



SCC

CONTINUING EDUCATION

Personal. Professional. Practical.

Business Leadership

July-December 2018

southeast.edu/Training

Southeast Community College

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Professional Effectiveness

Overcoming the Workplace Stress/Success Barrier

Learn how to identify stress responses and alleviate the effects of stress in oneself and others. In the workplace, there will always be stressful seasons. Stress is a reality and can never be completely eliminated from one's life. But understanding one's own stress response and the stress responses of co-workers provides an opportunity to improve work and home environments. Instead of simply responding to stress, you can learn how to proactively identify and alleviate stress in yourself and in others. Those who attend this class will be given a practical guide to understanding the way different personalities experience stress. We will focus on the different personality stressors, how stress manifests itself, how to respond to someone else's stress, and ways to avoid increasing someone's stress. This class easily applies not only to the workplace but also to any interpersonal relationship.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Stress**

Dates: Thurs., Sept. 27, 2018

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 304

Registration Deadline: Sept. 13

Time: 8:30 a.m.-3:30 p.m.

CEUs: 0.6

Facilitator: Dan Moeller

Course #: BSAD-7197-CEUA

Communication & Team Development

Building the Team You Want with the Team You Have

Whether the focus is on service, quality, cost, value, speed, efficiency, or performance, effective teams are the building blocks of successful organizations. Consequently, your success as an organization can often 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!

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Team**

Dates: Tues., Aug. 7, 2018

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: July 24

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dave Dechant

Course #: BSAD-7739-CEUA

Almost Painless: Change Management

New technologies and the globalization of markets and competition are creating more business opportunities, and hazards, than ever before. In response, firms large and small (perhaps yours among them) have labored mightily to transform themselves into better competitors by fundamentally changing the way they do business. Sadly, to date, 70 percent of these change initiatives have failed! As a manager, you're expected to plan and drive the change needed to ensure your organization's long-term survival. This fast-paced, interactive, one-day workshop has been designed to help you hone the knowledge, skills and attitudes you'll need to meet this responsibility.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Painless**

Dates: Tues., Sept. 25, 2018

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 406

Registration Deadline: Sept. 11

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dave Dechant

Course #: BSAD-7114-CEUA

NEW! Don't Get **CHOPPED**— Learn to Work as a Team

Join us for a unique immersive experience in team development. You will learn the fundamentals of team leadership and participation and then put these skills to use in our own version of the hit television show, “Chopped.” In this innovative class experience, you will learn how your mindset can make or break your team, how to manage multiple projects without losing your mojo and how homogeneous teams destroy your chances of making the cut in the workplace. Join us for this hands-on class where you will be put to the test using your new skills by competing in our version of a celebrity kitchen.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Chopped**

Dates: Tues., Oct. 16, 2018

Cost: \$269

Location: The Career Academy
Teaching Kitchen, Room 110
Southeast Community College
8800 O St., Lincoln, NE

Time: 8 a.m.-5 p.m.

CEUs: 0.8

Facilitator: Steve Slaight &
Dan Moeller

Course #: BSAD-7332-LNFA
Registration Deadline: Oct. 2

Leadership Communication Boot Camp

It is simply impossible to become a great leader without being a great communicator. As a supervisor or manager, you invest at least a third of your day communicating, so it's no wonder then that 40 percent or more of your overall success is determined by your communication skills. This workshop helps guarantee your long-term success by developing this critical skill.

You will...

- Recognize and demolish the 21 barriers to successful communication
- Internalize a practical model of effective communication
- Learn and practice a listening process that captures the whole message and prevents embarrassing and costly misunderstandings
- Employ “positive language” to enlighten, engage, and influence anyone
- Pull it all together to create and leverage rapport and credibility

This workshop is designed for leaders in both new supervisor/manager positions as well as seasoned leaders.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Leadership**

Dates: Thurs., Nov. 8, 2018

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302
Registration Deadline: Oct. 25

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dale Sundermann
Course #: BSAD-7330-CEFA

Team Playership: Helping Work Teams Play Well Together

You can create a high-performing team environment, even if you aren't the leader. Learn the secrets of great Team Playership—propelling you, your team and your organization to the next level and beyond!

