

SCC CONTINUING EDUCATION

Personal. Professional. Practical.



Business Leadership

January-June 2019

southeast.edu/Training

Southeast community college

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SCC Leadership Series

This is the year you make a difference!

You have the vision. You have the brains. You have the drive to make a difference and now, with SCC's Leadership Series, you'll have the knowledge to make this year your year to shine.

SCC has developed a series of full-day leadership programs presented over the course of 12 months. Each is designed to take your leadership skills to the next level. You'll learn to maximize your strengths and identify and leverage the strengths of others. You'll learn how to engage your people and mold them into the employees and team of your dreams. More than that, you'll learn how to turn conflict into cooperation, work with the most difficult of people and drive the change needed to keep your company competitive.

Best of all, you'll do so in a safe and supportive learning environment. You'll practice your new knowledge in exercises and activities and hone your perspectives in group discussions with faculty who understand the challenges you face and peers who share your concerns.

So, what are you waiting for?

Leadership Series

Jan. 31..... Your Role as a Supervisor	July 18.....Leading Through Influence
Feb. 28..... Emotional Intelligence: The Foundation of Lifelong Success	Aug. 15.....Developing Successful Employees & Teams
March 28 Turning Stress into Strength	Sept. 12.....Building Better Teams
April 25..... Personal Effectiveness for Leaders	Oct. 10Finding Peace: Managing & Resolving Conflict
May 23 People 101	Nov. 14Working with Difficult People
June 11 Communication Essentials	Dec. 12Almost Painless: Change Management

Complementary Courses

March 7..... Leading When You Can't Be There	April 17 Conflict & Cataracts: Seeing the True Source of Conflict
March 7..... Managing Up	May 16..... How to Coach Multi-Generational Teams
April 11 Project Management for Newbies	June 6 Cool Tools for Managing Projects at Work & Home
April 11 Managing Risks in Projects	

Professional Effectiveness

Emotional Intelligence: The Foundation of Lifelong Success

When we look at the truly extraordinary people who inspire and make a difference, you will see that they do this by connecting with people at a personal and emotional level. What differentiates them was not their IQ but their EQ—their emotional intelligence. Emotional intelligence is the ability to be aware of and to manage emotions and relationships. It's a pivotal factor in personal and professional success. IQ will get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life. This one-day course is designed to help master the basic concepts and techniques of this critical skill.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Intelligence**

Date: Thurs., Feb. 28, 2019

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Feb. 14

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dave Dechant

Course #: BSAD-7157-CEWA



facebook.com/SCCNebCE



twitter.com/SCCNebCE



pinterest.com/scccontinuinged

Professional Effectiveness

NEW! Personal Effectiveness for Leaders

As a leader, your most powerful tool is the example you set for your co-workers and employees. This course will optimize your personal effectiveness by helping you:

- Appreciate why leading by example matters
- Cement the link between leading by example and personal effectiveness
- Develop your Emotional Intelligence (EQ)
- Adopt a “Growth Mindset” T
- Craft a personal mission statement
- Set personal and professional goals
- Make the most of your time
- Make stress work for you
- Conduct meetings that drive results

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Effectiveness**

Date: Thurs., April 25, 2019

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: April 11

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dale Sundermann

Course #: BSAD-7254-CESA

Workplace Ethics and Etiquette (Online—UGotClass)

For entrepreneurs, managers or anyone in the workplace, understanding workplace ethics and etiquette is critical to individual and organizational success. Discover new information about the related but different concepts of business ethics and etiquette. Learn the how-to's of making ethical business decisions. Then find out the five secrets of how to interact properly in business and social settings to improve your communication and networking skills.

SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass course.

