



Southeast Community College
CONTINUING EDUCATION

Your Path to Personal & Professional Development

2019

July-December

southeast.edu/Training

BUSINESS leadership

CONTENTS

- 2 SCC Leadership Series
- 3 Professional Effectiveness
- 4 Business & Organizational Knowledge
- 5 Communication & Team Development
- 9 Managing People & Projects
- 13 Leadership & Execution
- 14 Process Improvement
- 16 Grant Funding
- 17 About the Facilitators
- 20 Student Financial Assistance
- 21 Customized Talent Development
- 22 Professional Certificates
- 23 Online Learning
- 24 4 Easy Ways to Register

Calendar

June

Page

6	Nebraska Worker Grant Writing Workshop (Lincoln).....	16
---	---	----

July

11	Intro to Non-Profit Management (York) NEW!	4
16	Grant Writing 2.0 (York) NEW!	16
15	Lean Manufacturing Training (July 15-31) (Lincoln)	10
18	Leading Through Influence (Beatrice, Lincoln)	13
25	Don't Get Chopped—Learn to Work Together as a Team (Lincoln)	9
31	Your Role as a Supervisor (Lincoln).....	10

August

7	Project Management for Newbies (Lincoln).....	11
7	How to Lead Projects (Lincoln)	11
12	Enhance Your Public Speaking (Aug. 12 & 19) (York).....	3
13	Your Role as a Supervisor (Plattsmouth)	10
15	Developing Successful Employees & Teams (Lincoln)	5
22	Six Sigma White Belt (Lincoln)	14
22	Six Sigma Yellow Belt Certification (Lincoln).....	14
29	Emotional Intelligence: The Foundation of Lifelong Success (Lincoln)	3

September

12	Building Better Teams (Beatrice, Lincoln).....	5
6	Nebraska Worker Grant Writing Workshop	16
24	Emotional Intelligence: The Foundation of Lifelong Success (Plattsmouth).....	3
26	Turning Stress into Strength (Lincoln)	4

October

9	Conflict & Cataracts: Seeing the True Source of Conflict (Nebraska City).....	8
10	Finding Peace: Managing & Resolving Conflict (Beatrice, Lincoln)	6
15	Six Sigma Green Belt Certification Training (Oct. 15-Dec. 19) (Lincoln)	15
29	Managing & Resolving Conflict (Falls City, Hebron)	6

November

5	Process Improvement (Auto) Core Tools (Nov. 5-7) (Lincoln) NEW!	15
7	Team Playership: Helping Work Teams Play Well Together (Lincoln).....	7
14	Working with Difficult People (Lincoln)	7

December

5	Overcoming the Workplace Stress/Success Barrier (Beatrice, Lincoln).....	9
6	Nebraska Worker Grant Writing Workshop (Lincoln).....	16
12	Almost Painless: Change Management (Beatrice, Lincoln)	12

SCC Leadership Series

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 people and drive the change needed company competitive.

if not now, when?

- July 18.....Leading Through Influence
- Aug. 15.....Developing Successful Employees & Teams
- Sept. 12.....Building Better Teams
- Oct. 10.....Finding Peace: Managing & Resolving Conflict
- Nov. 14.....Working with Difficult People
- Dec. 12.....Almost Painless: Change Management

- Jan. 9.....Personal Effectiveness for Leaders
- Feb. 6.....People 101
- March 5.....Communication Boot Camp
- April 9.....Leading Through Influence
- May 7.....Developing Successful Employees & Teams
- June 11.....Building Better Teams

Professional Effectiveness

Emotional Intelligence: The Foundation of Lifelong Success

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. The 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: **Emotional**

Date: Thurs., Aug. 29, 2019

Cost: \$229

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

Registration Deadline: Aug. 15

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

CEUs: 0.7

Facilitator: Dale Sundermann
Course #: BSAD-7157-CEFA

Date: Tues., Sept. 24, 2019

Cost: \$229

Location: SCC Learning Center at Plattsmouth,
537 Main St., **Plattsmouth**, NE • Room 101

Registration Deadline: Sept. 10

Time: 9 a.m.-5 p.m.

CEUs: 0.7

Facilitator: Dave Dechant
Course #: BSAD-7157-PLFA

Enhance Your Public Speaking

One of the most valuable skills is one of the hardest. This class will fill your toolbox with the essentials of successful public speaking. Through discussion, peer reviews, and hands on experience, you will leave this class with an enhanced comfort to take on your next public speaking event.