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Team**

Dates: Thurs., Dec. 6, 2018

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Nov. 22

Time: 8:30 a.m.-3:30 p.m.

CEUs: 0.6

Facilitator: Steve Slaight &
& Dan Moeller

Course #: BSAD-7255-CEFA

About the Facilitator



Steve Slaight
P.M.P., C.S.M.

Steve Slaight has more than 30 years of project experience, and has taught for more than five years at the university level. Work experience includes several years at the Hewlett-Packard company, as well as work with various non-profits. He now owns Witerations, LLC, an IT-focused project management consulting company that helps clients not just think outside of the box—but to literally outwit the box! Slaight is a Certified Project Management Professional, a Certified Scrum Master and holds both a bachelor's degree and master's degree from Colorado Christian University.

Workplace Ethics and Etiquette (Online—UGotClass)

For entrepreneurs, managers or anyone in the workplace, understanding workplace ethics and etiquette is critical to individual and organizational success. Discover new information about the related but different concepts of business ethics and etiquette. Learn the how-to's of making ethical business decisions. Then find out the five secrets of how to interact properly in business and social settings to improve your communication and networking skills.

SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass course.

**For class details or to register,
call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.**

Certificate in Business Writing (Online—UGotClass)

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill.

(4.8 CEUs for full certificate series) SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass course.

Only \$495 when you register for the certificate series!

Business Writing

Dates: Sept. 4-28, 2018 Cost: \$195

Effective Copywriting

Dates: July 2-27, 2018 Cost: \$195
Dates: Oct. 1-26, 2018 Cost: \$195

Writing News & Press Releases

Dates: Aug. 6-31, 2018 Cost: \$195
Dates: Nov. 5-30, 2018 Cost: \$195

**For details or to register,
call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.**

Business & Organizational Knowledge

Certificate in Accounting and Finance for Non-Financial Managers (Online—UGotClass)

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

(4.8 CEUs for full certificate series) SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass course.

Only \$495 when you register for the certificate series!

Accounting & Finance for Non-Financial Managers

Dates: Sept. 4-28, 2018 Cost: \$195

Cash is King

Dates: July 2-27, 2018 Cost: \$195

Dates: Oct. 1-26, 2018 Cost: \$195

Financial Analysis & Planning for Non-Financial Managers

Dates: Aug. 6-31, 2018 Cost: \$195

Dates: Nov. 5-30, 2018 Cost: \$195

**For details or to register,
call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.**



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pinterest.com/scccontinuinged

Managing People & Projects

Your Role as a Supervisor

Supervisors are a critical link to enhancing the productivity and performance of the whole team. Understanding what it means to supervise and what is expected of them in their role will help supervisors develop the skills they need to succeed. This program builds skills and confidence by providing supervisors with specific tools and techniques they can implement “in the real world” and then time to develop a specific action plan to implement them.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Supervisor**

Date: Tues., July 24, 2018

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: July 10

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dale Sundermann
Course #: BSAD-7158-CEUA

Date: Wed., Oct. 17, 2018

Tuition: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Oct. 3

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dave Dechant
Course #: BSAD-7158-CEFA

Creating Thriving Multi-Generational Teams

The demographics of the workforce are changing. Approximately 10,000 Millennials are joining the workforce per day and they comprise about one-third of the population. Are you ready for the revolution in your workplace? This class will focus on not only understanding the Millennial Generation, but also identifying its similarities and differences to previous generations. We will explore some of the milestones that have influenced the different generations, as well as develop useful insights into how to affirm the strengths of each group. This class will provide a very beneficial but practical guide to creating dynamic and effective multi-generational teams.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Creating**

Dates: Wed., Aug. 22, 2018

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Aug. 8

Time: 8:30 a.m.-3:30 p.m.