**For class details or to register,
call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.**

Communication & Team Development

Working with Difficult People

To be honest, we all can be difficult some of the time. But what makes some people almost always unpleasant, uncooperative, uncommunicative, and uncompromising? We know who they are, and working with them is unproductive, frustrating and no fun at all. This training is loaded with practical tips guaranteed to make working with difficult people much easier. You'll be able to recognize the difficult people in your life, understand why they behave as they do, identify the most common types of difficult people and how to effectively deal with each, and apply techniques to make yourself a smaller target for their bad behavior.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Difficult**

Date: Thurs., Feb. 7, 2019

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Jan. 24

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dave Dechant

Course #: BSAD-7315-CEWA

NEW! Turning Stress into Strength

With meetings eating 30 hours or more a month of the average manager's time, and a constant stream of interruptions gnawing on what's left, it's no wonder most leaders find themselves adrift on a sea of stress. This fast-paced program is filled with real-world strategies and tactics for facilitating meetings that get results, making the most of every minute, and reducing the harmful effects of stress on our minds and bodies. Specifically, we'll show you how to free yourself by learning to manage your energy and not your time, ensure that the most important things at work and at home get done every day and make stress work for you rather than against you.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Stress**

Date: Thurs., March 28, 2019

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: March 14

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dale Sundermann

Course #: BSAD-7310-CEWA

Communication & Team Development

People 101

Have you ever found yourself irritated by a team member who constantly questions your ideas and always requests to see the research and data to back it up? Do you try and avoid specific people on Monday morning so you don't get stuck in a 20-minute conversation about "how was your weekend"? After seeing someone's workspace do you ask yourself "I wonder if their hanging clothes are evenly spaced and organized by color?" Or maybe you've questioned how a teammate who works "in an office of chaos and despair" can be so successful in their job? If so, then this class is for you! Understanding how people feel, think and behave is more important to your long-term success than the brains, ambition and skill that got you noticed in the first place. This workshop gives you this understanding by utilizing a tool: Insight Personality Spectrum, a powerful, user-friendly version of the Myers-Briggs Type Indicator.

A certificate of professional development and CEUs will be awarded for successfully completing this class. **Include your current email address on your registration form.** Required pre-work instructions will be emailed to you approximately one week prior to the start of class. Required pre-work will take approximately 20-30 minutes to complete. One hour for lunch on your own.

REGISTER using Keyword: **People**

Date: Thurs., May 23, 2019

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: May 9

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dale Sunderman

Course #: BSAD-7165-CESA

Leadership Communication Boot Camp

It is simply impossible to become a great leader without being a great communicator. As a supervisor or manager, you invest at least a third of your day communicating, so it's no wonder then that 40 percent or more of your overall success is determined by your communication skills. This workshop helps guarantee your long-term success by developing this critical skill.

You will...

- Recognize and demolish the 21 barriers to successful communication
- Internalize a practical model of effective communication
- Learn and practice a listening process that captures the whole message and prevents embarrassing and costly misunderstandings
- Employ "positive language" to enlighten, engage, and influence anyone
- Pull it all together to create and leverage rapport and credibility

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

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Leadership**

Dates: Tues., June 11, 2019

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: May 28

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dale Sundermann

Course #: BSAD-7330-CESA

Business & Organizational Knowledge

Certificate in Accounting and Finance for Non-Financial Managers (Online—UGotClass)

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

(4.8 CEUs for full certificate series) SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass course.

Only \$495 when you register for the certificate series!

Accounting & Finance for Non-Financial Managers

Dates: Feb. 4-March 1, 2019 Cost: \$195

Dates: April 1-26, 2019 Cost: \$195

Dates: June 3-28, 2019 Cost: \$195

Cash is King

Dates: March 4-29, 2019 Cost: \$195

Dates: May 6-31, 2019 Cost: \$195

Financial Analysis & Planning for Non-Financial Managers

Dates: April 1-26, 2019 Cost: \$195

Dates: June 3-28, 2019 Cost: \$195

**For details or to register,
call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.**

Certificate in Business Writing (Online—UGotClass)

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill.

(4.8 CEUs for full certificate series) SCC staff tuition waiver does not apply.
See page 31 for more information on taking this UGotClass course.

Only \$495 when you register for the certificate series!

