



## Business Leadership



### Coaching Employees for Success

Building the competency and commitment of every member of the organization improves performance, reduces turnover and enhances outcomes. Whether the coaching program is formal or informal, learning the core skills of coaching will help those who need to help others succeed. This course will help managers and supervisors learn the skills to develop others.

*A certificate of professional development and 0.4 CEUs will be awarded for successfully completing this class.*

June 4	T	1-5 p.m.	Falls City, FCLC, Main	SKILZ
\$145		BSAD-7009-FCSA	Keyword: Coaching	

### Your Role as a Supervisor

Supervisors are a critical link to enhancing the productivity and performance of the whole team. Understanding what it means to supervise and what is expected of them in their role will help supervisors develop the skills they need to succeed. This program builds skills and confidence by providing supervisors with specific tools and techniques they can implement "in the real world" and then time to develop a specific action plan to implement them back on the job.

*A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. This class is offered via distance technology from Hebron.*

March 26	T	8 a.m.-4 p.m.	Falls City, FCLC, Main	SKILZ
\$229		BSAD-7158-FCWA	Keyword: Supervisor	

### FREE TRAINING

For information on financial assistance options, visit [www.southeast.edu/cefinaid](http://www.southeast.edu/cefinaid)

### Location Key

FCLC..... Learning Center at Falls City, Lower Level, 116 W. 19th St., Falls City

Check out all classes offered at [www.southeast.edu/FallsCityLC](http://www.southeast.edu/FallsCityLC)  
Find us on Facebook® at [www.facebook.com/SCCLearningCenteratFallsCity](http://www.facebook.com/SCCLearningCenteratFallsCity)

For more information, contact **Holly Carr** at 800-828-0072, ext. 3396, or [hcarr@southeast.edu](mailto:hcarr@southeast.edu)



# REGISTER ONLINE

You must have an email account to register online.

- Go to <http://bit.ly/RegisterCE>
- Search for your class** by entering a **key word** in the title or the **course number**. Click **Submit**. (Enter information in only one field for broader results.)  
Key Word Example: *Driver*  
Course Number Example: *TRAN-3398*
- Select the course** for which you wish to register. Click **Submit**.
- Enter your **personal information, certify your identification** and click **Submit**.  
\* You must provide your Social Security Number.
- Optional: Enter your Additional Registration Information** and click **Submit**.

- If you want to register for additional classes, select **Search for more classes** under "Choose one of the following." If you are finished selecting the class(es) for which you want to register, select **Register now (check out)**. Select your **Payment Type**. Click **Submit**.
- Enter your **payment information**. Click **Submit**.

You will see your **class acknowledgement** with information about your **SCC Student ID Number, SCC User ID** and **password**. You also will receive an email with this same information for your records.

In the future it will be easy to register by logging in using your SCC User ID and password and it will not be necessary to provide your Social Security number again.

If you have problems getting registered, please call 402-437-2700 or 800-828-0072 for assistance.

\* The College requires a student's Social Security number as a condition for enrollment online. A student's Social Security number information constitutes an "educational record" under FERPA.

## OR REGISTER BY MAIL, FAX OR IN PERSON



### REGISTRATION FORM - NON-CREDIT COURSE

Southeast Community College

Complete this form with payment information and send via mail to Southeast Community College, Continuing Education, 301 S. 68th St. Place, Lincoln, NE 68510 OR FAX to 402-437-2703

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit [www.southeast.edu/collegecatalog](http://www.southeast.edu/collegecatalog) for additional information.

PLEASE PRINT

Today's Date \_\_\_/\_\_\_/\_\_\_

Social Security Number OR SCC Student ID Number		Birth Date	Name: Last		First	Middle Initial
Residence Mailing Address			City	State	Zip	County #
Email Address			Cell Phone		<input type="checkbox"/> Home <input type="checkbox"/> Business Phone	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Black/African-American		

COURSE NUMBER	TITLE	START DATE	COST
-	-	-	\$
-	-	-	\$
-	-	-	\$
-	-	-	\$

#### SIGNATURE

Check (must be included)  Cash (must be included)

V Code \_\_\_\_\_

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

Exp. Date \_\_\_\_\_ CC # \_\_\_\_\_

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

For the protection of your personal credit card information, do not email this form to SCC. If faxing, only use the fax number listed or verify with SCC before using another SCC fax number.

Would you like a receipt mailed to you?  
 Yes  No

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, residency, 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, or [jsoto@southeast.edu](mailto:jsoto@southeast.edu).

SCC Staff Tuition Waiver	( )
<b>TOTAL DUE</b>	

FOR OFFICE USE ONLY	
ID#	_____
DE	_____

# Southeast Community College

Continuing Education  
301 S. 68th St. Place, Lincoln, NE 68510  
402-437-2700 • 800-828-0072 • FAX 402-437-2703