

Business Leadership

Spring 2023

EVOLVE → ENGAGE → EMPOWER

Leadership is a covenant between those who seek to lead and those who choose to follow that allows both to achieve goals neither could realize on their own. For leaders to earn the trust and respect of followers that's needed to create and maintain this covenant, leaders must develop into the most competent, honest, caring, and dependable versions of them, i.e., they must "evolve."

Leaders need followers. Once a leader has the capacity to earn and keep the trust and respect of followers by evolving over time into the "best" versions of themselves, leaders need to gain and keep the willing cooperation of followers to achieve a mutually-beneficial goal. This is accomplished by involving followers in efforts that lead to desirable outcomes.

Ultimately, leaders are only as effective as their followers. Consequently, leaders invest heavily in helping followers maximize their strengths and managing their weaknesses.

Building High-Performance Teams (EMPOWER)

Your success as an organization can depend on how well you and other team members operate together. How are your problem-solving skills? Is the team enthusiastic and motivated to do its best? Do you work well together? This course can help you get there!

Potential ROI from this program:

- Noticeable improvements in individual employee and team performance.
- Noticeable improvements in measures of employee engagement.
- Increase job satisfaction and strengthen employees' desire to remain with the organization.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Team

April 27	Th	9 a.m.-4 p.m.	\$229
Plattsmouth, PLLC, 105	Skilz Group	BSAD-6229-PLSA	
Registration Deadline: April 20			
Class is live-streamed from Lincoln.			

NEW! How to Use Personality to Help You & Your Employees Excel (EVOLVE)

Utilize the Insight Personality Spectrum, a powerful, user-friendly version of the Myers-Briggs Type Indicator and maximize the strengths and success of you and your team.



Potential ROI from this program:

- Improvement to participants' and their subordinates' performance, behavior, and attendance.
- Improvements in employee engagement scores and retention.
- Enhanced advancement prospects for participants as their improved ability to develop successful, engaged employees.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Personality

April 12	W	9 a.m.-4 p.m.	\$229
LIVE Online, Zoom	SKILZ	BSAD-6232-TCSCA	
Registration Deadline: April 5			

Managing & Resolving Workplace Conflict (EMPOWER)

According to Gallup, 32 cents of every payroll dollar is wasted on unproductive conflict. This program will teach you how to resolve conflict in ways that get results and enhance working relationships.



Potential ROI from this program:

- Higher productivity.
- Greater innovation.
- Enhanced customer service.
- Better teamwork.
- Higher morale.
- Deeper employee engagement.
- Higher retention.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Conflict

May 25	Th	9 a.m.-4 p.m.	\$229
LIVE Online, Zoom	Skilz Group	BSAD-6230-TCUCA	
Registration Deadline: May 18			

Managing Change (EMPOWER)

Joins us and learn why 70% of change initiatives fail to achieve their goals and how you can be a part of the 30% that succeed.



Potential ROI from this program:

- Improvement in the ability of participants' organizations to compete because of their enhanced capacity to implement needed changes to business strategies and work processes.
- Implementation of needed changes to organizational goals, strategies, and work processes.
- Improvements in employee engagement scores and retention as workers come to see as change as career enhancing.
- Advancement prospects for participants as their improved ability to drive meaningful change.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Change

June 29	Th	9 a.m.-4 p.m.	\$229
LIVE Online, Zoom	Skilz Group	BSAD-6231-TCUCA	
Registration Deadline: June 22			

Location Key

Plattsmouth, PLLC..... Learning Center at Plattsmouth, 537 Main St.

For more information, contact **Lyn Belitz** at 800-828-0072, ext. 2298, or lbelitz@southeast.edu



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.

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.

Developing Successful Employees (EMPOWER)

Effectively manage employee performance by learning techniques that will allow you to set realistic expectations for your team member's performance, behavior, and attendance.



Potential ROI from this program:

- Higher employee engagement.
- Augmented employee performance.
- Greater employee accountability.
- Better morale.
- Lower turnover.

You will earn 0.6 CEUs and a certificate of professional development for successfully completing this class.

Keyword: Development

March 15	W	9 a.m.-4 p.m.	\$229
LIVE Online, Zoom	Skilz Group	BSAD-6228-TCSCA	
Registration Deadline: March 8			

Strengths@Work Skills Academy

In this workshop series, participants will explore Gallup CliftonStrengths signature themes as they relate to the development of essential skills in workplace success. Workshop topics include an introduction to an individual's Top 5 strengths assessment results within the context of the workplace and the practical development of workplace skills including:



- Communication.
- Organization.
- Teamwork.
- Work ethic.
- Professionalism.

Integrated group coaching sessions provide participants with opportunities to discuss application of workshop concepts within the work environment.

Upon completion of the three-month Strengths@Work Skills Academy, you will earn 0.9 CEUs and a certificate of completion.



WATCH

Scan the code to learn more about this course.



Keyword: Academy

March 9-May 25	Th	Noon-1 p.m.	\$459
LIVE Online, Zoom	Madsen		
Registration Deadline: March 2			
		BSAD-6307-TCSCA	

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.



WATCH

Scan the code to learn more about this course.



Keyword: Academy

March 23-May 11	Th	1-4 p.m.	\$2,950
LIVE Online, Zoom	Yankech	BSAD-3044-CESA	
No class April 6			
Registration Deadline: March 16			
March 25-May 13	S	9 a.m.-Noon	\$2,950
LIVE Online, Zoom	Yankech	BSAD-3044-CESB	
No class April 8			
Registration Deadline: March 18			

SPECIAL TOPICS IN MANAGEMENT SERIES

This series offers you the chance to closely examine some of the biggest challenges confronting today's managers and HR professionals in a convenient, online format.

NEW! The Challenge of Employee Retention (ENGAGE)

The Great Resignation is the number of employees voluntarily leaving their jobs since late 2020 as a result of the pandemic. This half-day webinar will examine what's driving the Great Resignation and what managers and HR professionals can do to prevent it from undermining their organization's long-term success.

You will earn 0.3 CEUs and a certificate of professional development for successfully completing this class.



Keyword: Employee

April 13	Th	8:30 a.m.-Noon	\$149
LIVE Online, Zoom	Skilz Group		
Registration Deadline: April 6			
		BSAD-6233-TCSCA	

NEW! Project Leader: Servant Leader (EVOLVE)

As a project leader, have you noticed the team you're leading is no longer behind you? Together we'll consider the skills of a leader who can try to do the impossible.

You will earn 0.3 CEUs and a certificate of professional development for successfully completing this class.



Keyword: Leader

June 15	Th	8:30 a.m.-Noon	\$149
LIVE Online, Zoom	Slaight		
Registration Deadline: June 8			
		BSAD-6234-TCUCA	

FINANCIAL RESOURCES

Individuals

- **Gap Assistance**
southeast.edu/gap
gap@southeast.edu or 402-323-3394
- ◆ **American Job Center**
ajc.lincoln.ne.gov or 402-441-1640

Business & Industry

- ⌘ **Nebraska Worker Training Grant**
dol.nebraska.gov/ReemploymentServices/
EmployerResources/WorkerTrainingProgram
- ▶▶ **American Job Center**
ajc.lincoln.ne.gov or 402-441-1640

For more information, contact **Lyn Belitz** at 800-828-0072, ext. 2298, or lbelitz@southeast.edu

Check out all classes offered at southeast.edu/PlattsmouthLC
Find us on Facebook® at facebook.com/SCCLearningCenteratPlattsmouth

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.



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 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"/> Native Hawaiian/Other Pacific Islander <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. 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.