Business Writing

Dates: Feb. 4-March 1, 2019	Cost: \$195
Dates: April 1-26, 2019	Cost: \$195
Dates: June 3-28, 2019	Cost: \$195

Effective Copywriting

Dates: March 4-29, 2019	Cost: \$195
Dates: May 6-31, 2019	Cost: \$195

Writing News & Press Releases

Dates: April 1-26, 2019	Cost: \$195
Dates: June 3-28, 2019	Cost: \$195

**For details or to register,
call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.**

Managing People & Projects

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.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Supervisor**

Date: Thurs., Jan. 31, 2019

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Jan. 17

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dave Dechant

Course #: BSAD-7158-CEWA

NEW! Conflict & Cataracts: Seeing the True Source of Conflict

“You act, and feel, not according to what things are really like, but according to the image your mind holds of what they are like. You have certain mental images of yourself, your world and the people around you, and you behave as though these images were the truth, the reality, rather than the things they represent. —Maxwell Maltz.” Right now, you are experiencing conflict. Not out and out war but enough conflict that you are looking for help in solving it. But what if conflict isn’t just something that happens but a manifestation or “cataracts” that are affecting how we see the world? By removing the cataracts, we can be agents that can reduce the conflict around us! We will go over an introduction to conflict (the science of perception, why conflict happens and why trust affects conflict), how to remove the conflict cataracts (overcoming assumption bias, how who you are matters when it comes to conflict and a simple formula to get started) and what to do now (case studies). For those interested, there will be time to get help with your specific conflict!

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Conflict**

Date: Wed., April 17, 2019

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: April 3

Time: 8:30 a.m.-3:30 p.m.

CEUs: 0.6

Facilitator: Dan Moeller

Course #: BSAD-7325-CESA

Project Management for Newbies

Have you been asked to manage projects for your organization, but you're not sure what that means? Are you interested in project management, but don't know where to start? This practical half-day workshop will give you the tools you need to get started – and on the road to success – in basic project management. Home projects, work projects, and volunteer projects are all unique, and you will discover how these principles and tools apply to any project, giving you the head-start you need to succeed.

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

REGISTER using Keyword: **Project**

Date: Thurs., April 11, 2019

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: March 28

Time: 8 a.m.-Noon

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7161-CESA

Managing Risks in Projects

Every day, projects fail due to a lack of risk-management planning. Learn how to get ahead of those risks in your projects by utilizing tried and true tools that will be provided during this half-day workshop. Together we'll learn how to identify risk, how to deal with risk, and how to find opportunities in risk. Increase your project success by putting these tools to work for you!

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

REGISTER using Keyword: **Projects**

Dates: Thurs., April 11, 2019

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: March 28

Time: 1-5 p.m.

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7160-CESA

Take²

Register for Project Management for Newbies and Managing Risk in Projects for only \$229!

Use course numbers BSAD-7161-CESB and BSAD-7160-CESB when filling out the registration form.

Managing People & Projects

NEW! How to Coach Multi-Generational Teams

The demographics of the workforce are changing. Approximately 10,000 Millennials are joining the workforce per day and they comprise about one-third of the population. Are you ready for the revolution in your workplace? This class will focus on not only understanding the Millennial Generation but also identifying its similarities and differences to previous generations. We will explore some of the milestones that have influenced the different generations as well as develop useful insights into how to affirm the strengths of each group. This class will provide a very beneficial but practical guide to creating dynamic and effective multi-generational teams.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Coach**

Date: Thurs., May 16, 2019

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: May 2

Time: 8:30 a.m.-3:30 p.m.

CEUs: 0.6

Facilitator: Dan Moeller

Course #: BSAD-7324-CESA

NEW! Cool Tools for Managing Projects at Work & Home

BYOP (Bring Your Own Project) and we'll look at some cool applications that can help you finish on time, within budget, and right on scope. No project? No problem. Once you see these apps, you'll quickly come up with ideas that you can plug in and start using by the time you get home. Please bring your laptop as this is a hands-on class.

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

REGISTER using Keyword: **Managing**

Date: Thurs., June 6, 2019

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: May 23

Time: 8 a.m.-Noon

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7326-CESA

Date: Thurs., June 6, 2019

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: May 23

Time: 1-5 p.m.

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7326-CESB

Certificate in Leadership Development (for Gen Y) (Online—UGotClass)

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society.

(4.8 CEUs for full certificate series) SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass course.

Only \$395 when you register for the certificate series!

