Are you ready?

Leadership for Tomorrow

January-June 2020
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Critical Thinking in Today’s Workplace

Because the quality of our thinking affects the quality of our lives, critical thinking is integral to all that we do. In today’s workplace, critical thinking—the power to comprehend, analyze and evaluate—makes all the difference. This course will examine the role and challenges of critical thinking at work, spotlight wicked obstacles to your thinking and fallacies that can derail you and identify actions to develop your own and others’ critical thinking skills. In addition, we will explore critical thinking as a process of discovery to help you: spot flaws in arguments that others accept without question; find creative, workable solutions where others see only problems; clearly articulate your position; make quicker informed decisions; and take a confident stand for yourself.

Some key topics include:

- Role of critical thinking at work
- Obstacles to critical thinking
- Identifying flaws in thinking
- Using critical thinking to take informed action
- Skills, tools and strategies for critical thinking
- Fostering critical thinking at work

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: Thinking

**Date: April 21, 2020**  
Cost: $229  
Time: 8:30 a.m.-3:30 p.m.  
CEUs: 0.6  
Location: Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE • Room 302  
Facilitator: Terri Deems  
Course #: BSAD-3019-CESA  
Registration Deadline: April 7

**Date: June 4, 2020**  
Cost: $229  
Time: 8:30 a.m.-3:30 p.m.  
CEUs: 0.6  
Location: Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE • Room 302  
Facilitator: Terri Deems  
Course #: BSAD-3019-CEUA  
Registration Deadline: May 21
Emotional Intelligence: The Foundation of Lifelong Success

Emotional intelligence is the ability to be aware of and 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. NOTE: Beatrice section is live-streamed from Lincoln.

**REGISTER using Keyword: Emotional**

**Date:** Thurs., Feb. 20, 2020  
**Time:** 8:30 a.m.-4:30 p.m.  
**Cost:** $229  
**CEUs:** 0.7  
**Registration Deadline:** Feb. 6  
**Facilitator:** Dale Sundermann  
**Locations:**
- **Beatrice**, NE • SCC Beatrice Campus, 4771 W. Scott Road, Kennedy Center, Room 103  
- **Lincoln**, NE • Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Room 302  

Course #: BSAD-7157-BESA  
Course #: BSAD-7157-CESA

SCCNebCE  
sccbeatricece  
SCCLearningCenteratFallsCity  
SCCLearningCenteratHebron  
SCCLearningCenteratNebraskaCity  
SCCLearningCenteratPlattsmouth  
SCCLearningCenteratWahoo  
SCCLearningCenteratYork

SCCNebCE
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. 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. NOTE: All sections are live-streamed from Lincoln.

**REGISTER using Keyword: Stress**

- **Date:** Thurs., March 19, 2020
- **Time:** 8:30 a.m.-4:30 p.m.
- **Cost:** $229
- **CEUs:** 0.7
- **Registration Deadline:** March 5
- **Facilitator:** Dale Sundermann

**Locations:**

- **Beatrice, NE** • SCC Beatrice Campus, 4771 W. Scott Road,
  
  Kennedy Center, Room 103 ........................................... Course #: BSAD-7310-BESA

- **Falls City, NE** • SCC Learning Center at Falls City,
  
  3200 Bill Schock Blvd................................................. Course #: BSAD-7310-FCSA

- **Lincoln, NE** • Jack J. Huck Continuing Education Center,
  
  301 S. 68th St. Place, Room 302 ................................. Course #: BSAD-7310-CESA

- **Wahoo, NE** • SCC Learning Center at Wahoo,
  
  536 N. Broadway St., Room 102 ................................. Course #: BSAD-7310-WHSA

- **York, NE** • SCC Learning Center at York,
  
  3130 Holen Ave., Room K................................. Course #: BSAD-7310-YKSA
Communication &
Team Development

NEW! Being Radically Inclusive:
It’s Not So Radical

Everybody knows a little about a growing field of knowledge called Diversity, Equity and Inclusion but what has your experience involved? In this interactive workshop, participants will take a deep look into our own implicit biases, how they form, how to address them, and how to appreciate our increasingly diverse world. The facilitator will include discussions on the use of pronouns for those with gender non-conforming identities and concepts such as intersectionality. The group will practice how to be more inclusive and create a space where no one is shamed or judged.