CEUs: 0.6

Facilitator: Dan Moeller
Course #: BSAD-7196-CEUA

Managing Everyday Project-Based Work

Wouldn't it be great to have a "toolbox" that has an array of tools, techniques, and processes that you could choose from to help get your project work done more effectively and efficiently? This training workshop is geared for those of us who frequently engage in project work, may or may not have formal project management training, and need a better way to get things done. It will help you begin to assemble your "toolbox" of practical tools and techniques to more effectively and efficiently complete your project work.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **Managing**

Date: Thurs., Sept. 6, 2018

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Aug. 23

Time: 8:30 a.m.-3:30 p.m.

CEUs: 0.6

Facilitator: Steve Slaight

Course #: BSAD-7278-CEUA

About the Facilitator



Dan Moeller
PrairieFire Consulting™ Founder

Dan is an experienced visionary leader who understands the process of moving from big picture ideas to practical implementation. He is a proven team leader and developer who cares passionately about team members both developing and utilizing their strengths to their fullest potential. Dan draws from his multiple discipline background in human development, counseling, science, and management in both for profit and non-profit settings.

People 101

Have you ever found yourself irritated by a team member who constantly questions your ideas and always requests to see the research and data to back it up? Do you try and avoid specific people on Monday morning so you don't get stuck in a 20-minute conversation about "how was your weekend"? After seeing someone's workspace do you ask yourself "I wonder if their hanging clothes are evenly spaced and organized by color?" Or maybe you've questioned how a teammate who works "in an office of chaos and despair" can be so successful in their job? If so, then this class is for you! Understanding how people feel, think and behave is more important to your long-term success than the brains, ambition and skill that got you noticed in the first place. This workshop gives you this understanding by utilizing a tool: Insight Personality Spectrum, a powerful, user-friendly version of the Myers-Briggs Type Indicator.

A certificate of professional development and CEUs will be awarded for successfully completing this class. One hour for lunch on your own.

REGISTER using Keyword: **People**

Date: Thurs., Oct. 4, 2018

Cost: \$229

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Sept. 20

Time: 8:30 a.m.-4:30 p.m.

CEUs: 0.7

Facilitator: Dale Sunderman

Course #: BSAD-7165-CEFA

How to Lead Projects

Today's organizations need strong project managers to help ensure success in the multitude of projects and priorities they are facing. Even more essential to these organizations are strong project LEADERS who are able to not only lead projects—but see those projects to fruition. Gain new insights and ideas to help propel you above the management fray to become the successful leader you were meant to be.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

REGISTER using Keyword: **Projects**

Dates: Tues., Oct. 2, 2018

Tuition: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Sept. 18

Time: 8 a.m.-Noon

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7235-CEUA

Managing Risks in Projects

Every day, projects fail due to a lack of risk-management planning. Learn how to get ahead of those risks in your projects by utilizing tried and true tools that will be provided during this half-day workshop. Together we'll learn how to identify risk, how to deal with risk, and how to find opportunities in risk. Increase your project success by putting these tools to work for you!

A certificate of professional development and CEUs will be awarded for successfully completing this class.

REGISTER using Keyword: **Projects**

Dates: Tues., Oct. 2, 2018

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Sept. 18

Time: 1-5 p.m.

CEUs: 0.4

Facilitator: Steve Slaight

Course #: BSAD-7160-CEUA

Take **2**

Register for **How to Lead Projects** and
Managing Risk in Projects for only **\$229!**

Use course numbers BSAD-7235-CEUB and BSAD-7160-CEUB
when filling out the registration form.

