



# Leadership Development

Continuing Education

## Supervisor Boot Camp

Congratulations! You're a supervisor – now what? The harsh reality is 40 percent of new supervisors fail within the first 18 months on the job. You don't have to be one of them! This high-energy, interactive boot camp will help provide you the foundational knowledge and skills to jump-start your successful leadership career.



Although this program is designed for new supervisors, all supervisors and front-line leaders will benefit from the valuable information in this workshop. Put your new skills and knowledge to immediate use with the practical tools and post-boot camp activities.

Course Number: BSAD-3710 Tuition: \$209 (includes lunch)  
Sec Start End Day Time Room Inst  
CEUA Sept 24 Sept 24 Th 8 am-5 pm CEC,302 Staff

## Performance Management Workshop

Most people rise through the ranks on their technical proficiency; they may not necessarily have the leadership skills to ensure their success in higher-level positions. This Performance Management Workshop provides self-awareness and builds management and social skills that help ensure success. This workshop will build competency in the core management skills of interpersonal communication and leadership, including the primary management tasks of conflict resolution and coaching.

This workshop is designed for leaders in both new supervisor/manager positions as well as seasoned leaders.

Course Number: BSAD-3713 Tuition: \$209  
Sec Start End Day Time Room Inst  
CEFA Oct 29 Oct 29 Th 8:30 am-4:30 pm CEC,302 Sundermann

## Teambuilding for Success

Teamwork can create clear benefits such as improving employee morale and leadership skills, breaking down political and personal barriers, enhancing communication, and simply making the workplace more enjoyable. This workshop provides an ideal opportunity for team leaders, team members, or individuals looking to create a new team to gain the skills and knowledge essential to team success. The first half of this fun-filled activity packed workshop will be devoted to "Real Colors," an instrument that helps people unlock the answers to human behavior and assists them with knowledge essential to working more effectively as a team.

Course Number: BSAD-3712 Tuition: \$99  
Sec Start End Day Time Room Inst  
CEFA Dec 2 Dec 2 W 8:30-11:45 am CEC,302 Kepler

## Leader As A Communicator

Leadership development requires an understanding of and commitment to the vision, mission and values of the organization. This leadership training class provides the tools with which to manage resistance, build commitment, address business issues and lead change through varied leadership styles. This leadership training class is designed for people in leadership positions. Participants will have an opportunity to:

- Reduce ambiguity and confusion
- Change attitudes
- Build commitment
- Translate important messages, making them relevant to your employees
- Improve communication skills
- Manage resistance to the messages
- Address critical business issues

Course Number: BSAD-3711 Tuition: \$209  
Sec Start End Day Time Room Inst  
CEFA Nov 12 Nov 12 Th 8:30 am-4:30 pm CEC,302 Pace

All classes are held at the SCC Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE.

A certificate and CEUs will be awarded for successfully completing a class.

Upon registering, please provide your e-mail address for important course information that will be sent to you prior to the workshop.

For more information, please contact **Amy Chesley** at 402-437-2709 • 1-800-828-0072, ext. 2709 • achesley@southeast.edu

## REGISTRATION FORM - NON-CREDIT COURSE

Complete this form with payment information and send via FAX or mail to: **SCC-Continuing Education Center**  
301 S. 68th Street Place, Lincoln, NE 68510  
FAX: (402) 437-2703

Include credit card information or Letter of Authorization for third-party billing. The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

### 2009 QUARTER

SUMMER  WINTER  
 FALL  SPRING

Social Security Number		Name: Last		First	Middle Initial	E-mail address	
Residence Mailing Address				City	State	Zip	County #
Birth Date		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: (Used for statistical purposes only) <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Hispanic/Latino(a) <input type="checkbox"/> Asian/Pacific Island <input type="checkbox"/> Black/African-American, Non-Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other		Veteran or Dependent Utilizing Military Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Resident of Nebraska <input type="checkbox"/> Non-Resident of Nebraska
Home Phone		<input type="checkbox"/> Cell <input type="checkbox"/> Business Phone					

Please select all that apply:  
 **Supervisor Boot Camp** Sept. 24 • \$209 • BSAD-3710-CEUA  
 **Performance Management Workshop** Oct. 29 • \$209 • BSAD-3713-CEFA  
 **Leader As A Communicator** Nov. 12 • \$209 • BSAD-3711-CEFA  
 **Teambuilding for Success** Dec. 2 • \$99 • BSAD-3712-CEFA

### SIGNATURE

Check  Cash  Mastercard  Discover  VISA V Code

Name as it appears on card: \_\_\_\_\_

Exp. Date \_\_\_\_\_ Credit card # \_\_\_\_\_

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residence, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jso@southeast.edu. La política pública de SCC es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/nondiscriminación de SCC deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jso@southeast.edu.

Staff/Department Discount	( )
<b>TOTAL DUE</b>	
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DE _____	ID# _____