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: Inclusive

Date: Tues., March 10, 2020
Cost: $229
Location: Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE • Room 302
Registration Deadline: March 3

Date: Thurs., April 16, 2020
Cost: $229
Location: Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE • Room 302
Registration Deadline: April 9

Time: 8:30 a.m.-4:30 p.m.
CEUs: 0.7
Facilitator: Jillian Post
Course #: BSAD-3008-CESA
Communication & Team Development

NEW! Business Writing

Focus on the creative process of writing and creating the “down draft.” You will explore ways to engage readers to accomplish our goals (including using the principles of “plain language”) and focus on revision rather than drafting. Essential email elements and reader-focused strategies for the most effective email communication will be discussed. Enjoy playing with “dental drafts” to learn and review basic writing mechanics. Learn the 20 most common writing errors that can kill our credibility.

A certificate of professional development and CEUs will be awarded for successfully completing this class. NOTE: York section is live-streamed from Lincoln.

REGISTER using Keyword: Business

Date: Fri., March 20 & 27, 2020 Time: 8:30 a.m.-12:30 p.m.
Cost: $229 CEUs: 0.8
Registration Deadline: March 6 Facilitator: Terri Deems

Locations:
Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 402 ............................. Course #: BSAD-3011-CESA

York, NE • SCC Learning Center at York,
3130 Helen Ave., Room K................................. Course #: BSAD-3011-YKSA
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. NOTE: All sections are live-streamed from Lincoln.

**REGISTER using Keyword: Employees**

**Date:** Thurs., May 14, 2020  
**Time:** 8:30 a.m.-4:30 p.m.  
**Cost:** $229  
**Registration Deadline:** April 30  
**CEUs:** 0.7  
**Facilitator:** Dale Sundermann

Locations:
- **Beatrice, NE** • SCC Beatrice Campus, 4771 W. Scott Road, Kennedy Center, Room 334  
  Course #: BSAD-7164-BESA
- **Falls City, NE** • SCC Learning Center at Falls City, 3200 Bill Schock Blvd  
  Course #: BSAD-7164-FCSA
- **Lincoln, NE** • Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Room 302  
  Course #: BSAD-7164-CESA
- **Wahoo, NE** • SCC Learning Center at Wahoo, 536 N. Broadway St., Room 102  
  Course #: BSAD-7164-WHSA
Leadership Communication Boot Camp

As a supervisor or manager, you invest at least a third of your day communicating, so it’s no wonder 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

Date: Thurs., March 5, 2020
Cost: $229
Location: Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE • Room 302
Registration Deadline: Feb. 20

Time: 8:30 a.m.-4:30 p.m.
CEUs: 0.7
Facilitator: Dave Dechant
Course #: BSAD-7330-CESA
Handling Workplace Conflict

Right now, you may be experiencing conflict and 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!

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: All sections on Feb. 19 and April 13 are live-streamed from Lincoln.

REGISTER using Keyword: Conflict

Date: Wed., Feb. 19, 2020
Cost: $229
Registration Deadline: Feb. 5

Locations:
- **Lincoln**, NE • Jack J. Huck Continuing Education Center,
  301 S. 68th St. Place, Room 302 ............................ Course #: BSAD-3014–CESA
- **Wahoo**, NE • SCC Learning Center at Wahoo,
  536 N. Broadway St., Room 102 ............................ Course #: BSAD-3014–WHSA

Date: Wed., April 8, 2020
Cost: $229
Location: SCC Learning Center at Nebraska City,
819 Central Ave., **Nebraska City**, NE • Room 105
Facilitator: Dan Moeller
Course #: BSAD-3014–NCSA

