

## Business Leadership

Fall 2020

### 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 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline Oct. 29. Class is live-streamed from Lincoln.



Nov. 5	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Dechant	BSAD-7114-TCFA	

**Keyword: Painless**

#### Finding Peace: Managing & Resolving Conflict

Constructive conflict can increase performance, but destructive conflict can destroy productivity and morale. In this program participants learn how to recognize different types of conflict and how to resolve them before they 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 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Registration deadline Nov. 12.



Nov. 19	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	SKILZ GROUP	BSAD-3004-TCFA	

**Keyword: Managing**

#### 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.

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 Oct. 22. Class is live-streamed from Lincoln.




Oct. 29	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Dechant	BSAD-7158-TCFA	

**Keyword: Supervisor**



**We're Keeping You Safe**  
For COVID-19 updates, visit  
[www.southeast.edu/covid-19](http://www.southeast.edu/covid-19)

 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/scceonlinecourses>.*

### JOB ENHANCEMENT SCHOLARSHIP AVAILABLE

(For selected courses)

#### Attention: Nebraska City Residents

Are you looking for a scholarship for training that could:

- Make a difference in your career/job?
- Help you reach your professional goals?
- Potentially advance your position or pay?
- Have a positive impact on your employer?

For more information, visit

[www.southeast.edu/nebraskacitylc](http://www.southeast.edu/nebraskacitylc)

or contact Cindy at 402-323-3636 or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu).



Funds are being provided by the **Nebraska City Community Foundation Fund**

Check out all classes offered at [www.southeast.edu/NebraskaCityLC](http://www.southeast.edu/NebraskaCityLC)  
Find us on Facebook at [www.facebook.com/SCCLearningCenteratNebraskaCity](http://www.facebook.com/SCCLearningCenteratNebraskaCity)

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu)

## PROFESSIONAL EFFECTIVENESS

### The Path to Resilience

When something goes wrong, do you tend to bounce back or fall apart? Resilience is that remarkable quality that allows some people to be knocked down by life and come back stronger than ever. Resilience can give you the ability to see past difficult events, find enjoyment in life and better handle stress. This course will define and help you understand resilience, discuss factors that affect how people deal with hardship, and help you develop a personal strategy for enhancing your resilience.

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 Oct. 14.

**Keyword: Resilience**

Oct. 21 W 8:30 a.m.-3:30 p.m. \$229  
NE City, NCLC, 102 Sunderman BSAD-3036-NCFA

#### Location Key

NE City, NCLC.....Learning Center at Nebraska City, 819 Central Ave.



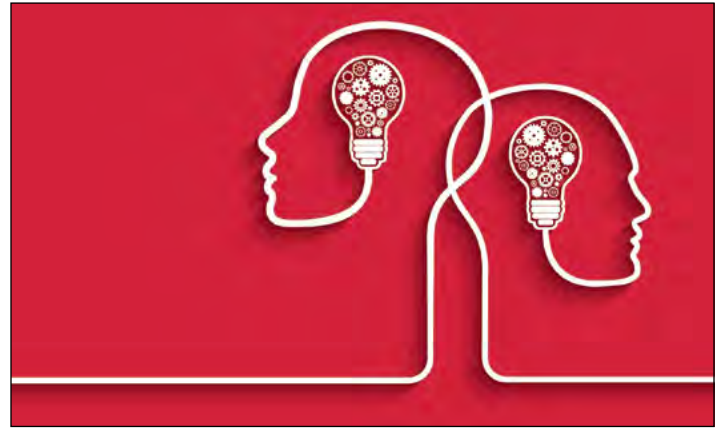
[www.ed2go.com/scnc](http://www.ed2go.com/scnc)

### 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**

For more information, contact **Cindy Meyer** at  
800-828-0072, ext. 3636, or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu)



### 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 our thinking and fallacies that can derail you and identify actions to develop your own and others' critical thinking 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; and fostering critical thinking at work.

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 Oct. 29.

**Keyword: Thinking**

Nov. 2-22 Online Deems \$229  
BSAD-3019-WBFA

**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

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](http://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 submit 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](mailto: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.



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