Developing Your Professional Career

Dates: April 1-26, 2019 Cost: \$195

Dates: June 3-28, 2019 Cost: \$195

Developing Your Leadership Skills

Dates: March 4-29, 2019 Cost: \$195

Dates: May 3-31, 2019 Cost: \$195

Leadership Principles

Dates: Feb. 4-March 1, 2019 Cost: \$195

Dates: April 1-26, 2019 Cost: \$195

Dates: June 3-28, 2019 Cost: \$195

**For details or to register,
call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.**

Leadership & Execution

Leading When You Can't Be There

Teams are the bricks out of which 21st Century organizations are built. Because of the high degree of interdependence inherent in group work, companies have elected in the past to house teams in close geographical proximity. More and more, however, companies are organizing projects, with teams increasingly consisting of people based in dispersed geographical locations or varied shifts. The challenges of leading these “virtual” teams are many and obvious. The good news, however, is that virtual teams can outperform traditional ones. This program is designed to help you begin to master managing virtual teams by providing tips, tools and techniques to foster a mindset that encourages team members to see themselves a part of tightly-knit network.

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

REGISTER using Keyword: **Leading**

Date: Thurs., March 7, 2019

Cost: \$145

Location: Jack J. Huck Continuing Education Center,

301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Feb. 21

Time: 8 a.m.-Noon

CEUs: 0.4

Facilitator: Dave Dechant

Course #: BSAD-7042-CEWA

Managing Up

This four-hour course will explore the advantages to understanding how your boss “works” to create a more efficient, productive and positive relationship. Learning to anticipate your boss’ needs can offer multiple direct benefits for both you and your boss. Being able to establish a fluid line of communication with your supervisor and consistently going above and beyond will likely make you feel happier and more fulfilled when it comes to your work. This closer relationship with your boss also establishes a strong foundation of trust and respect and increases the confidence your supervisor has in your abilities.

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

REGISTER using Keyword: **Managing**

Date: Thurs., March 7, 2019

Cost: \$145

Location: Jack J. Huck Continuing Education Center,

301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Feb. 21

Time: 1-5 p.m.

CEUs: 0.4

Facilitator: Dave Dechant

Course #: BSAD-7075-CEWA

Take 2

Register for **Leading When You Can't Be There** and **Managing Up** for only **\$229!**

Use course numbers BSAD-7042-CEWB and BSAD-7075-CEWB when filling out the registration form.

Collaborative Management (Online—UGotClass)

Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance. Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization.

SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass class.

Dates: March 4-29, 2019	Cost: \$245	CEUs: 1.6
Dates: May 6-31, 2019	Cost: \$245	CEUs: 1.6

**For details or to register,
call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.**



2019 FALL SEMESTER AUG. 26 BEGINS

The Move...

- Will align SCC's academic calendar with four-year schools
- Will enable a smoother transfer of credits
- Will make concurrent enrollment more feasible

For more information, visit www.southeast.edu/Q2S.

About the Facilitators



Steve Slaight
P.M.P., C.S.M.

Steve Slaight has more than 30 years of project experience, and has taught for more than five years at the university level. Work experience includes several years at the Hewlett-Packard company, as well as work with various non-profits. He now owns Witerations, LLC, an IT-focused project management consulting company that helps clients not just think outside of the box—but to literally outwit the box! Slaight is a Certified Project Management Professional, a Certified Scrum Master and holds both a bachelor's degree and master's degree from Colorado Christian University.



Dan Moeller
PrairieFire Consulting™ Founder

Dan is an experienced visionary leader who understands the process of moving from big picture ideas to practical implementation. He is a proven team leader and developer who cares passionately about team members both developing and utilizing their strengths to their fullest potential. Dan draws from his multiple discipline background in human development, counseling, science, and management in both for profit and non-profit settings.



Dale Sundermann

Senior Partner
The Skilz Group, LLC

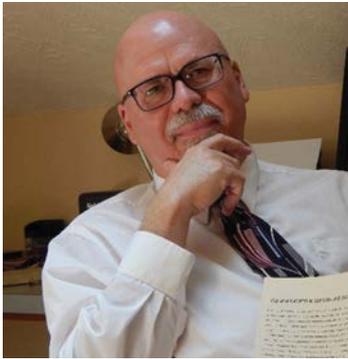
Dale Sundermann, Ph.D. candidate, senior partner in The Skilz Group; a training and organizational development firm that specializes in helping leaders at all levels master the people skills critical to their long-term success. He also serves as the Family Advocacy Outreach Manager for the Department of Defense USAF at Offutt AFB.