REGISTER using Keyword: **Speaking**

Dates: Mon., Aug. 12, 2019, from 6-9 p.m. & Mon., Aug. 19, 2019, from 6-8 p.m.

Cost: \$89

Location: SCC Learning Center at York,
3130 Holen Ave., **York**, NE • Room K

Facilitator: Mitchell Roush
Course #: BSAD-7328-YKUA

Professional Effectiveness

Turning Stress into Strength

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. 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., Sept. 26, 2019

Cost: \$229

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

Registration Deadline: Sept. 12

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

CEUs: 0.7

Facilitator: Dave Dechant

Course #: BSAD-7310-CEFA

Business & Organizational Knowledge

NEW! Intro to Non-Profit Management

Have you ever wondered what it takes to run a non-profit? Have you been asked to serve on a board, become a volunteer, be a part of a staff for a non-profit? If so, this class is for you! You will learn the basics of board responsibilities, administration management, program and services overview, fundraising development, and volunteer involvement. If you are a part of a non-profit in any way, you will greatly benefit.

REGISTER using Keyword: **Management**

Date: Thurs., July 11, 2019

Cost: \$49

Location: SCC Learning Center at York,
3130 Holen Ave., **York**, NE • Room K

Time: 6-9 p.m.

Facilitator: Titus Robison

Course #: BSAD-7349-YKUA

Communication & Team Development

Developing Successful Employees & Teams

Successful leaders understand that regular coaching is integral to their job. We present coaching and training as part of an overall development process and show how to integrate both into other management processes. This enables managers to build their team all of the time, not just coach them when there is a problem that needs attention. The result is more productive, more effective teams. Participants will learn to use coaching to improve the performance of others.

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: **Employees**

Date: Thurs., Aug. 15, 2019

Cost: \$229

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

Registration Deadline: Aug. 1

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

CEUs: 0.7

Facilitator: Dave Dechant

Course #: BSAD-7164-CEUA

Building Better Teams

Effective teams are the building blocks of successful organizations. Consequently, your success as an organization can often depend on how well you and other team members operate together. How are your problem solving skills? Is the team enthusiastic and motivated to do its best? Do you work well together? This course can help you get there!

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

REGISTER using Keyword: **Teams**

Date: Thurs., Sept. 12, 2019

Cost: \$229

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

Registration Deadline: Aug. 29

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

CEUs: 0.7

Facilitator: Dale Sundermann

Course #: BSAD-7739-CEFA

Date: Thurs., Sept. 12, 2019

Cost: \$229

Location: SCC Beatrice Campus, 4771 W. Scott Road,
Beatrice, NE • Jackson Hall, Room 403

Registration Deadline: Aug. 29

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

CEUs: 0.7

Facilitator: Dale Sundermann

Course #: BSAD-7739-BEFA

Communication & Team Development

Managing & Resolving Conflict (4-hour or 7-hour options)

Participants learn how to recognize different types of conflict and how to resolve it before it become destructive. This program will explore five modes people use in dealing with conflict and how to determine when each mode is most appropriate/least appropriate. Participants will learn and practice a six-step collaborative process for resolving conflict.

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

REGISTER using Keyword: **Managing**

Objectives covered in 4-hour class:

- Define conflict
- Discover why conflict so often turns toxic at work
- Identify your preferred conflict resolution style and recognize its inherent advantages and disadvantages
- Reveal the pros and cons of other styles
- Explore the two most commonly used approaches for resolving organizational conflict: compromise and collaboration

The 7-hour class will include all of the objectives in the 4-hour class plus:

- Reveal why it often turns destructive in organizational settings
- Review the negative impact poorly resolved conflict can have on individuals, teams and organizations
- Describe the positive effects effectively resolved conflict can have on the above
- Show you how to muster the courage needed to constructively deal with conflict
- Discuss how to effectively manage conflict between employees

Managing & Resolving Conflict

Date: Tues., Oct. 29, 2019 Cost: \$145
Time: 1-5 p.m. CEUs: 0.4
Facilitator: Dale Sundermann
Registration Deadline: Sept. 10

Locations:

SCC Learning Center at Falls City, 116 W. 19th St.,
Falls City, NE • Main Classroom
Course #: BSAD-7759-FCFA

SCC Learning Center at Hebron,
610 Jefferson Ave., **Hebron, NE** • Room 101
Course #: BSAD-7759-HNFA
Offered via distance technology from Falls City.

