

## Leadership

Fall 2022

# Short-term learning. Long-term possibilities.

## **NEW!** Human Resource Certificate of Professional Development

The Human Resource Certificate of Professional Development can get you one step closer to achieving your career goals while also preparing you to take the aPHR exam, a nationally recognized certification through HRCI.

Includes:

- Course materials
- aPHR registration and exam fee
- 12-month Lincoln Human Resource Management Association membership
- Opportunity to consult with instructor following course completion

You will earn 2.1 CEUs and a certificate of completion will be awarded by SCC to those who successfully complete this course.

**Keyword: Resource**

### Thursdays, Oct. 6-Dec. 1, 2022 \*

1-4 p.m. \$2,950  
LIVE Online, Zoom . . . BSAD-3044-TCFCA  
Yankech

Class is live-streamed from Lincoln

Registration Deadline: Sept. 29

\* No class Nov. 3 and 24

OR

### Saturdays, Oct. 8-Dec. 3, 2022 \*\*

9 a.m.-Noon \$2,950  
LIVE Online, Zoom . . . BSAD-3044-TCFCB  
Yankech

Registration Deadline: Oct. 1

\*\* No class Nov. 5 and 26

### **Financial Resources Available**

Find out if you or your business qualifies for any of the below programs.

- **For Individuals: Gap** ([southeast.edu/gap](http://southeast.edu/gap)) and **WIOA** ([dol.gov/agencies/eta/wioa/programs](http://dol.gov/agencies/eta/wioa/programs); pending approval)
- **For Business: NE Worker Training Grant** ([dol.nebraska.gov/ReemploymentServices/EmployerResources/WorkerTrainingProgram](http://dol.nebraska.gov/ReemploymentServices/EmployerResources/WorkerTrainingProgram)) and **Customized Training (WIOA)** ([dol.gov/agencies/eta/wioa/programs](http://dol.gov/agencies/eta/wioa/programs); pending approval)

**Instructor: James A. Yankech**, PhD, SPHR, has worked in the human resource field for more than 25 years, serving in employee assistance, employee relations and director roles. He is certified as a Senior Professional in Human Resources (SPHR) through the Human Resource Certification Institute (HRCI).

**Gain a  
foundation  
in human  
resources  
in just  
7 weeks.**

## Navigating Change

Make sure your next change initiative falls among the 30% that succeed and not the 70% that fail.



### Targeted Skills

- Knowing why 70% of change initiatives fail so yours doesn't
  - Ability to anticipate and plan for individual, team and organization reactions to change
  - Communication that help turn resistance into trust and trust into momentum for change
  - Strategies to help design and execute successful change initiatives
- You will earn 0.7 CEUs and a certificate of professional development for successfully completing this course.

**Keyword: Change**

Oct. 19 W 8:30 a.m.-4:30 p.m. Dechant \$229  
 LIVE Online, Zoom BSAD-7114-TCFCA  
 York, YKLC, TBA BSAD-7114-YKFA  
 Registration Deadline: Oct. 12. Class is live-streamed from Lincoln.

## Strengths at Work: LinkedIn Lunch Workshops

It's no secret that LinkedIn is the top professional social networking site with 174 million users in the U.S. Expand your career opportunities by establishing your professional online presence using LinkedIn. This virtual workshop series will show you how to create a marketable profile to increase your professional network and get you noticed!



**Keyword: LinkedIn**

Oct. 7-21 F Noon-1 p.m. \$69  
 LIVE Online, Zoom Registration Deadline: Sept. 30 BSAD-7234-TCFCA

## Conflict Resolution

Positively resolve conflict and increase your team's performance and moral through a collaborative process that allows you to:



- Balance concern for outcomes with concern for relationships
- Identify the different types of conflict
- Recognize and understand individual responses to conflict

You will earn 0.7 CEUs and a certificate of professional development for successfully completing this course.

**Keyword: Conflict**

Nov. 17 Th 8:30 a.m.-4:30 p.m. Skilz Group \$229  
 LIVE Online, Zoom BSAD-3004-TCFCA  
 York, YKLC, TBA BSAD-3004-YKFA  
 Registration Deadline: Nov. 10. Class is live-streamed from Lincoln.

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.

**Location Key**  
 York, YKLC ..... Learning Center at York, 401 N. Lincoln Ave.

For more information, contact **Diane Houdek** at 800-828-0072, ext. 3634, or [dhoudek@southeast.edu](mailto:dhoudek@southeast.edu)

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

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 [southeast.edu/collegecatalog](http://southeast.edu/collegecatalog) for additional information.

**Today's Date**  
 \_\_\_/\_\_\_/\_\_\_

**PLEASE PRINT**

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

<b>SCC Staff Tuition Waiver</b>	(       )
<b>TOTAL DUE</b>	

<b>FOR OFFICE USE ONLY</b>
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. [southeast.edu/diversity](http://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.

# 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.



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301 S. 68th St. Place, Lincoln, NE 68510  
402-437-2700 • 800-828-0072 • FAX 402-437-2703  
[southeast.edu/continuing](http://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.