Date: Mon., April 13, 2020
Cost: $229
Registration Deadline: March 30

Locations:
- **Beatrice**, NE • SCC Beatrice Campus, 4771 W. Scott Road,
  Kennedy Center, Room 334 ................................. Course #: BSAD-3014–BESA
- **Lincoln**, NE • Jack J. Huck Continuing Education Center,
  301 S. 68th St. Place, Room 302 ............................ Course #: BSAD-3014–CESB
- **York**, NE • SCC Learning Center at York,
  3130 Holen Ave., Room K ................................. Course #: BSAD-3014–YKSA

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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? Understanding how people feel, think and behave is very important. This workshop gives you understanding by utilizing a tool: Insight Personality Spectrum, a powerful, user-friendly version of the Myers-Briggs Type Indicator.

Include your current email address on your registration form. Approximately one week prior to the class you will receive an email with a link to the Insight Personality Spectrum assessment. Please allow yourself up to 30 minutes to complete the assessment. You are encouraged to print out your results and bring them with you to class. A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: York section is live-streamed from Lincoln.

REGISTER using Keyword: People

Date: Thurs., Feb. 6, 2020
Cost: $229
Registration Deadline: Jan. 23
CEUs: 0.7
Facilitator: Dave Dechant

Locations:
Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 .......................... Course #: BSAD-7165-CESA

York, NE • SCC Learning Center at York,
3130 Holen Ave., Room K................................. Course #: BSAD-7165-YKSA
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. NOTE: All sections are live-streamed from Lincoln.

**REGISTER** using Keyword: **Teams**

**Date:** Thurs., June 11, 2020  
**Time:** 8:30 a.m.-4:30 p.m.  
**Cost:** $229  
**CEUs:** 0.7  
**Registration Deadline:** May 28  
**Facilitator:** Dave Dechant

Locations:
- **Falls City,** NE • SCC Learning Center at Falls City, 3200 Bill Schock Blvd.................................................. Course #: BSAD-7739-FCUA
- **Lincoln,** NE • Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Room 302 ................................. Course #: BSAD-7739-CEUA
- **York,** NE • SCC Learning Center at York, 3130 Holen Ave., Room K......................................................... Course #: BSAD-7739-YKUA
Communication & Team Development

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: Mon., April 27, 2020
Cost: $229
Location: Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE - Room 302
Time: 8:30 a.m. - 3:30 p.m.
CEUs: 0.6
Facilitators: Dan Moeller
Course #: BSAD-7255-CESA
Registration Deadline: April 13

Speechcraft

Develop your public speaking ability and gain experience, knowledge and poise in making presentations. Learn communication skills including written speeches, impromptu speaking, the use of body language, and effective listening.

Co-sponsored and taught by local Toastmasters International.

REGISTER using Keyword: Speechcraft

Dates: Fri., Jan. 24-Feb. 28, 2020
Cost: $39
Location: Beatrice Chamber of Commerce, 218 N. Fifth St., Beatrice, NE
Time: 7-8:30 a.m.
Facilitators: Dan Moeller
Course #: BSAD-7255-CESA
Registration Deadline: April 13
Managing People & Projects

NEW! Managing Multiple Generations

The key to any organization’s success is motivating, retaining and developing their talent. This informative workshop explores five generations in the workforce. This course offers practical knowledge to increase participant’s generational knowledge and ability to deal with the unique perspectives, motivations and expectations of the generations.

A certificate of professional development and CEUs will be awarded for successfully completing this class. NOTE: All sections will be live-streamed from Lincoln.

REGISTER using Keyword: Managing

**Date:** Thurs., April 23, 2020  
**Time:** 8:30 a.m.-3:30 p.m.  
**Cost:** $229  
**CEUs:** 0.6  
**Registration Deadline:** April 9  

**Facilitator:** Dale Sundermann

**Locations:**
- **Beatrice, NE** - SCC Beatrice Campus, 4771 W. Scott Road, Kennedy Center, Room 334. Course #: BSAD-3018-BESA
- **Lincoln, NE** - Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Room 302. Course #: BSAD-3018-CESA
- **Nebraska City, NE** - SCC Learning Center at Nebraska City, 819 Central Ave., Room 105. Course #: BSAD-3018-NCSA
- **Wahoo, NE** - Location: SCC Learning Center at Wahoo, 536 N. Broadway St., Room 102. Course #: BSAD-3018-WHSA
Managing People & Projects