Prior to co-founding The Skilz Group, Dale spent four years as a Consultant with Best Care Employee Assistance Program. There he delivered over 50 hours of training, consulting, and coaching services a month to some 240 client companies. He has also traveled extensively in the United States, facilitating dozens of management and leadership programs for SkillPath Seminars.

Dale's resume also includes six years as an officer in the United States Air Force where the SOAR to Excellence Program he developed and facilitated was nominated as a U.S. Air Force Best Practice. His passionate commitment to human capital development has been shaped by his experiences as a high school teacher and coach, a licensed mental health professional, and a father of four boys.

Dale earned his Bachelor of Arts degree in Psychology, History and Political Science from Jamestown College in 1993, his Masters in Clinical Social Work from the University of Missouri in 1996 and is currently a Ph.D. candidate in Human Capital Management at Bellevue University.

About the Facilitators



David Dechant
MC, CCP
Senior Consultant
The Skilz Group, LLC

Since joining Best Care Employee Assistance Program in 2004 as a training consultant, David, MC, CCP, has presented programs on more than 60 topics related to individual, team and organizational success to some 43,000 participants—participants who've awarded his facilitation with an average score of 9.4 out of 10.

Promoted to Curriculum Development Coordinator in 2010, Dechant now works closely with Best Care's cadre of professional trainers to perfect the content and look of the employee assistance program's ever expanding catalog of personal and professional effectiveness courses. He's particularly proud of the scores of hours of in-depth, customized leadership and management training he's crafted and delivered for clients in enterprises as diverse as education, health care, transportation, manufacturing, insurance, and financial services.

Dechant teamed up with former Best Care EAP colleague Dale Sundermann in 2009 to form The Skilz Group, a management and leadership development firm dedicated to helping leaders at all levels hone the skills they need to evolve professionally and personally, engage their followers and inspire them to excellence. Partnering with SCC Training Solutions, The Skilz Group has created and facilitated management and leadership training for Nebraska-based utilities as well as leading regional advertising, civil engineering, and financial services firms and nationally recognized transportation, manufacturing and bio sciences companies.

He has earned advanced degrees in Theater and Organizational Psychology from the University of Nebraska. He's also a certified Insight™ Personality Spectrum facilitator as well as an accredited Executive Coach with the Certified Coaches Federation.

Grant Funding

The Nebraska Department of Labor offers a Worker Training Program to help organizations fund training programs that will:

- Promote the retention of Nebraska workers
- Promote the expansion of Nebraska businesses and increase their competitive edge
- Train new employees of expanding Nebraska businesses
- Develop program participants' marketable skills and competencies, increase their earning power and result in secure jobs for those who successfully complete training
- Assist in attracting skilled workers to Nebraska
- Encourage business investment in private job training programs designed to train, retrain, or upgrade work skills of existing Nebraska workers

For additional information on this program please visit:

www.dol.nebraska.gov/EmploymentAndTraining/Training/WorkerTrainingProgram

Worker Training Grant Writing Workshop

The Training Solutions staff at SCC offers a hands-on grant application writing workshop for each grant quarter.

The workshop will assist you in completing your electronic application and preparing the supporting materials.

There is NO CHARGE to attend the workshop.

8:30 a.m.....Grant Overview
9:30 a.m.....Grant Application Completion

Date: Wed., March 6, 2019

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 402

Time: 8:30 a.m.-12:30 p.m.

Registration Deadline: March 1

Date: Thurs., June 6, 2019

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 402

Time: 8:30 a.m.-12:30 p.m.

Registration Deadline: June 3

To register, visit <http://bit.ly/RegisterNWTG>.

Student Financial Assistance

Can the Gap Assistance Program help you with your education goals?

The Gap Assistance Program provides funding for short-term training for in-demand jobs – making your education FREE!

