

Business Leadership

Winter 2021

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
LIVE Online, Zoom			
Registration Deadline: Feb. 16			
	Matacio	BSAD-3038-TCSA	

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

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.	\$149
LIVE Online, Zoom			
Registration Deadline: Feb. 3			
	Hansen/Slagle	BSAD-3039-TCSA	
March 24	W	5:30-9:30 p.m.	\$149
LIVE Online, Zoom			
Registration Deadline: March 17			
	Hansen/Slagle	BSAD-3039-TCSB	

MANAGING PEOPLE & PROJECTS

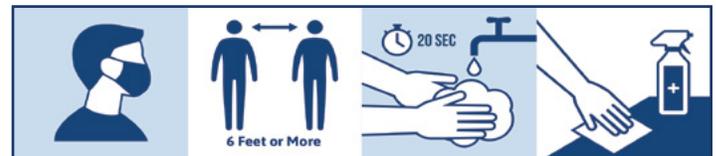
NEW! The Almost Perfect Employee

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.	\$229
LIVE Online, Zoom			
Registration Deadline: March 4			
	Dechant	BSAD-3037-TCSA	



We're Keeping You Safe
For COVID-19 updates, visit
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>.

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.	\$229
LIVE Online, Zoom		Sundermann	
Registration Deadline: Feb. 18		BSAD-7315-TCSA	



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	



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. 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	



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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.