**NEW! Managing by Personality**

We all have different personalities. Effective leaders recognize this and don't take a one-size-fits-all approach to managing their people. They tailor their own style, based on each individual employee. Happier, more engaged and productive employees are the result. This program introduces participants to *The Insight Personality Spectrum*. Insight is a powerful, user-friendly version of the Meyers-Briggs Type Indicator (MBTI), the most widely used and scientifically valid personality assessment in the world. The program then goes on to demonstrate how to apply the information Insight yields to enhance each phase of the performance management process.

A certificate of professional development and CEUs will be awarded for successfully completing this class. NOTE: All sections will be live-streamed from Lincoln.

**REGISTER using Keyword: Managing**

**Date:** Thurs., May 28, 2020  
**Cost:** $229  
**Registration Deadline:** May 14  
**Time:** 8:30 a.m.-3:30 p.m.  
**CEUs:** 0.6  
**Facilitator:** Dave Dechant

**Locations:**
- **Lincoln**, NE • Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Room 214............................... Course #: BSAD-3017-CEUA
- **Plattsmouth**, NE • SCC Learning Center at Plattsmouth, 537 Main St., Room 102........................................... Course #: BSAD-3017-PLUA
- **Wahoo**, NE • SCC Learning Center at Wahoo, 536 N. Broadway St., Room 102................................. Course #: BSAD-3017-WHUA
- **York**, NE • SCC Learning Center at York, 3130 Holen Ave., Room K................................. Course #: BSAD-3017-YKUA
NEW! Top 7 Tools to Help You Manage Projects

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. NOTE: All sections will be live-streamed from Lincoln.

This course was previously called Project Management for Newbies.

**REGISTER** using Keyword: Projects

**Date:** Tues., April 14, 2020  
**Time:** 8 a.m.-Noon  
**Cost:** $145  
**CEUs:** 0.4  
**Registration Deadline:** March 31  
**Facilitator:** Steve Slaight

**Locations:**
- **Lincoln**, NE • Jack J. Huck Continuing Education Center,  
  301 S. 68th St. Place, Room 304  
  Course #: BSAD-3013-CESA
- **Plattsmouth**, NE • SCC Learning Center at Plattsmouth,  
  537 Main St., Room 102  
  Course #: BSAD-3013-PLSA

**Date:** Wed., May 27, 2020  
**Time:** 8 a.m.-Noon  
**Cost:** $145  
**CEUs:** 0.4  
**Registration Deadline:** May 13  
**Facilitator:** Steve Slaight

**Locations:**
- **Lincoln**, NE • Jack J. Huck Continuing Education Center,  
  301 S. 68th St. Place, Room 302  
  Course #: BSAD-3013-CEUA
- **Nebraska City**, NE • SCC Learning Center at Nebraska City,  
  819 Central Ave., Room 105  
  Course #: BSAD-3013-NCUA

**Date:** Thurs., June 18, 2020  
**Time:** 8 a.m.-Noon  
**Cost:** $145  
**CEUs:** 0.4  
**Registration Deadline:** June 4  
**Facilitator:** Steve Slaight  
**Course #:** BSAD-3013-CEUC
Managing People & Projects

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. NOTE: Plattsmouth section will be live-streamed from Lincoln.

REGISTER using Keyword: Lead

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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., Jan. 15, 2020**
Cost: $145  
Location: Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, **Lincoln**, NE • Room 302  
Registration Deadline: Jan. 2

**Date: Wed., Feb. 5, 2020**
Cost: $145  
Location: Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, **Lincoln**, NE • Room 213  
Registration Deadline: Jan. 22

**Date: Wed., March 25, 2020**
Cost: $145  
Location: Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, **Lincoln**, NE • Room 302  
Registration Deadline: March 11
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 tools that will be provided during this half-day workshop. Together we’ll learn how to identify risk, how to deal with it and how to find opportunities. 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.