Finding Peace: Managing & Resolving Conflict

One hour for lunch on your own.

Dates: Thurs., Oct. 10, 2019 Cost: \$229
Time: 8:30 a.m.-4:30 p.m. CEUs: 0.7
Facilitator: Dale Sundermann
Registration Deadline: Sept. 26

Locations:

Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln, NE** • Room 302
Course #: BSAD-3004-CEFA

SCC Beatrice Campus, 4771 W. Scott Road,
Beatrice, NE • Jackson Hall, Room 403
Course #: BSAD-3004-BEFA
Offered via distance technology from Lincoln.

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., Nov. 14, 2019

Cost: \$229

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

Registration Deadline: Oct. 31

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

CEUs: 0.7

Facilitator: Dave Dechant
Course #: BSAD-7315-CEFA

Team Playership: Helping Work Teams Play Well Together

You can create a high-performing team environment, even if you aren't the leader. Learn the secrets of great Team Playership—propelling you, your team and your organization to the next level and beyond!

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: **Teams**

Date: Thurs., Nov. 7, 2019

Cost: \$229

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

Registration Deadline: Oct. 24

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

CEUs: 0.6

Facilitators: Dan Moeller/
Steve Slaughter
Course #: BSAD-7255-CEFA

Communication & Team Development

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 of “cataracts” that are affecting how we see the world? By removing the cataracts, we can be agents that can reduce the conflict around us! 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., Oct. 9, 2019

Cost: \$229

Location: SCC Learning Center at Nebraska City,
819 Central Ave., **Nebraska City**, NE • Room 102

Registration Deadline: Oct. 1

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

CEUs: 0.6

Facilitator: Dan Moeller

Course #: BSAD-7325-NCFA



SCCNebCE

sccbeatricece

SCCLearningCenteratFallsCity

SCCLearningCenteratHebron

SCCLearningCenteratNebraskaCity

SCCLearningCenteratPlattsmouth

SCCLearningCenteratWahoo

SCCLearningCenteratYork



SCCNebCE

Managing People & Projects

Don't Get CHOPPED—Learn to Work as a Team

Join us for a unique experience in team development. You will learn the fundamentals of team leadership and participation and then put these skills to use in our own version of the hit television show, "Chopped." You will learn how your mindset can make or break your team, how to manage multiple projects without losing your mojo and how homogenous teams destroy your chances of making the cut in the workplace. Join us for this hands-on class where you will be put to the test using your new skills by competing in our version of a celebrity kitchen.

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: **Team**

Date: Thurs., July 25, 2019

Cost: \$269

Location: The Career Academy at Southeast Community College,

8800 O St., **Lincoln**, NE • Room 110

Registration Deadline: July 11

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

CEUs: 0.8

Facilitators: Dan Moeller/

Steve Slaight

Course #: BSAD-7332-LNUA

Overcoming the Workplace Stress/Success Barrier

In the workplace, there will always be stressful seasons. Stress is a reality and can never be completely eliminated from one's life. Nonetheless, understanding one's own stress response and the stress responses of co-workers provides an opportunity to improve work and home environments. Instead of simply responding to stress, you can learn how to proactively identify and alleviate stress in yourself and in others. Those who attend this class will be given a practical guide to understanding the way different personalities experience stress. We will focus on the different personality stressors, how stress manifests itself, how to respond to someone else's stress, and ways to avoid increasing someone's stress. This class easily applies not only to the workplace but also to any interpersonal relationship.

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., Dec. 5, 2019

Cost: \$229

Location: Jack J. Huck Continuing Education Center,

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

Registration Deadline: Nov. 21

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

CEUs: 0.6

Facilitator: Dan Moeller

Course #: BSAD-7197-CEFA

Managing People & Projects

Lean Manufacturing Training

If you are responsible for becoming more efficient and improving the performance of a company, division, unit, or department, consider joining the Lean Production System revolution. The course covers the concepts of lean management, lean management principles, concept of flow and continual improvement, and the basic requirements of lean and its implementation. The course is geared toward those working in manufacturing as a top- or mid-level manager, as a production/maintenance/quality/materials manager or executive, or as a quality consultant.

This course is offered with certification. Certification requires the successful completion of a project. **Gap Tuition Assistance is available for those who qualify.** See page 20 or visit www.southeast.edu/cefinassist for assistance options.

