

## Business Leadership

Spring 2021

### PROFESSIONAL EFFECTIVENESS



#### NEW! Regaining Work/Life Balance

If you've ever struggled to manage work and the rest of your life, you're not alone. When "imbalance" creeps in, we can feel overwhelmed, stressed and even lose our enthusiasm for life and what matters to us. In this interactive and highly personalized course, you will clarify what work/life balance means to you; examine the competing demands that steal your energy, focus and sense of well-being; and design a plan to bring balance back into your life.

Note: if you maintain a personal calendar please bring that with you!

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

**Keyword: Work**

June 16	W	8:30 a.m.-3:30 p.m.	\$229
York, YKLC, K		Deems	
Registration Deadline: June 9		BSAD-7233-YKUA	

#### 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	



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>.

#### Business Writing

Focus on the creative process of writing and creating the "down draft." You will explore ways to engage readers to accomplish your goals (including using the principles of "plain language") and focus on revision rather than drafting. Essential email elements and reader-focused strategies for the most effective email communication will be discussed. Enjoy playing with "dental drafts" to learn and review basic writing mechanics. Learn the 20 most common writing errors that can kill credibility.

A certificate of professional development and 0.8 CEUs will be awarded for successfully completing this class.

**Keyword: Business**

May 14-21	F	8 a.m.-Noon	\$229
York, YKLC, K		Deems	
Registration Deadline: May 7		BSAD-3011-YKSA	

#### 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.

**Keyword: Thinking**

June 7-27		Varies	\$229
Online, Canvas	Deems		
Registration Deadline: June 1		BSAD-3019-WBUA	
June 23	W	8:30 a.m.-3:30 p.m.	\$229
York, YKLC, K		Deems	
Registration Deadline: June 16		BSAD-3019-YKUA	

#### 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. The one-day course is designed to help 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.

**Keyword: Intelligence**

June 10	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Sundermann		
Registration Deadline: June 3		BSAD-7157-TCUA	

#### Location Key

York, YKLC..... Learning Center at York, 3130 Holen Ave.  
(Inside the Holthus Convention Center)

## MANAGING PEOPLE & PROJECTS

### 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	
June 9	W	8:30 a.m.-4:30 p.m.	\$229
York, YKLC, K	Dechant		
Registration Deadline: June 2		BSAD-7158-YKUA	

### 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	

## 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	

## 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-TCSA	



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

**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.

## 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-TCSA

## 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-TCSA

## 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-TCSA

## Team Building Basics

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**Keyword: Team**

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



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For more information, contact us at 800-828-0072, ext. 3634, or [continuing@southeast.edu](mailto:continuing@southeast.edu)



## Registration Form - Non-Credit Course

Today's Date

PLEASE PRINT

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](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"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <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).

# 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.