**REGISTRATION using Keyword: Projects**

**Date: Wed., Feb. 5, 2020**
Cost: $145
Location: Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, **Lincoln**, NE • Room 213
Registration Deadline: Jan. 22

**Date: Wed., May 27, 2020**
Cost: $145
Location: Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, **Lincoln**, NE • Room 302
Registration Deadline: May 13

Time: 1-5 p.m.
CEUs: 0.4
Facilitator: Steve Slaight
Course #: BSAD-7160-CESA

Time: 1-5 p.m.
CEUs: 0.4
Facilitator: Steve Slaight
Course #: BSAD-7160-CEUA
Register for two workshops being offered the same day for only $229!

**Project Management for Newbies & How to Lead Projects**

**LINCOLN, JAN. 15:** Use course numbers BSAD-7161-CESB and BSAD-7235-CESB when filling out the registration form.

**LINCOLN, MARCH 25:** Use course numbers BSAD-7235-CESD and BSAD-7161-CESE when filling out the registration form.

**Managing Risks in Projects & Project Management for Newbies**

**LINCOLN, FEB. 5:** Use course numbers BSAD-7160-CESB and BSAD-7161-CESD when filling out the registration form.

**How to Lead Projects & Top 7 Tools to Help You Manage Projects**

**LINCOLN, APRIL 14:** Use course numbers BSAD-7235-CESF and BSAD-3013-CESB when filling out the registration form.

**PLATTSMOUTH, APRIL 14:** Use course numbers BSAD-7235-PLSB and BSAD-3013-PLSB when filling out the registration form.

**LINCOLN, JUNE 18:** Use course numbers BSAD-3013-CEUD and BSAD-7235-CEUB when filling out the registration form.

**Managing Risks in Projects & Top 7 Tools to Help You Manage Projects**

**LINCOLN, MAY 27:** Use course numbers BSAD-7160-CEUB and BSAD-3013-CEUB when filling out the registration form.
Managing People & Projects

Building 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. This class will focus on understanding this generation but also identifying its similarities and differences to previous generations. 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. NOTE: York section is live-streamed from Lincoln.

REGISTER using Keyword: Teams

Date: Wed., Feb. 26, 2020                      Time: 8:30-3:30 p.m.
Cost: $229                                      CEUs: 0.6
Registration Deadline: Feb. 12                   Facilitator: Dan Moeller

Locations:
Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 ........................ Course #: BSAD-3010-CESA

York, NE • SCC Learning Center at York,
3130 Holen Ave., Room K...................................... Course #: BSAD-3010-YKSA
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. NOTE: All sections are live-streamed from Lincoln.

**REGISTER using Keyword: Supervisor**

**Date:** Thurs., Jan. 23, 2020  
**Time:** 8:30 a.m.-4:30 p.m.  
**Cost:** $229  
**CEUs:** 0.7  
**Registration Deadline:** Jan. 9  
**Facilitator:** Dale Sundermann

**Locations:**
- **Beatrice**, NE • SCC Beatrice Campus, 4771 W. Scott Road, Kennedy Center, Room 103  
  Course #: BSAD-7158-BESA

- **Lincoln**, NE • Jack J. Huck Continuing Education Center,  
  301 S. 68th St. Place, Room 302  
  Course #: BSAD-7158-CESA

- **Wahoo**, NE • SCC Learning Center at Wahoo,  
  536 N. Broadway St., Room 102  
  Course #: BSAD-7158-WHSA
Leadership & Execution

Leading Through Influence (Half Day)
In this interactive program, participants will learn key skills of influencing others and apply them to various scenarios.

A certificate of professional development and CEUs will be awarded for successfully completing this class. NOTE: All sections are live-streamed from Nebraska City.

