

Business Leadership

Summer 2021

PROFESSIONAL EFFECTIVENESS

The Path to Resilience

Harness your inner strength and come back stronger in the face of adversity. Resilience gives you the ability to rebound from a setback or challenge, such as a pandemic, job loss, illness, natural disaster, or death of a loved one. This class will help you develop a personal strategy to enhance your resilience, giving you the ability to see past difficult events, find enjoyment in life and better handle stress.

A certificate of professional development and 0.7 CEUs will be awarded for successfully completing this class. One hour for lunch on your own. Class will be live-streamed from Nebraska City.



Keyword: Resilience

Aug. 18	W	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Sunderman	BSAD-3036-TCUNA	



Regaining Work/Life Balance

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

Sept. 15	W	8:30 a.m.-3:30 p.m.	\$229
York, YKLC, K	Deems		
Registration Deadline: Sept. 8		BSAD-7233-YKFA	

Business Writing

You will explore ways to engage readers to accomplish your goals and focus on revision rather than drafting. Essential email elements and reader-focused strategies for the most effective email communication will be discussed. 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

Aug. 20-27	F	8:30 a.m.-12:30 p.m.	\$229
York, YKLC, K	Deems		
Registration Deadline: Aug. 13		BSAD-3011-YKUA	

Critical Thinking in Today's Workplace

The power to comprehend, analyze and evaluate affects the quality of your life and is integral to all that you do. Examine the role and challenges of critical thinking at work, spotlight obstacles to your thinking and fallacies that can derail you. Learn how to develop your critical thinking skills so you can 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.

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

Keyword: Thinking

Sept. 8	W	8:30 a.m.-3:30 p.m.	\$229
York, YKLC, K	Deems		
Registration Deadline: Sept. 1		BSAD-3019-YKFA	

Blogging for Beginners

Whether for personal projects, small-business or corporate branding, blogging is a hot trend. Get a foundational understanding of the major platforms, how to build an audience and best practices to kick-start your new adventure with grade-A content. Tag on some social sharing tips and you will be ready to hit the ground blogging.



Keyword: Blogging

July 15	Th	6-9 p.m.	\$39
LIVE Online, Zoom	Roush	AREA-6743-TCUYB	

COMMUNICATION & TEAM DEVELOPMENT

Develop Successful Employees & Teams

Part of your job as a successful leader is to help your team members become more productive and effective. Not so simple, right? Learn how to increase your employee and team performance by implementing a developmental plan that allows you to integrate coaching and training into the everyday management process. Build your team all of the time, not just when there is a problem.

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: Employees

Aug. 26	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	SKILZ		
Registration Deadline: Aug. 19		BSAD-7164-TCFCA	

Location Key

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



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>.

LEADERSHIP & EXECUTION

Introduction to Business Acumen

Increase your understanding of how your organization works, how it makes money and how strategies and decisions impact financial, operational and sales results. You will focus on these key topics:

- Corporate governance
- Profit and cost centers
- Product lifecycles
- Revenue, cost and margins
- Measures and financial statements

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

Keyword: Business

Aug. 12	Th	8:30 a.m.-3:30 p.m.	\$229
LIVE Online, Zoom	Manello		
Registration Deadline: Aug. 5		BSAD-3021-TCUCA	



MANAGING PEOPLE & PROJECTS

Manage & Resolve Conflict

Walk away knowing how to positively resolve conflict through a collaborative process that allows you to balance concern for outcomes with concern for relationships. By understanding and recognizing different types of conflict and how people respond you can increase performance and morale within your organization.

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: Manage

Sept. 23	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Skilz Group		
Registration Deadline: Sept. 16		BSAD-3004-TCFCA	



Your Role as a Supervisor

Do you have what it takes to be an effective supervisor and lead your team to success? Build your skills and confidence by learning specific tools and techniques to empower others to take action, develop operational excellence, build trust and foster team commitment.

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

July 29	Th	8:30 a.m.-4:30 p.m.	\$229
LIVE Online, Zoom	Dechant		
Registration Deadline: July 22		BSAD-7158-TCUCA	
Aug. 26	Th	8:30 a.m.-4:30 p.m.	\$229
York, YKLC, K	Dechant		
Registration Deadline: Aug. 19		BSAD-7158-YKFA	



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Have an idea for a class that could be offered live online? Please submit your idea at <https://bit.ly/scceonlinecourses>.

For more information, contact us at 800-828-0072, ext. 3634, or continuing@southeast.edu

**Check out all classes offered at www.southeast.edu/YorkLC
Find us on Facebook at 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.



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 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 jsto@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**. **Print** this page 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.