

## Business Leadership

Winter 2021

### LEADERSHIP & EXECUTION

#### Innovative Leadership

The quality of leadership can determine the culture, success and overall fate of an organization. Effective leadership is one of the most valuable training topics for those in a management role. This course is an interactive workshop that will focus on the following topics:



- The role of trust and transparency in creating high-performing teams that manage organizational changes effectively
- Four primary communication styles and how to master communicating with each style
- Coaching using a proven framework for providing feedback that motivates people to change
- Investing in your team's professional development and what employees want out of their development programs

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class.

**Keyword: Innovative**

Feb. 10	W	8:30 a.m.-12:30 p.m.	Hansen/Slagle	\$149
Beatrice, JAC, 215				
LIVE Online, Zoom				
Registration Deadline: Feb. 3				
March 24	W	5:30-9:30 p.m.	Hansen/Slagle	\$149
LIVE Online, Zoom				
Registration Deadline: March 17				
BSAD-3039-TCSB				

### MANAGING PEOPLE & PROJECTS

#### NEW! The Almost Perfect Employee

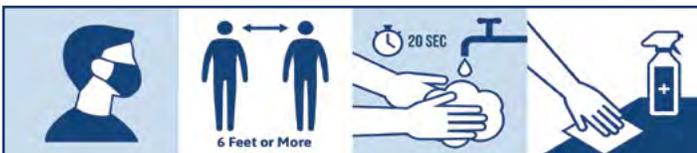
Your principal responsibility as a leader is to develop "almost perfect" employees, people who can and will function effectively without constant monitoring and motivation. This six-hour course helps you accomplish this by offering you simple, powerful lessons drawn from the established art of delegation and the new science of persuasion, and then giving you the chance to practice these at crucial times in the employee development 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.

**Keyword: Perfect**

March 11	Th	8:30 a.m.-3:30 p.m.	Dechant	\$229
LIVE Online, Zoom				
Registration Deadline: March 4				
BSAD-3037-TCSA				



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

#### 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.

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Class is live-streamed from Lincoln.

**Keyword: Projects**

Jan. 20	W	8:30 a.m.-3:30 p.m.	Slaight	\$229
Beatrice, JAC, 215				
Registration Deadline: Jan. 13				
BSAD-3022-BESA				

#### 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 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

**Keyword: Difficult**

Feb. 25	Th	8:30 a.m.-4:30 p.m.	Sundermann	\$229
Beatrice, JAC, 215				
LIVE Online, Zoom				
Registration Deadline: Feb. 18				
BSAD-7315-BESA				
BSAD-7315-TCSA				



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>.

#### Location Key

Beatrice, JAC ..... Southeast Community College, Beatrice Campus  
Jackson Hall, 4771 W. Scott Road

For more information, contact us at 800-828-0072 or  
[continuing@southeast.edu](mailto:continuing@southeast.edu)

## 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.



Keyword: Supervisor			
Jan. 27	W	8:30 a.m.-4:30 p.m.	\$229
Beatrice, JAC, 215	Dechant	BSAD-7158-BESA	
Jan. 28	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Dechant		
Registration Deadline: Jan. 21		BSAD-7158-TCSA	
March 27	S	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Dechant		
Registration Deadline: March 20		BSAD-7158-TCSB	

## PROFESSIONAL EFFECTIVENESS



### NEW! How to Thrive in a VUCA World

Volatility.  
Uncertainty.  
Complexity.  
Ambiguity.

In times of heightened uncertainty, many people are just hoping to survive until the storms pass, and the smooth sailing

happens again. But what if life is one storm of uncertainty after another with no realistic end in sight? This course provides the necessary navigation skills for travel through the storms and for turning them into opportunities for growth, change, innovation, excitement, and fulfillment. Students will be introduced to the latest findings in Interpersonal Neurobiology, a multidisciplinary framework for awareness and growth both personally and professionally.

A certificate of professional development and 0.6 CEUs will be awarded for successfully completing this class. One hour for lunch on your own.



Keyword: VUCA			
Feb. 23	T	8:30 a.m.-3:30 p.m.	\$229
Beatrice, JAC, 215		Matacio	
LIVE Online, Zoom		BSAD-3038-BESA	
Registration Deadline: Feb. 16		BSAD-3038-TCSA	

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

Keyword: Lead

March 17	W	8:30 a.m.-3:30 p.m.	\$229
Beatrice, JAC, 215	Slaight		
Registration Deadline: March 10		BSAD-3023-BESA	

### Location Key

Beatrice, JAC..... Southeast Community College, Beatrice Campus  
Jackson Hall, 4771 W. Scott Road

## NEW! Personal & Professional Refocus



With many stressors competing for our time, life can seem overwhelming. In the buzz of work, family, physical distancing, protecting our health, and caring for others, we can lose our center. Mindfulness is not just meditation or yoga, it is a way of being in the world. In this workshop, learn about and practice modern-day mindfulness by exploring a grounding technique, best practices and everyday applications.



Come away with a clearer directive for the days that lie ahead.

Keyword: Refocus

Jan. 26-Feb. 9	T	10-11:30 a.m.	\$99
LIVE Online, Zoom	Post		
Registration Deadline: Jan. 22		BSAD-3033-TCSA	
March 25-April 8	Th	10-11:30 a.m.	\$99
LIVE Online, Zoom	Post		
Registration Deadline: March 23		BSAD-3033-TCSB	

## 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. Class is live-streamed from Lincoln.

Keyword: Thinking

March 18	Th	8:30 a.m.-3:30 p.m.	\$229
Beatrice, JAC, 215	Deems		
Registration Deadline: March 11		BSAD-3019-BESA	

## 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. This one-day course is designed to help you master the basic concepts and techniques of this critical skill.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

Keyword: Intelligence

Dec. 17	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Dechant		
Registration Deadline: Dec. 10		BSAD-7157-TCFA	



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>.



# 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](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 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](mailto:jsoto@southeast.edu).

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)

