

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
Hebron, HNLC, 101. . . BSAD-3044-HNFA
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



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

Financial Resources Available

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

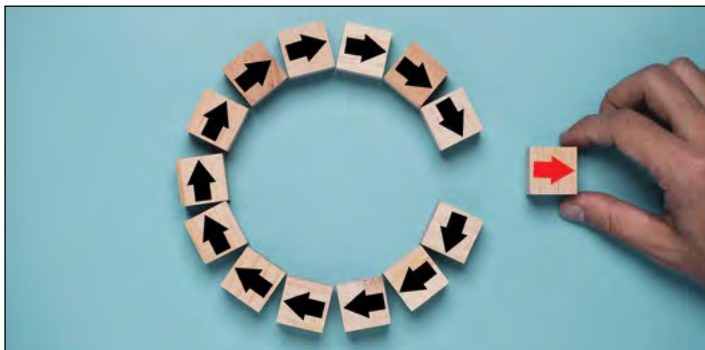
- **For Individuals: Gap** (southeast.edu/gap) and **WIOA** (dol.gov/agencies/eta/wioa/programs; pending approval)
- **For Business: NE Worker Training Grant** (dol.nebraska.gov/ReemploymentServices/EmployerResources/WorkerTrainingProgram) and **Customized Training (WIOA)** (dol.gov/agencies/eta/wioa/programs;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

For more information, contact us at
800-828-0072, ext. 5591, or continuinged@southeast.edu

Location Key

Hebron, HNLC.....Learning Center at Hebron, 610 Jefferson Ave.



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. \$229
 LIVE Online, Zoom Dechant BSAD-7114-TCFCA
 Registration Deadline: Oct. 12

For more information, contact us at
 800-828-0072, ext. 5591, or continuinged@southeast.edu

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. \$229
 LIVE Online, Zoom Skilz Group BSAD-3004-TCFCA
 Registration Deadline: Nov. 10.



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.

Check out all classes offered at southeast.edu/HebronLC
 Find us on Facebook at facebook.com/SCCLearningCenteratHebron

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 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. 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 *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.



301 S. 68th St. Place, Lincoln, NE 68510
402-437-2700 • 800-828-0072 • FAX 402-437-2703
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.