

Business Leadership

Summer 2020

COMMUNICATION & TEAM DEVELOPMENT

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 both new and seasoned leaders. 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 Aug. 27.

Keyword: Leadership

Sept. 3	Th	8:30 a.m.-4:30 p.m.	\$229
Lincoln, CEC, 302	Dechant	BSAD-7330-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 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline Sept. 8.

Keyword: Teams

Sept. 15	T	8:30 a.m.-3:30 p.m.	\$229
Lincoln, CEC, 302	Moeller	BSAD-7255-CEFA	



LEADERSHIP & EXECUTION

NEW! Introduction to Business Acumen

This course will help you understand business, its organizations, goals, and measure. You'll learn to appreciate the big picture of your organization, without losing the details of what you do each day. If you can learn to understand the holistic business, you are able to break down silos in your company and understand better financial statements and the key metrics "management" is focused on. Increase your financial literacy and begin to show your supervisors and managers you've got that extra something they are looking for. Some key topics:

- Corporate governance
- Profit and cost centers
- Product lifecycles
- Revenue, cost and margin
- Measures and financial statements

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class. NOTE: Sec. TCUA: Registration deadline July 3. Sec. CEFA: Registration deadline Sept. 4. One hour for lunch on your own.



Keyword: Business

July 14-17	T, W, Th, F	10-11:30 a.m.	\$229
LIVE Online, Zoom	Manello	BSAD-3021-TCUA	
Sept. 11	F	8:30 a.m.-3:30 p.m.	\$229
Lincoln, CEC, 302	Manello	BSAD-3021-CEFA	

FREE TRAINING

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

Location Key

Lincoln, CEC Jack J. Huck Continuing Education Center, 301 S. 68th St. Place



For your convenience, we are offering LIVE Online learning opportunities. These classes are delivered live via Zoom.

They are not prerecorded videos. This allows you, the student, to participate from the comfort of your home.

Look for the LIVE Online logo shown to the left to find these classes. As our learning environment changes, we look forward to offering additional classes live online.

Have an idea for a class that could be offered live online? Please submit your idea at <https://bit.ly/sccceonlinecourses>.

Check out all classes offered at www.southeast.edu/continuing

Find us on Facebook® at www.facebook.com/SCCNebCE

For more information, contact us at 800-828-0072 or continuing@southeast.edu

MANAGING PEOPLE & PROJECTS

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 project.

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: Registration deadline Aug. 19.

Aug. 26 Lincoln, CEC, 302	W Slaight	8:30 a.m.-3:30 p.m. BSAD-3022-CEFA	Keyword: Project \$229
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Managing Risks in Projects

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 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: Registration deadline Sept. 17.

Sept. 24 Lincoln, CEC, 302	Th Slaight	8:30 a.m.-3:30 p.m. BSAD-3024-CEFA	Keyword: Projects \$229
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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 those 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 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. NOTE: Registration deadline Sept. 3.

Sept. 10 Lincoln, CEC, 302	Th Slaight	8:30 a.m.-3:30 p.m. BSAD-3023-CEFA	Keyword: Lead \$229
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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 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline Sept. 10.

Sept. 17 Lincoln, CEC, 304	Th Sunderman	8:30 a.m.-4:30 p.m. BSAD-7310-CEFA	Keyword: Generations \$229
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PROFESSIONAL EFFECTIVENESS

Being Radically Inclusive: It's Not So Radical

In this interactive workshop, participants will take a deep look into their own biases, how they form, how to address them and how to appreciate their 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 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline Sept. 11.

Sept. 19 Lincoln, CEC, 302	S	8:30 a.m.-4:30 p.m. BSAD-3008-CEFA	Keyword: Inclusive \$229
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Location Key

Lincoln, CEC..... Jack J. Huck Continuing Education Center,
301 S. 68th St. Place

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.



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.

PLEASE PRINT

Today's Date

Social Security Number OR SCC Student ID Number		Birth Date	Name: Last		First	Middle Initial
Residence Mailing Address			City	State	Zip	County #
Email Address			Cell Phone		<input type="checkbox"/> Home <input type="checkbox"/> Business Phone	
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.

Register Online for SCC Continuing Education Classes

You must have an email account to register online.

1. Go to <http://bit.ly/RegisterCE>.
2. **Search for your class** by entering either 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*
3. **Select the course** for which you wish to register. Click **Submit**.
4. Enter your **personal information, certify your identification** and click **Submit**.
* You must provide your Social Security Number.
5. *Optional*: Enter your **Additional Registration Information** and click **Submit**.
6. 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**.
7. 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.



301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
www.southeast.edu/continuing

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