REGISTER using Keyword: Leading

Date: Wed., March 11, 2020  Time: 1-5 p.m.
Cost: $145  CEUs: 0.4
Registration Deadline: March 4  Facilitator: Dale Sundermann

Locations:
Falls City, NE • SCC Learning Center at Falls City,
3200 Bill Schock Blvd.................................................. Course #: BSAD-7016-FCSA

Hebron, NE • SCC Learning Center at Hebron,
610 Jefferson Ave........................................................ Course #: BSAD-7016-HNSA

Nebraska City, NE • SCC Learning Center at Nebraska City,
819 Central Ave............................................................. Course #: BSAD-7016-NCSA

Leading Through Influence (Full Day)
Influence is the capacity to build support for an idea, agenda or direction. 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 will learn key skills of influencing others and apply them to various scenarios.

A certificate of professional development and CEUs will be awarded for successfully completing this class. NOTE: York section is live-streamed from Lincoln.

REGISTER using Keyword: Leading

Date: Thurs., April 9, 2020  Time: 8:30 a.m.-4:30 p.m.
Cost: $229  CEUs: 0.7
Registration Deadline: March 26  Facilitator: Dave Dechant

Locations:
Lincoln, NE • Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Room 302 ........................................... Course #: BSAD-7344-CESA

York, NE • SCC Learning Center at York,
3130 Holen Ave., Room K.................................................. Course #: BSAD-7344-YKSA
Personal Effectiveness for Leaders

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

• Lead by example
• Cement the link between leading by example and personal effectiveness
• Develop your Emotional Intelligence (EQ)
• Adopt a “Growth Mindset”™
• 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. NOTE: Beatrice section is live-streamed from Lincoln.

**REGISTER** using Keyword: **Leaders**

**Date:** Thurs., Jan. 9, 2020  
**Time:** 8 a.m.-4:30 p.m.  
**Cost:** $229  
**CEUs:** 0.7  
**Registration Deadline:** Jan. 3  
**Facilitator:** Dave Dechant

**Locations:**

**Beatrice,** NE • SCC Beatrice Campus, 4771 W. Scott Road,  
Jackson Hall, Room 403............................................... Course #: BSAD-7254-BESA

**Lincoln,** NE • Jack J. Huck Continuing Education Center,  
301 S. 68th St. Place, Room 302 .................................. Course #: BSAD-7254-CESA
Leadership & Execution

Leadercast Live 2020

Disturbance. Disorder. Disarrangement. Many people think these are negatives in the workplace, but Leadercast Live 2020 will show how disruption is the best way to make positive, lasting changes in your organization and beyond.

The speakers who will take the stage are change-makers. They are trailblazers. They are people who face big ideas head-on and take their teams to new heights. Learn from our leadership experts on how to purposefully interrupt organizational functions to bring new energy, ideas, processes and success to your team.

At Leadercast Live 2020, discover how to upset the status quo to incite positive change that will echo throughout your organization.

The largest one-day leadership event in the world is broadcast live each year from Atlanta to hundreds of Host Sites around the world. This career-changing leadership event brings together globally respected experts on one stage to share knowledge and insights from their leadership journeys.

Leadercast provides leaders of all levels with the tools and wisdom to grow in their leadership and transform their organizations for the better. By bringing together top leadership experts with worldly perspectives, Leadercast equips people around the world to be leaders worth following.

Cost includes breakfast, lunch and afternoon refreshments.

Single, group and room rates available.

Date: Thurs., May 7, 2020
Cost: Beginning at $99
Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE

Time: 8 a.m.-2:30 p.m.
Registration Deadline: April 28

For more information and rates, visit leadercast2020scclincoln.eventbrite.com
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 34 or visit [www.southeast.edu/cefinassist](http://www.southeast.edu/cefinassist) for assistance options.

