

## Business Leadership

Spring 2022

### 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 Myers-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				
NE City, NCLC, 104		BSAD-3017-TCUCA		
		BSAD-3017-NCUA		
Class is live-streamed from Lincoln. Registration Deadline: May 19				



### 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.		\$229
LIVE Online, Zoom				
		SKILZ		
		BSAD-7344-TCSCA		
Registration Deadline: April 6				

### 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 9	Th	8:30 a.m.-4:30 p.m.		\$229
LIVE Online, Zoom				
		SKILZ		
		BSAD-7164-TCUCA		
Class is live-streamed from Lincoln. Registration Deadline: June 2				

### 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.		\$229
LIVE Online, Zoom				
Matacio		BSAD-3038-TCSCA		
Registration Deadline: April 14				

### Location Key

NE City, NCLC..... Learning Center at Nebraska City, 1406 Central Ave.



These classes are delivered live via Zoom, not prerecorded videos. This allows you, the student, to participate from the comfort of your home. 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.

### JOB ENHANCEMENT SCHOLARSHIP AVAILABLE

(For selected courses)

**Attention: Nebraska City Residents**

Are you looking for a scholarship for training that could:

- Make a difference in your career/job?
- Help you reach your professional goals?
- Potentially advance your position or pay?
- Have a positive impact on your employer?

For more information, visit [www.southeast.edu/nebraskacitylc](http://www.southeast.edu/nebraskacitylc) or contact Cindy at 402-323-3636 or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu).



Funds are being provided by the  
**Nebraska City Community  
Foundation Fund**

For more information, contact **Cindy Meyer** at 800-828-0072, ext. 3636, or [cmeyer@southeast.edu](mailto:cmeyer@southeast.edu)

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



# 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](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"/> 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"/> 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. 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](http://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.