Managing & Resolving Conflict

Constructive conflict can increase performance, but destructive conflict can destroy productivity and morale. In this program participants learn how to recognize different types of conflict and how to resolve it before it becomes destructive. This program will explore five modes people use in dealing with conflict and how to determine when each mode is most appropriate/least appropriate. Participants will learn and practice a six-step collaborative process for resolving conflict.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

REGISTER using Keyword: **Managing**

Dates: Wed., Nov. 28, 2018
Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302
Registration Deadline: Nov. 14

Time: 8 a.m.-Noon
CEUs: 0.4

Facilitator: Dale Sundermann
Course #: BSAD-7759-CEFA

Coaching Employees for Success

Building the competency and commitment of every member of the organization improves performance, reduces turnover and enhances outcomes. Whether the coaching program is formal or informal, learning the core skills of coaching will help those who need to help others succeed. This course will help managers and supervisors learn the skills to develop others.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

REGISTER using Keyword: **Coaching**

Dates: Wed., Nov. 28, 2018
Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302
Registration Deadline: Nov. 14

Time: 1-5 p.m.
CEUs: 0.4

Facilitator: Dale Sundermann
Course #: BSAD-7009-CEFA

Take **2**

Register for Managing & Resolving Conflict and Coaching Employees for Success for only \$229!

Use course numbers BSAD-7759-CEFB and BSAD-7009-CEFB when filling out the registration form.

About the Facilitator



Dale Sundermann

Senior Partner
The Skilz Group, LLC

Dale Sundermann, Ph.D. candidate, senior partner in The Skilz Group; a training and organizational development firm that specializes in helping leaders at all levels master the people skills critical to their long-term success. He also serves as the Family Advocacy Outreach Manager for the Department of Defense USAF at Offutt AFB.

Prior to co-founding The Skilz Group, Dale spent four years as a Consultant with Best Care Employee Assistance Program. There he delivered over 50 hours of training, consulting, and coaching services a month to some 240 client companies. He has also traveled extensively in the United States, facilitating dozens of management and leadership programs for SkillPath Seminars.

Dale's resume also includes six years as an officer in the United States Air Force where the SOAR to Excellence Program he developed and facilitated was nominated as a U.S. Air Force Best Practice. His passionate commitment to human capital development has been shaped by his experiences as a high school teacher and coach, a licensed mental health professional, and a father of four boys.

Dale earned his Bachelor of Arts degree in Psychology, History and Political Science from Jamestown College in 1993, his Masters in Clinical Social Work from the University of Missouri in 1996 and is currently a Ph.D. candidate in Human Capital Management at Bellevue University.

Certificate in Leadership Development (for Gen Y) (Online—UGotClass)

Especially geared for future leaders in the Gen Y generation (born 1980-1999), the certificate provides how-to practical information on advancing your leadership potential and making a difference in both the workplace and in society.

(4.8 CEUs for full certificate series) SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass course.

Only \$495 when you register for the certificate series!

Developing Your Professional Career

Dates: Aug. 6-31, 2018 Cost: \$195

Dates: Nov. 5-30, 2018 Cost: \$195

Developing Your Leadership Skills

Dates: July 2-27, 2018 Cost: \$195

Dates: Oct. 1-26, 2018 Cost: \$195

Leadership Principles

Dates: Sept. 4-28, 2018 Cost: \$195

**For details or to register,
call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.**

Leadership & Execution

Leading Through Influence

Influence is the capacity to build support for an idea, agenda or direction. 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, participants will learn key skills of influencing others and apply them to various scenarios.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

REGISTER using Keyword: **Leading**

Dates: Tues., Dec. 4, 2018

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Nov. 20

Time: 8 a.m.-Noon

CEUs: 0.4

Facilitator: Dave Dechant

Course #: BSAD-7016-CEFA

Motivate for Action

As a manager, you're charged with working with and through people to achieve your organization's goals in ways that are efficient and ethical. But little, if anything, actually gets done unless you can motivate others to collaborate with you. This lively program will help gain and keep the cooperation you need by teaching you how to recognize and leverage the six forces that shape human behavior, revealing the rules of effective persuasion, why they work and how to leverage them and practicing motivational techniques before using them.

