

Power Skills

NEW! Managing Customer Service

The need to lead, model and promote your organization's mission within a customer service environment is essential for business success. This course will provide you with opportunities to explore your responsibilities within your role as a leader (supervisor or manager) in a customer service environment and strategies for meeting and exceeding them.

(0.6 CEUs) One hour for lunch on your own. Nebraska City Residents: Job Enhancement Scholarship eligible.

Keyword: Service

Jan. 31	W	9 a.m.-4 p.m.	\$229
NE City, NCLC, 104	Skilz Group	BSAD-7363-NCSA	

Managing & Resolving Workplace Conflict

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.

(0.6 CEUs) One hour for lunch on your own. Nebraska City Residents: Job Enhancement Scholarship eligible.

Keyword: Conflict

Feb. 28	W	9 a.m.-4 p.m.	\$229
NE City, NCLC, 104	Skilz Group	BSAD-6230-NCSA	

How to Use Personality to Help You & Your Employees Excel

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.

(0.6 CEUs) One hour for lunch on your own. Nebraska City Residents: Job Enhancement Scholarship eligible.

Keyword: Personality

June 12	W	9 a.m.-4 p.m.	\$229
NE City, NCLC, 104	Skilz Group	BSAD-6232-NCUA	

Community Leadership Program

Explore the knowledge, skills and resources required for success as a community leader. You will study how ordinary people can emerge as leaders who can best serve their communities in elected, appointed or volunteer positions. Community groups, benevolent organizations, local governing bodies, and special-purpose districts are in constant need of new ideas to overcome various issues. Lecture, resource hunting and practical table-top exercises prepare you to use the knowledge and skills acquired for your real-world role as a community leader.

Your instructor brings 20 years of government and community experience to the class. **Keyword: Leadership**

Feb. 27-March 12	T	6:30-8:30 p.m.	\$49
LIVE Online, Zoom	Tilson	AREA-6834-TCSPA	

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?



Eligibility Requirements:

- Must live within a 20-mile radius of Nebraska City AND work in 68410
- Good standing at SCC
- Strength of personal need statement

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

For more information, visit southeast.edu/nebraskacitylc or contact Cindy at 402-323-3636 or cmeyer@southeast.edu.

Location Key

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

Check out all classes offered at
southeast.edu/NebraskaCityLC

Find us on Facebook at
facebook.com/SCCLearningCenteratNebraskaCity

For more information, contact **Cindy Meyer** at 402-323-3636 or cmeyer@southeast.edu

NEW! Managing Project Risk

"I wish we would have thought about that" is a common term after projects fail. What if you could learn how to think about the various risks you'll face moving forward? Join us and you'll take away 12 power tips that will help you and your team overcome project risks.

(0.3 CEUs) **Keyword: Risk**

Feb. 15 Th 8:30 a.m.-Noon \$149
LIVE Online, Zoom Slaight BSAD-7166-TCSCA

Developing a Project Management Mindset

We all have projects at home, at work, at school, even at play. How do we manage to keep on top of all that needs to be done? The class will provide 12 power tips that can revolutionize the way you succeed in getting things done.

(0.3 CEUs) **Keyword: Project**

Feb. 8 Th 8:30 a.m.-Noon \$149
LIVE Online, Zoom Slaight BSAD-7167-TCSCA

Project Leader: Servant Leader

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.

(0.3 CEUs) **Keyword: Leader**

Feb. 22 Th 8:30 a.m.-Noon \$149
LIVE Online, Zoom Slaight BSAD-6234-TCSCA



Take all three
for only \$399
Use Course # BSAD-7760

For more information, contact **Cindy Meyer** at 402-323-3636 or cmeyer@southeast.edu

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

Today's Date

___/___/___

* Required

PLEASE PRINT

The College requests, but does not require, a student provide their Social Security number during the admissions process. Visit southeast.edu/academics/college-catalog.php 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			* <input type="checkbox"/> Cell Phone <input type="checkbox"/> Home		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 Mastercard AMEX Discover VISA V Code _____

(Checks may be converted into an electronic fund transfer, resulting in funds being held or removed immediately.)

Name as it appears on card: _____ Exp. Date _____

CC # _____

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

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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/about/other-scc-departments/access-equity-diversity-title-ix/index.php *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/business-and-community/index.php

* 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.