REGISTER using Keyword: **Lean**

Dates: Mon. & Wed., July 15-31, 2019

Cost: \$595

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

Registration Deadline: July 3

Time: 6-8:45 p.m.

CEUs: 1.6

Facilitator: Bret Gengenbach
Course #: BSAD-7149-CEUA

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 will help you develop the skills to succeed. This program builds skills and confidence by providing supervisors with specific tools and techniques to implement in “the real world” and 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: Wed., July 31, 2019

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, **Lincoln**, NE • Room 303

Registration Deadline: July 17

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

CEUs: 0.7

Facilitator: Dave Dechant
Course #: BSAD-7158-CEUA

Date: Tues., Aug. 13, 2019

Cost: \$229

Location: SCC Learning Center at Plattsmouth,
537 Main St., **Plattsmouth**, NE • Room 101

Registration Deadline: July 29

Time: 9 a.m.-5 p.m.

CEUs: 0.7

Facilitator: Dave Dechant
Course #: BSAD-7158-PLUA

Project Management for Newbies

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 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: Wed., Aug. 7, 2019

Cost: \$145

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

Registration Deadline: July 24

Time: 8 a.m.-Noon

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7161-CEUA

How to Lead Projects

Today's organizations need strong project managers to help ensure success in the multitude of projects and priorities they are facing. Even more essential to these organizations are strong project LEADERS who are able to not only lead projects, but the people who will see those projects to fruition. Gain new insights and ideas to help propel you above the management fray to become the successful leader you were meant to be.

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

REGISTER using Keyword: **Lead**

Dates: Wed., Aug. 7, 2019

Cost: \$145

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

Registration Deadline: July 24

Time: 1-5 p.m.

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7235-CEUA

Take **2**

Register for Project Management for Newbies and How to Lead Projects for only \$229!

Use course numbers BSAD-7161-CESB and BSAD-7235-CEUB when filling out the registration form.

Managing People & Projects

Almost Painless: Change Management

New technologies and the globalization of markets and competition are creating more business opportunities, and hazards, than ever before. In response, firms large and small (perhaps yours among them) have labored mightily to transform themselves into better competitors by fundamentally changing the way they do business. Sadly, to date, 70 percent of these change initiatives have failed! As a manager, you're expected to plan and drive the change needed to ensure your organization's long-term survival. This fast-paced, interactive, one-day workshop has been designed to help you hone the knowledge, skills and attitudes you'll need to meet this responsibility.

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

REGISTER using Keyword: **Painless**

Date: Thurs., Dec. 12, 2019

Cost: \$229

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

Registration Deadline: Nov. 26

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

CEUs: 0.7

Facilitator: Dave Dechant
Course #: BSAD-7114-CEFA

Date: Thurs., Dec. 12, 2019

Cost: \$229

Location: SCC Beatrice Campus, 4771 W. Scott Road,
Beatrice, NE • Jackson Hall, Room 403

Registration Deadline: Nov. 26

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

CEUs: 0.7

Facilitator: Dave Dechant
Course #: BSAD-7114-BEFA

Leadership & Execution

Leading Through Influence

The ability to influence without authority is the hallmark of a leader. Successful influencers maximize outcomes by building consensus and gaining cooperation. They exhibit personal authority that is not dependent solely on their position, enabling them to lead others in good times or in times of turmoil. In this interactive program, participants learn key skills used to influence others and apply them to various scenarios.

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

REGISTER using Keyword: **Leading**

Date: Thurs., July 18, 2019

Cost: \$229

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

Registration Deadline: July 3

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

CEUs: 0.7

Facilitator: Dale Sundermann

Course #: BSAD-7344-CEUA

Date: Thurs., July 18, 2019

Cost: \$229

Location: SCC, Beatrice Campus, 4771 W. Scott Road,
Beatrice, NE • Jackson Hall Room 318

Registration Deadline: July 3

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

CEUs: 0.7

Facilitator: Dale Sundermann

Course #: BSAD-7344-BEUA

Process Improvement

Six Sigma White Belt

White Belt training provides participants with fundamental comprehension of Lean Six Sigma (LSS). Topics include process improvement, variability, process performance and the specific roles that different team members play. Those who attend this workshop lend support to the process improvement projects as either a Project Leader (Champion) or as a Team Member. Specific tools and methods introduced in this course are Six Sigma, Lean, the DMAIC process, waste and resource reduction while augmenting satisfaction among customers.