A certificate of professional development and CEUs will be awarded for successfully completing this class.

REGISTER using Keyword: **Motivate**

Dates: Tues., Dec. 4, 2018

Cost: \$145

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 302

Registration Deadline: Nov. 20

Time: 1-5 p.m.

CEUs: 0.4

Facilitator: Dave Dechant

Course #: BSAD-7040-CEFA

Take **2**

Register for **Motivate for Action** and
Leading Through Influence for only **\$229!**

Use course numbers BSAD-7040-CEFB and BSAD-7016-CEFB when filling out the registration form.

Collaborative Management (Online—UGotClass)

Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance. Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization.

SCC staff tuition waiver does not apply. See page 31 for more information on taking this UGotClass class.

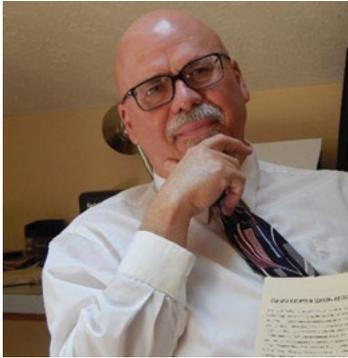
Dates: July 2-27, 2018	Cost: \$245	CEUs: 1.6
Dates: Oct. 1-26, 2018	Cost: \$245	CEUs: 1.6

**For details or to register,
call 855-846-8252 or visit <http://bit.ly/SCC-UGotClass>.**



**2019 FALL
SEMESTER
BEGINS** **AUG. 26**

About the Facilitator



David Dechant
MC, CCP
Senior Consultant
The Skilz Group, LLC

Since joining Best Care Employee Assistance Program in 2004 as a training consultant, David, MC, CCP, has presented programs on more than 60 topics related to individual, team and organizational success to some 43,000 participants—participants who've awarded his facilitation with an average score of 9.4 out of 10.

Promoted to Curriculum Development Coordinator in 2010, Dechant now works closely with Best Care's cadre of professional trainers to perfect the content and look of the employee assistance program's ever expanding catalog of personal and professional effectiveness courses. He's particularly proud of the scores of hours of in-depth, customized leadership and management training he's crafted and delivered for clients in enterprises as diverse as education, health care, transportation, manufacturing, insurance, and financial services.

Dechant teamed up with former Best Care EAP colleague Dale Sundermann in 2009 to form The Skilz Group, a management and leadership development firm dedicated to helping leaders at all levels hone the skills they need to evolve professionally and personally, engage their followers and inspire them to excellence. Partnering with SCC Training Solutions, The Skilz Group has created and facilitated management and leadership training for Nebraska-based utilities as well as leading regional advertising, civil engineering, and financial services firms and nationally recognized transportation, manufacturing and bio sciences companies.

He has earned advanced degrees in Theater and Organizational Psychology from the University of Nebraska. He's also a certified Insight™ Personality Spectrum facilitator as well as an accredited Executive Coach with the Certified Coaches Federation.

Grant Funding

The Nebraska Department of Labor offers a Worker Training Program to help organizations fund training programs that will:

- Promote the retention of Nebraska workers
- Promote the expansion of Nebraska businesses and increase their competitive edge
- Train new employees of expanding Nebraska businesses
- Develop program participants' marketable skills and competencies, increase their earning power and result in secure jobs for those who successfully complete training
- Assist in attracting skilled workers to Nebraska
- Encourage business investment in private job training programs designed to train, retrain, or upgrade work skills of existing Nebraska workers

For additional information on this program please visit:

www.dol.nebraska.gov/EmploymentAndTraining/Training/WorkerTrainingProgram

Grant Informational Breakfast

Grant funds are available for training your employees! Attend this FREE grant information workshop!

Learn from the pros about financial incentives for employee training that are available to eligible Nebraska businesses. Representatives from the Nebraska Department of Labor and the Department of Economic Development will show you how you can benefit from grant programs for employee training and internships to help your business grow.