**REGISTER** using Keyword: Sigma

**Dates:** Tues., Wed. & Thurs., April 28-30, May 19-21 & June 23-25, 2020

**Cost:** $3,500
**Time:** 8:30 a.m.-4:30 p.m.

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

**CEUs:** 6.3
**Facilitator:** Bret Gengenbach

**Registration Deadline:** April 14
**Course #:** BSAD-7701-CESA

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**Buy 2 Get 1**

Any organization who registers two team members will receive a third seat for ONLY $65. **Use course numbers BSAD-7701-CESB when filling out the registration form and must be submitted together.**
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., Feb. 13, 2020
Cost: $199
Location: Jack J. Huck Continuing Education Center, 301 S. 68th St. Place, Lincoln, NE • Room 302
Registration Deadline: Feb. 6

Time: 8 a.m.-Noon
CEUs: 0.4
Facilitator: Bret Gengenbach
Course #: BSAD-7136-CESA
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., Feb. 13, 2020  Time: 8 a.m.-5 p.m.
Cost: $375  CEUs: 0.8
Location: Jack J. Huck Continuing Education Center,  Facilitator: Bret Gengenbach
301 S. 68th St. Place, Lincoln, NE • Room 302
Registration Deadline: Feb. 6  Course #: BSAD-7137-CESA
Cost: $375
Grant Funding

Nebraska Worker Training Grant Writing Workshop

If you are planning to submit a Nebraska Worker Training Grant for the March 31 or June 30 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.

<table>
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<th>Date: Fri., Feb. 14, 2020</th>
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<td>Registration Deadline: May 6</td>
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To register, visit sccneb.eventbrite.com.

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

Jillian Post

Jillian is an experienced process facilitator with content expertise in diversity, equity, inclusion, and conflict resolution principles. She also develops curriculum for projects and serves in several educator roles throughout Nebraska. She began her professional career as a small business owner in a completely different industry before beginning a transition in 2011. She received a Bachelor’s in Psychology from the University of Nebraska-Lincoln, an Master’s in Conflict Resolution from Creighton University, and an Master’s in Interfaith Action from Claremont Lincoln University, where she was a Global Peacemaker Fellow. She enjoys facilitating both online and Face-2-Face dialogue such as the Living Together Movement she led while living just outside NYC for five years. She is a curious, sometimes quirky, life-long learner, who thoroughly enjoys helping people find better ways to communicate.

Terri Deems

PhD

Terri Deems, PhD, is a learning and organizational development professional with more than 20 years’ experience working with leaders and others engaged in personal and organizational change, development and transformation.

As a coach, trainer and consultant Terri has worked within diverse industries to help leaders foster work environments where people engage with a spirit of community, creativity and commitment. She has facilitated active learning in areas such as critical thinking, ethics, career management, work-life balance, managing stress, emotional intelligence, change and resilience, communication, team building, work culture and climate, and much more.

Dr. Deems has a passion for helping others create a vision, nurture their spirit, critically examine their actions and habits, and implement behavior change to “get unstuck” and achieve their goals.

Terri’s educational background includes a Bachelor’s in English and secondary education, Master’s in adult and continuing education (emphasis in training and development) and PhD in community and human resource development, all from the University of Nebraska-Lincoln. In addition to her private practice, Dr. Deems also teaches graduate and undergraduate classes at Grand View University and at Doane University.
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.
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.
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.
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
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.

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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.
NEW! Certificate in Structured Query Language (SQL)
Structured Query Language (SQL) is the industry standard database programming language. It is one of the most in demand skills in occupations that require interaction with data and analyzing data. Through your knowledge of Structured Query Language, you will become more marketable in computer-related career fields that pertain to database administration. Learning SQL also can lead to a job that is specific to analyzing data such as a data analyst, a quality assurance analyst, or a business analyst. This certificate will enhance your competitiveness in the field of database administration and data analyst jobs.
Instructor: Cecilia Allison
$595 for full certificate

**Introduction to SQL**
Offerings start monthly, February-September; Single Course $245

**Intermediate SQL**
Offerings start monthly, March-October (not available as single course)

**Advanced SQL**
Offerings start monthly, April-November (not available as single course)

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.

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 publica 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.

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<td>Race (Select one or more): White □ Asian □ Native Hawaiian/Other Pacific Islander □ Black/African-American</td>
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Would you like a receipt mailed to you? □ Yes □ No

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.

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 course(s) listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown, and 5) any changes in SIN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

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