

Business Leadership

Spring 2021

COMMUNICATION & TEAM DEVELOPMENT



NEW! Managing Remote & Virtual Teams

Since early 2020, the business community's response to the Coronavirus Pandemic has driven the dramatic shift to remote and virtual teams (hereafter referred to as RVTs). Will this transition be temporary or permanent? Only time will tell. Meanwhile anecdotal evidence suggests that many traditional management approaches are proving ineffective in sustaining remote team effectiveness. This program draws from an emerging body of best practices. It offers fresh perspectives and techniques that will allow leaders to retain the control needed to hold remote and virtual teams accountable while giving them the flexibility needed to get their jobs done. Ideal for managers supervising workers on different shifts as well as in remote locations.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class.

Keyword: Managing

June 24	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Dechant		
Registration Deadline: June 17		BSAD-3348-TCUA	

Leadership Communication Essentials

Effective communication is essential in today's organizations. Individual contributors, team members and supervisors all must be able to successfully send and receive information using a variety of different tools. They also must be able to create understanding despite barriers to communication. Participants will learn communication skills such as listening and creating clear messages, as well as the best uses for common communication modes.

A certificate of professional development and 0.4 CEUs will be awarded for successfully completing this class.

Keyword: Communication

March 16	T	Noon-4 p.m.	\$149
LIVE Online, Zoom	SKILZ GROUP		
Registration Deadline: March 9		BSAD-7003-TCUA	

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% 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, and pull it all together to create and leverage rapport and credibility.

This workshop is designed for leaders in both new supervisor/manager positions as well as seasoned leaders.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class.

Keyword: Leadership

April 29	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Dechant		
Registration Deadline: April 22		BSAD-7330-TCUA	

Team Building Basics

Whether the focus is on improving service, quality, or value, teams are now the building blocks of successful organizations. As a result, your effectiveness as a manager or supervisor is becoming increasingly dependent upon your ability to bring members of an ever more diverse workforce together and forge them into a team that get results. This program is designed to help you do just that by presenting the knowledge and techniques needed to assemble a team, create enthusiasm in its members for a common goal, as well as instill in them a spirit of pride, cooperation, and mutual accountability.

A certificate of professional development and 0.4 CEUs will be awarded for successfully completing this class.

Keyword: Team

May 18	T	Noon-4 p.m.	\$149
LIVE Online, Zoom	Sundermann		
Registration Deadline: May 11		BSAD-3262-TCUA	

LEADERSHIP & EXECUTION

Leading Through Influence

The ability to influence without authority is the hallmark of a leader. Successful influencers maximize outcomes by building consensus and gaining cooperation. They exhibit personal authority that is not dependent solely on their position, enabling them to lead others in good times or in times of turmoil. In this interactive program, participants learn key skills used to influence others and apply them to various scenarios.

A certificate of professional development and 0.4 CEUs will be awarded for successfully completing this class.

Keyword: Leading

April 15	Th	8 a.m.-Noon	\$149
LIVE Online, Zoom	Sundermann		
Registration Deadline: April 8		BSAD-7016-TCUA	



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>.

MANAGING PEOPLE & PROJECTS

Coaching Employees for Success

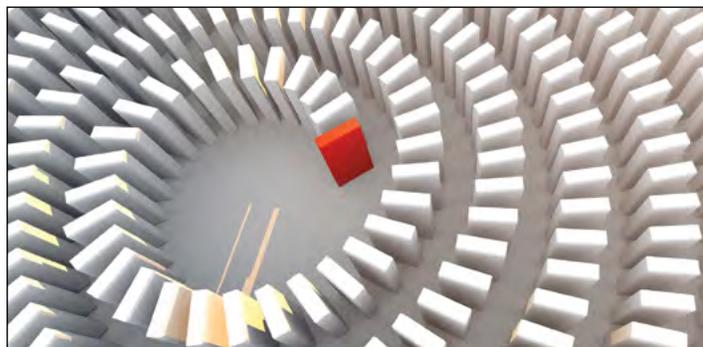
Building the competency and commitment of every member of the organization improves performance, reduces turnover and enhances outcomes. Whether the coaching program is formal or informal, learning the core skills of coaching will help those who need to help others succeed. This course will help managers and supervisors learn the skills to develop others.

A certificate of professional development and 0.4 CEUs will be awarded for successfully completing this class.



Keyword: Coaching

May 13	Th	8 a.m.-Noon	\$149
LIVE Online, Zoom	Sunderman		
Registration Deadline: May 6		BSAD-7009-TCSA	



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% 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.



Keyword: Painless

May 27	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Dechant		
Registration Deadline: May 20		BSAD-7114-TCUA	

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.



Keyword: Perfect

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

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.

Keyword: Supervisor

March 27	S	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Dechant		
Registration Deadline: March 20		BSAD-7158-TCSB	

Community Leadership Program

Do you have new ideas? Would you like to influence community decisions? Ordinary people can emerge as leaders to serve their communities in elected, appointed or volunteer positions. Community groups, benevolent organizations, local governing bodies and special-purpose districts are in constant need of new ideas to overcome various issues. You will be prepared at the completion of class to use your newly acquired skills and knowledge for your role as a real world community leader.



Keyword: Community

April 19-May 3	M	7-9 p.m.	\$49
LIVE Online, Zoom	Tilson	AREA-6834-TCSA	

PROFESSIONAL EFFECTIVENESS

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.

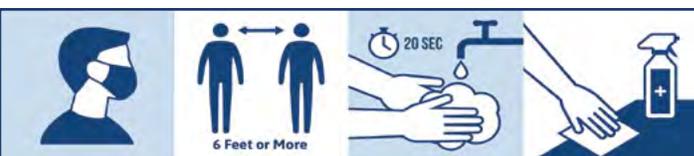


Keyword: Refocus

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

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We're Keeping You Safe
For COVID-19 updates, visit
www.southeast.edu/covid-19

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