Who is eligible?

Gap Tuition Assistance is based on several criteria: financial need, Nebraska resident, high school diploma or GED®. To qualify you must meet the income criteria and be eligible to work in the United States.

Household Size	Annual Income
1.....	\$30,350
2.....	\$41,150
3.....	\$51,950
4.....	\$62,750
5.....	\$73,550
6.....	\$84,350

Coverage

You may receive full or partial assistance with direct training costs, including tuition, books and required fees and equipment. Funding is only available for one training program.

Training Programs

Gap Tuition Assistance covers short-term training in the following in-demand job fields:

- *Leadership Certificate*
- *Business/Information Technology*
- *Manufacturing/Industrial Technology*
- *Computer Programming & Networking*
- *Dental Assisting Expanded Permits*
- *Lean/Six Sigma*
- *Welding*
- *Fiber Optics*
- *Health Care*

Support

Meet with us to explore what career options are best for you. We will connect you with local resources and get the eligibility process started.



For more information, contact:

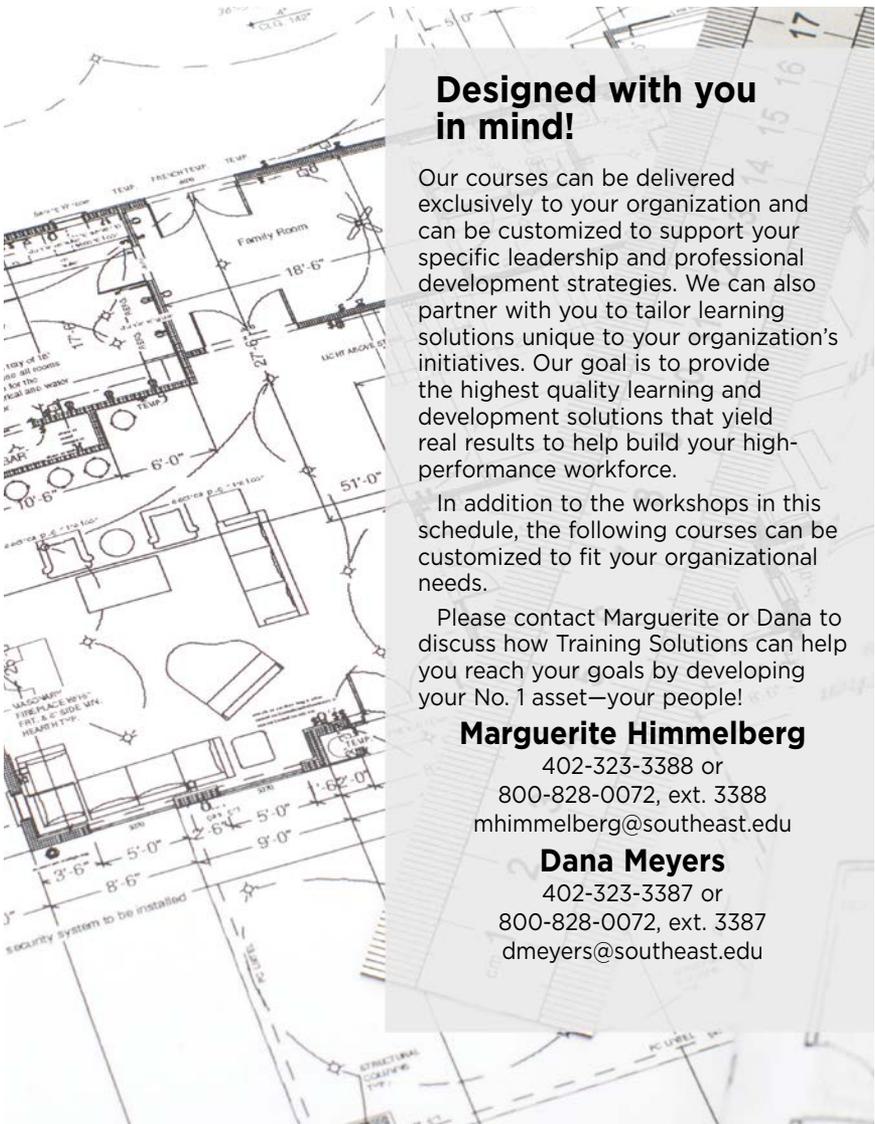
Heather Bloomquist

402-323-3394

hbloomquist@southeast.edu

OR visit www.southeast.edu/cefinassist

Customized Talent Development



Designed with you in mind!

