time Management

- March 22, 9:00 a.m. – Noon CT, via Microsoft Teams

Mastering Teams Meetings

- March 23, 9:00 a.m. – Noon CT, via Microsoft Teams

Interview and Selection (Supervisor)

- March 28, 9:00 a.m. – Noon CT, via Microsoft Teams

Civil Treatment Workplace for Leaders

- March 30, 1:00 – 5:00 p.m. CT, Becker-Hansen Room B15, Pierre

Having Hard Conversations (Supervisor)

- April 4, 9:00 a.m. – Noon MT, Holiday Inn Rushmore Plaza, Rapid City

Communicating Expectations: 4 Tendencies for Supervisors

- April 4, 1:00 – 4:00 p.m. MT, Holiday Inn Rushmore Plaza, Rapid City

[Click here to view a complete list on the BHR website.](#)

The Training & Development Digest

March 2023

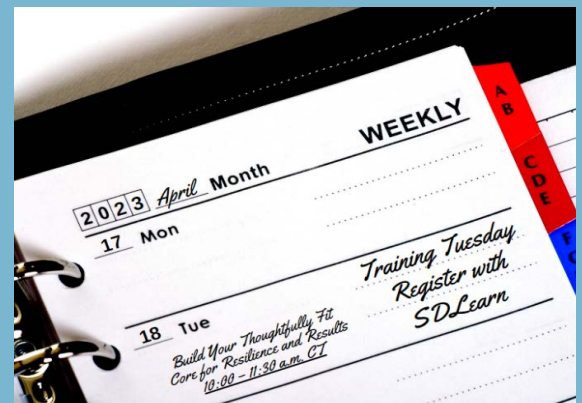
Discover the Thoughtfully Fit® Model

Join us for a special presentation on change, uncertainty, relationship conflicts, and blindsides at work.

The *Thoughtfully Fit*® model, developed by Master Certified Coach and motivational speaker Darcy Luoma, will allow you to build the skills necessary to guide yourself through life's challenges.

When: Tuesday, April 18, 10:00 – 11:30 a.m. CT
Cost: \$30 per participant.

[Click here for more information or to register.](#)



Administrative Professionals' Day

Administrative Professionals' Day is returning with pair of training and celebration days this April. Join us for one of two exciting and educational events!

This year's event will be headlined by entertainer and keynote speaker Tim Gabrielson. Tim's presentation is titled *Lemons to Laughter*, which will focus on minimizing negative events while taking more joy in the positive things that happen each day.

To learn more or register, [please click here.](#)

Reminder!

*Administrative Professionals' Day
Training & Celebration
with special guest Tim Gabrielson!*

April 25 – Pierre

April 26 – Sioux Falls

