

Business Leadership

Spring 2020

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 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline: April 30. NOTE: Class is live-streamed from Lincoln.

Keyword: Teams

May 14	Th	8:30 a.m.-4:30 p.m.	\$229
Wahoo, WHLC, 101		Sundermann	BSAD-7164-WHSA

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 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline April 9. NOTE: Class is live-streamed from Lincoln.

Keyword: Generations

April 23	Th	8:30 a.m.-3:30 p.m.	\$229
Wahoo, WHLC, 101		Sundermann	BSAD-3018-WHSA

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 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline May 14. NOTE: Class is live-streamed from Lincoln.

Keyword: Personality

May 28	Th	8:30 a.m.-4:30 p.m.	\$229
Wahoo, WHLC, 101		Dechant	BSAD-3017-WHUA

FREE TRAINING

For information on financial assistance options, visit www.southeast.edu/cefinassist

Location Key

Wahoo, WHLC Learning Center at Wahoo, 536 N. Broadway St.



www.ed2go.com/sccne

BROWSE COURSES IN

Accounting and Finance
Business
College Readiness
Computer Applications
Design and Composition
Health Care and Medical

Language and Arts
Law and Legal
Personal Development
Teaching and Education
Technology
Writing and Publishing



<http://bit.ly/SCC-UGotClass>

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

Check out all classes offered at www.southeast.edu/WahoolC
Find us on Facebook at www.facebook.com/SCCLearningCenteratWahoo

For more information, contact **Diana Kerwin-Kubr** at 800-828-0072, ext. 5581 or dkerwin-kubr@southeast.edu.

Cancellation/Refund Policy: You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive a 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. **ADA Reasonable Accommodations:** SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. For information on requesting ADA reasonable accommodations, contact the SCC Area Access/Equity/Diversity Office.



REGISTER ONLINE

You must have an email account to register online.

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

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

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

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

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

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

OR REGISTER BY MAIL, FAX OR IN PERSON



Registration Form - Non-Credit Course

Today's Date

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

PLEASE PRINT

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.

Social Security Number OR SCC Student ID Number		Birth Date	Name: Last		First	Middle Initial
Residence Mailing Address			City	State	Zip	County #
Email Address			Cell Phone	<input type="checkbox"/> Home <input type="checkbox"/> Business Phone		
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Nebraska Resident <input type="checkbox"/> Non-Resident	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		Race (Select one or more): <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> 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 to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

301 S. 68th St. Place, Lincoln, NE 68510
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www.southeast.edu/continuing