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

REGISTER using Keyword: **Sigma**

Date: Thurs., Aug. 22, 2019

Cost: \$199

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

Registration Deadline: Aug. 8

Time: 8 a.m.-Noon

CEUs: 0.4

Facilitator: Bret Gengenbach

Course #: BSAD-7136-CEUA

Six Sigma Yellow Belt Certification

The Six Sigma Yellow Belt Certification is designed for those new to the world of Six Sigma who may have a general interest or a need to learn about Yellow Belt. Yellow Belts can be entry level employees that seek to improve their world or executive champions who require an overview of Six Sigma and DMAIC. This certification adopts the approach of advancing the concept and potential of using Six Sigma tools and methodologies with an organization.

Individuals who successfully complete the class will be certified. 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: **Sigma**

Date: Thurs., Aug. 22, 2019

Cost: \$375

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

Registration Deadline: Aug. 8

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

CEUs: 0.8

Facilitator: Bret Gengenbach

Course #: BSAD-7137-CEUA

Six Sigma Green Belt Certification Training

The Six Sigma Green Belt Certification training is designed to give you a comprehensive understanding of Six Sigma principles and teach you how to effectively work on a Six Sigma team. What makes SCC's offering unique is that every student will identify a project applying various Green Belt principles that will drive improvements. Students will have an opportunity to work closely with our instructors to apply the DMAIC process to their project and begin to implement changes that will produce measurable results in efficiency, profitability and/or customer service.

Individuals who successfully complete the class will be certified. A certificate of professional development and CEUs will be awarded for successfully completing this class. **Gap Tuition Assistance is available for those who qualify.** See page 20 or visit www.southeast.edu/cefinassist for assistance options.

REGISTER using Keyword: **Sigma**

Dates: Tues., Wed. & Thurs., Oct. 15-7, Nov. 19-21 & Dec. 17-19, 2019

Cost: \$3,550

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

Location: Jack J. Huck Continuing Education Center,

CEUs: 6.3

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

Facilitator: Bret Gengenbach

Registration Deadline: Oct. 1

Course #: BSAD-7701-CEFA

Buy 2 Get 1

Any organization who registers two team members will receive a third seat for ONLY \$65. *Use course numbers BSAD-7701-CEFB when filling out the registration form and must be submitted together.*

NEW! Process Improvement (Auto) Core Tools

The three-day course will cover the five AIAG core tools manuals (including linkage to IATF 16949 quality system requirements and the recent VDA—FMEA integrated standard—aligning AIAG FMEA with European Automotive (VDA)).

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: **Process**

Date: Tues.-Thurs., Nov. 5-7, 2019

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

Cost: \$760

CEUs: 2.4

Location: Jack J. Huck Continuing Education Center,

Facilitator: Bret Gengenbach

301 S. 68th St. Place, **Lincoln**, NE • Room 214

Registration Deadline: Oct. 29

Course #: BSAD-3005-CEFA

Buy 2 Get 1

Any organization who registers two team members will receive a third seat for ONLY \$30. *Use course numbers BSAD-3005-CEFB when filling out the registration form and must be submitted together.*

Grant Funding

NEW! Grant Writing 2.0

This class builds on our “Introduction to Grant Writing” class. You will actually have the opportunity to bring a grant with you to class. Experienced and qualified grant writers will be teaching this class, but also will help you write your grant and give you pointers. Leave this class with your questions answered for your specific grant!

REGISTER using Keyword: **Grant**

Date: Tues., July 16, 2019

Cost: \$69

Location: SCC Learning Center at York,
3130 Holen Ave., **York**, NE • Room K

Time: 6-9 p.m.

Facilitator: Mitchell Robison

Course #: BSAD-7348-YKUA

Nebraska Worker Training Grant Writing Workshop

If you are planning to submit a Nebraska Worker Training Grant for the Sept. 30 or Dec. 31 application cycle, this is an opportunity you don't want to miss. The Training Solutions staff is offering a grant-writing workshop that includes an introduction and overview of the Nebraska Worker Training Grant followed by hands-on grant application writing itself.

A worksheet to assist you in preparing for the application completion will be provided during to the workshop. There is NO CHARGE to attend the workshop.

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

Date: Thurs., June. 6, 2019

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 407

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

Registration Deadline: June. 4

Date: Fri., Sept. 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: Sept. 4

Date: Fri., Dec. 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: Dec. 4

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

**For additional information on the
Nebraska Department of Labor Worker Training Program, please visit:
www.dol.nebraska.gov/EmploymentAndTraining/Training/WorkerTrainingProgram**

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.