Our courses can be delivered exclusively to your organization and can be customized to support your specific leadership and professional development strategies. We can also partner with you to tailor learning solutions unique to your organization's initiatives. Our goal is to provide the highest quality learning and development solutions that yield real results to help build your high-performance workforce.

In addition to the workshops in this schedule, the following courses can be customized to fit your organizational needs.

Please contact Marguerite or Dana to discuss how Training Solutions can help you reach your goals by developing your No. 1 asset—your people!

Marguerite Himmelberg

402-323-3388 or
800-828-0072, ext. 3388
mhimmelberg@southeast.edu

Dana Meyers

402-323-3387 or
800-828-0072, ext. 3387
dmeyers@southeast.edu

Professional Certificates

SHRM-Certified Professional (SHRM-CP™) and SHRM-Senior Certified Professional (SHRM-SCP™) Exam Prep

The Certification Study Group sponsored by Lincoln Human Resources Management Association is designed to assist Human Resource professionals in preparation for the new SHRM Certifications, SHRM-Certified Professional and SHRM-Senior Certified Professional. LHRMA uses the SHRM Learning System as the basis for the study group.



You must apply to sit for the exam at SHRMCertification.org from Jan. 2 to March 22 (late application deadline is April 12). The examination period is May 1 to July 15. **For more information and to register for the study group by Jan. 18, please visit <http://lincolnh.org/>.** If you have any questions or special needs, please contact LHRMA's Certification Director Amy Spellman at 402-471-5027 or certification@lincolnh.org.

Time: 5:30-8:30 p.m.

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE

Days/Date	Session/Topic	Facilitator
Mon., Feb. 11	#1: HR Competencies/Business & HR Strategy	Ruth Jones, SHRM-SCP, SPHR
Mon., Feb. 18	#2: Business & HR Strategy	Ruth Jones, SHRM-SCP, SPHR
Mon., Feb. 25	#3: Corporate Social Responsibility/ Employment Law & Regs	Trish Reimers, SHRM-SCP, SPHR
Mon., March 4	#4: Employment Law & Regulations	Trish Reimers, SHRM-SCP, SPHR
Mon., March 11	#5: Learning & Development	Mark Pankoke, SHRM-SCP, SPHR
Mon., March 18	#6: Structure of the HR Function/ Org. Effectiveness & Development	Kellie Graham, SHRM-SCP, SPHR
Mon., March 25	#7: Workforce Management, Employee Relations & Technology & Data	Kellie Graham, SHRM-SCP, SPHR
Mon., April 1	#8: Talent Acquisition/Employee Engagement & Retention	Luke Reiff, SHRM-CP
Mon., April 8	#9: Employee Engagement & Retention/Total Rewards	Luke Reiff, SHRM-CP
Mon., April 15	#10: Risk Management, Diversity & Inclusion, HR in the Global Context	Carolyn Collier, SHRM-CP
Mon., April 22	#11: Review/Final Practice Test	Amy Spellman, SHRM-CP, PHR

Online Learning

Online learning with UGotClass is a fun, enjoyable and productive way to learn. Millions of people are learning online each year. You will engage with the instructor and other participants, and may make new friends. It's easy and fun.

How the course works:

It is easy to participate in your online course. After you register, you will be given a Web address to utilize to access your online classroom. You will have a password and use your email address and password to gain access.

Once inside the online classroom, here's what you can expect: You can participate any time of day or evening. The online classroom is open 24 hours a day, seven days a week. There are no live real-time requirements or meetings. You decide when you participate. For the best learning, participants should log into the course on two to three different days of the week.

What you will do: For each unit you will:

- Read the print readings (about 20 pages a week)
- Have the option of accessing the online readings
- Listen to the audio presentation for the unit and view the slides
- Have the option of taking a self-quiz to see how much you have learned
- Engage in written online discussion with your instructor and other participants

For best learning, you should make one or more comments two to three different times each week. The content (readings, audio lectures, slides) and self quizzes are accessible for the entire course, so you can work ahead, or go back and review again, at your convenience.

