

Business Leadership

Spring 2022

Develop Successful Employees & Teams

Part of your job as a successful leader is to help your team members become more productive and effective. 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

June 21	T	8:30 a.m.-4:30 p.m.	SKILZ	\$229
Falls City, FCLC, 102		BSAD-7164-FCUA		
LIVE Online, Zoom		BSAD-7164-TCUCB		

Class is live-streamed from Lincoln. Registration Deadline: June 14

Influential Leadership

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, you will learn key skills used to influence others and apply them to various scenarios.



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: Leadership

April 13	W	8:30 a.m.-4:30 p.m.	SKILZ	\$229
LIVE Online, Zoom	SKILZ	BSAD-7344-TCSCA		

Registration Deadline: April 6

How to Thrive in a VUCA World

This course provides you with the necessary navigation skills for travel through the storms and for turning them into opportunities for growth, change, innovation, excitement, and fulfillment.



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

Keyword: Thrive

April 21	Th	8:30 a.m.-3:30 p.m.	SKILZ	\$229
LIVE Online, Zoom	Matacio	BSAD-3038-TCSCA		

Registration Deadline: April 14

Location Key

Falls City, FCLC..... Learning Center at Falls City, 3200 Bill Schock Blvd.

For more information, contact **Holly Carr** at 800-828-0072, ext. 3396, or hcarr@southeast.edu



Managing by Personality

We all have different personalities. Effective leaders recognize this and don't take a one-size-fits-all approach to managing their people. This program introduces you to The Insight Personality Spectrum. Insight is a powerful, user-friendly version of the Meyers-Briggs Type Indicator (MBTI), the most widely used and scientifically valid personality assessment in the world. The program then goes on to demonstrate how to apply the information Insight yields to enhance each phase of the performance management 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: Personality

May 26	Th	8:30 a.m.-3:30 p.m.	SKILZ	\$229
LIVE Online, Zoom	SKILZ	BSAD-3017-TCUA		

Class is live-streamed from Lincoln. Registration Deadline: May 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>.

Want to take a class that is listed as "LIVE Online, Zoom" but don't have a way to view the class or are having connection issues? Contact your Learning Center to see if other options are available.

Check out all classes offered at www.southeast.edu/FallsCityLC
Find us on Facebook at www.facebook.com/SCCLearningCenteratFallsCity



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**. **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.

* 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 for additional information.

Social Security Number OR SCC Student ID Number	Birth Date	Name: Last	First	Middle Initial
Residence Mailing Address		City	State	Zip
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"/> X (Gender variant/Non-binary)	<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"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> Asian <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. SCC is an Equal-Opportunity co-educational college and does not discriminate based on race, color, religion, sex*, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. www.southeast.edu/diversity * The U.S. Department of Education's Office for Civil Rights enforces Title IX's prohibition on discrimination on the basis of sex to also include discrimination based on gender identity.