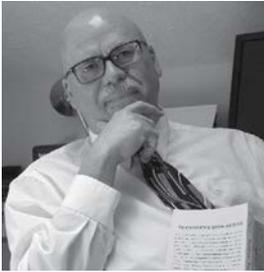


Bret Gengenbach
Molex

Bret is a Divisional GLSS Master Black Belt working with all TIS plants on GLSS improvements strategies and training. Projects including standardizing quality practices, cost reductions and leading numerous Quality initiatives. He was a Global Master Black Belt, GCQ Global Quality Manager, Black Belt, Quality

Manager, Metrology Lab Supervisor, and Supplier Quality Engineer.

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.



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.



Mitchell Roush

Mitch is the lead marketing strategist for a national telecommunications company, content creator and branding consultant. He's the founder and co-host of the popular Watching Comics Podcast which is a member of the GeekDad Podcast Network. Previously, Roush was the co-leader of the Starving Critics Podcast which was member of the Bedlam Podcast Network for two years. Additionally, Mitch is currently collaborating with York County Development Corporation in creating a podcast for York County.

Student Financial Assistance

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

The Gap Tuition 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	Household Size	Annual Income
1.....	\$31,225	4.....	\$64,375
2.....	\$42,275	5.....	\$75,425
3.....	\$53,325	6.....	\$86,475

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 of study*.

Training Programs of Study

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*
- *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.

NOTE: Beginning Fall 2019 Gap Tuition Assistance program will be able to cover specific credit courses. Please contact Heather for more information!

For more information, contact:

Heather Bloomquist

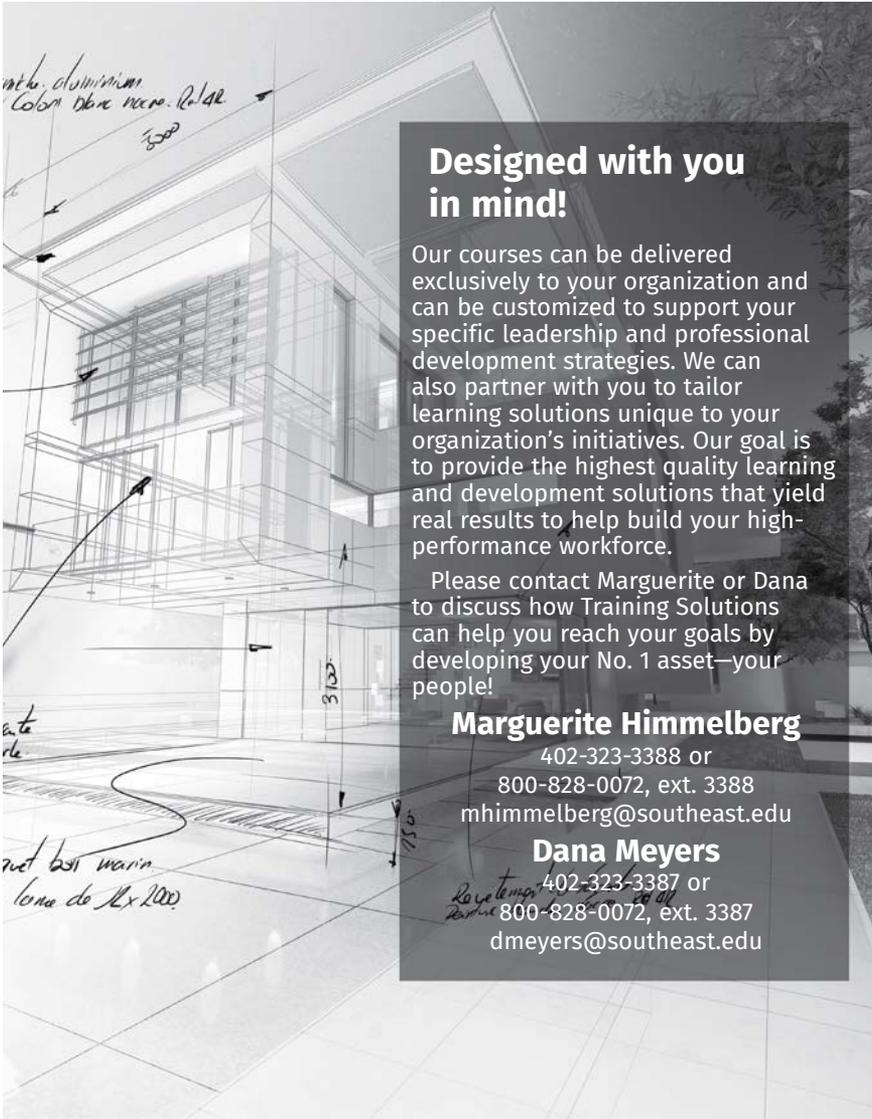
402-323-3394

hbloomquist@southeast.edu

OR visit www.southeast.edu/cefinassist

* Programs of study can be found at the web address above, and can be bundled.

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.

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 May 13 to Oct. 18 (late application deadline is Nov. 9). The examination period is Dec. 1 to Feb. 15. **For more information and to register for the study group by Aug. 16, please visit <http://lincolnhhr.org/>.** If you have any questions or special needs, please contact LHRMA's Certification Director Amy Spellman at 402-471-5027 or certification@lincolnhhr.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., Sept. 9	#1: HR Competencies/ HR Strategic Planning	Ruth Jones, SHRM-SCP, SPHR
Mon., Sept. 16	#2: HR Strategic Planning	Ruth Jones, SHRM-SCP, SPHR
Mon., Sept. 23	#3: Corporate Social Responsibility/ Employment Law & Regs	Trish Reimers, SHRM-SCP, SPHR
Mon., Sept. 30	#4: Employment Law & Regulations	Trish Reimers, SHRM-SCP, SPHR
Mon., Oct. 7	#5: Learning & Development	Mark Pankoke, SHRM-SCP, SPHR
Mon., Oct. 14	#6: Structure of the HR Function/ Org. Effectiveness & Development	Kellie Graham, SHRM-SCP, SPHR
Mon., Oct. 21	#7: Workforce Management, Employee & Labor Relations & Technology Mgt	Kellie Graham, SHRM-SCP, SPHR
Mon., Oct. 28	#8: Talent Acquisition/Employee Engagement & Retention	Luke Reiff, SHRM-CP
Mon., Nov. 4	#9: Employee Engagement & Retention/Total Rewards	Luke Reiff, SHRM-CP
Mon., Nov. 11	#10: Risk Management, Diversity & Inclusion, HR in the Global Context	Carolyn Collier, SHRM-CP
Mon., Nov. 18	#11: Review/Final Practice Test	Jasmine Lionberger, SHRM-CP, PHR

Online Learning



Skills for the 21st Century Explore the Top 6

Data Analysis Certificate

Data analysis is quickly becoming one of the most sought-after skills in the workplace. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills.

Project Management Certificate

Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation.

Social Media for Business Certificate

Get in on this exciting and growing way to communicate, market and serve your customers and clients. For businesses, nonprofits, government, and other organizations. From Facebook® to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks and how these specific social networks work and the possible uses for your organization.

Digital Marketing Certificate

Come get a fundamental yet advanced introduction to eMarketing, including improving email promotions, analyzing your web site traffic, doing search engine optimization, and how to successfully employ online advertising.

Accounting and Finance for Non-financial Managers Certificate

Every successful person in the workplace utilizes financial information to aid effective decision making. This certificate explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

Cyber Security for Managers

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook® and Wi-Fi. Students will learn about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recovery planning, basic security architecture, and cyber terrorism.

BROWSE CERTIFICATES & COURSES IN:

Business

Business Communication

Health

Human Resources

Leadership

LEED Green Workplace

Management

New Media Marketing

Personal Development

Social Media for Business

Technology Skills

Training and Education

Training for K12 Teachers

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

4

Easy Ways to Register

1. **Register ONLINE** at <http://bit.ly/registerceleadership> **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 - Non-Credit Course

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 for additional information.

Today's Date

____/____/____

PLEASE PRINT

Social Security Number OR SCC Student ID Number		Name: Last		First		Middle Initial	
Birth Date		City		State		Zip	
Residence Mailing Address				County #			
Email Address		Cell Phone		<input type="checkbox"/> Home <input type="checkbox"/> Business Phone			
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X (Gender variant/Non-binary)		<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"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African-American	

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 I submit my request for a refund; 3) that I understand the refund policy of the college; 4) that I understand the college's policies regarding academic honesty 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 characteristics. For more information, contact the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or iso@setheast.edu.