Discussion:

The discussion for each unit lasts one week. All comments are made in writing and can be made at any time of the day or night. Your instructor will log into the Discussion area at least once a day and answer questions, make comments and respond to comments by you and the other participants. We encourage you to make two to three comments each week to maximize your learning and enjoyment of the course.

Courses/Certificates Offered:

- *Workplace Ethics and Etiquette (See page 4)*
- *Certificate in Business Writing (See page 9)*
- *Accounting and Finance for Non-Financial Managers (See page 8)*
- *Certificate in Leadership Development (for Gen Y) (See page 13)*
- *Collaborative Management (See page 15)*

855-846-8252
<http://bit.ly/SCC-UGotClass>



4 Easy Ways to Register

1. **Register ONLINE** at <http://bit.ly/RegisterCE> **OR**
Complete the registration form on the inside back cover.
Please Print.
then either...
 2. **FAX** the registration form with credit card number **to 402-437-2703** **OR**
 3. **MAIL** the registration form with payment to:
Southeast Community College, Continuing Education
301 S. 68th St. Place, Lincoln, NE 68510 **OR**
 4. **WALK-IN** with payment to the Jack J. Huck Continuing Education Center Mondays-
Thursdays 7:30 a.m.-7:30 p.m., Fridays 7:30 a.m.-5 p.m. or Saturdays 7:30-11:30 a.m.
-

Registrations will be accepted up to the day of the workshop or the deadline specified in the course description, providing space is available. **Enroll early as class size is limited.** Enrollments are accepted on a first-come, first-served basis.

Cash, check and credit card (Mastercard, American Express, Discover, and Visa) payments are accepted.

Make a **COPY** of the completed form, or record the information for your reference.

Report to the workshop/course unless you are notified that the workshop/course is full or has been cancelled. **CONFIRMATIONS ARE NOT MAILED.**

SCC reserves the right to cancel workshops/courses that do not have sufficient enrollment. Refund checks are mailed to the student's current address and will usually be received within three to four weeks.

Questions about registration or space availability, contact:

Continuing Education • 402-437-2700 or 800-828-0072

SCC Non-credit Refund/Drop Policy

You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive 100% refund. If you call the day of the class or after it has started, no refund will be issued. If a class is cancelled or student drops (according to the refund policy), refunds will be issued to the student, unless a third party has been formally billed by SCC Business Office.

Questions?

Southeast Community College Continuing Education
402-437-2700 • 800-828-0072 • continuinged@southeast.edu

Accredited by the Higher Learning Commission.

Equal Opportunity/NonDiscrimination Policy: It is the policy of Southeast Community College 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 Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación: La política pública de Southeast Community College 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/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68 St. Place, Lincoln, NE 68510, o jsoto@southeast.edu.

REGISTRATION FORM - CONTINUING EDUCATION

Southeast community college

Complete this form and send with payment 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 for additional information.

2019 Quarter

summer winter
 fall spring

Social Security Number or SCC Student ID Number		Name: Last		First		Middle Initial		Email Address	
Residence Mailing Address				City		State		Zip	
Race: (Select one or more)		Ethnicity (select one):		<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident		Business Phone		Home Phone	
<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Non-Hispanic Latino		<input type="checkbox"/> Male <input type="checkbox"/> Female		Employer		Cell Phone	

Course Number	Title	Start Date	Cost
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____
_____	_____	____/____/____	\$ _____

SIGNATURE _____

Check Cash Mastercard AMEX Discover VISA 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

SCC Staff Tuition Waiver (_____)

TOTAL DUE

FOR OFFICE USE ONLY

ID# _____

DE _____

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 of withdrawal; 3) that should I drop, cancel, or withdraw, any refund in fees will be determined by the date of withdrawal; 4) that the 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 programs, activities, and services. This policy includes but is not limited to race, color, sex, age, religion, national origin, ancestry, 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 St. Place, Lincoln, NE 68510, or potogis@southeast.edu.