Continental breakfast provided. Reservations are required due to limited seating and to provide a count for breakfast and handout materials. Registration deadline: July 19, subject to seating availability. Check-in begins at 8 a.m.

Date: Thurs., July 26, 2018

Time: 8:30-10 a.m.

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Second Floor Auditorium

Register at www.surveymonkey.com/s/GrantBreakfast.

Worker Training Grant Writing Workshop

The Training Solutions staff at SCC offers a hands-on grant application writing workshop for each grant quarter.

The workshop will assist you in completing your electronic application and preparing the supporting materials.

There is NO CHARGE to attend the workshop.

8:30 a.m. *Grant Overview*

9:30 a.m. *Grant Application Completion*

Date: Thurs., Aug. 30, 2018

Time: 8:30 a.m.-12:30 p.m.

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 407

Registration Deadline: Aug. 28

Date: Wed., Nov. 14, 2018

Time: 8:30 a.m.-12:30 p.m.

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE • Room 407

Registration Deadline: Nov. 12

To register, visit <http://bit.ly/RegisterNWTG>.

Student Financial Assistance

Can the Gap Assistance Program help you with your education goals?

The Gap Assistance Program provides funding for short-term training for in-demand jobs – making your education FREE!

Who is eligible?

Gap Tuition Assistance is based on several criteria: financial need, Nebraska resident, high school diploma or GED®. To qualify you must meet the income criteria and be eligible to work in the United States.

Household Size	Annual Income
1.....	\$30,350
2.....	\$41,150
3.....	\$51,950
4.....	\$62,750
5.....	\$73,550
6.....	\$84,350

Coverage

You may receive full or partial assistance with direct training costs, including tuition, books and required fees and equipment. Funding is only available for one training program.

Training Programs

Gap Tuition Assistance covers short-term training in the following in-demand job fields:

- *Leadership Certificate*
- *Business/Information Technology*
- *Manufacturing/Industrial Technology*
- *Computer Programming & Networking*
- *Dental Assisting Expanded Permits*
- *Lean/Six Sigma*
- *Welding*
- *Fiber Optics*
- *Health Care*

Support

Meet with us to explore what career options are best for you. We will connect you with local resources and get the eligibility process started.



For more information, contact:

Heather Bloomquist

402-323-3394

hbloomquist@southeast.edu

OR visit www.southeast.edu/cefinaassist

Customized Talent Development



Designed with you in mind!

Our courses can be delivered exclusively to your organization and can be customized to support your specific leadership and professional development strategies. We can also partner with you to tailor learning solutions unique to your organization's initiatives. Our goal is to provide the highest quality learning and development solutions that yield real results to help build your high-performance workforce.

In addition to the workshops in this schedule, the following courses can be customized to fit your organizational needs.

Please contact Marguerite or Dana to discuss how Training Solutions can help you reach your goals by developing your No. 1 asset—your people!

Marguerite Himmelberg

402-323-3388 or
800-828-0072, ext. 3388
mhimmelberg@southeast.edu

Dana Meyers

402-323-3387 or
800-828-0072, ext. 3387
dmeyers@southeast.edu

Global Corporate College

SCC is the lead college for both Nebraska and Iowa with Global Corporate College. Our membership with GCC gives



our college access to the largest body of incumbent worker training curriculum and provides a resource for multi state organizations needing standardized, enterprise-wide training and development solutions managed through a single point of contact.

Through its network of community colleges and universities in the United States and global partners in 28 countries, GCC has created the largest, multi-modal, human capital development network in the world. GCC uses best practices in adult learning to help employees achieve higher levels of behavioral competency to enable organizations to meet their business objectives.

GCC's client tailored solutions have encompassed a wide range of human capital challenges including:

- Cyber and Homeland Security
- Professional Development
- Workplace English Language Programs
- Financial and Business Acumen
- High Potential and Management Development Programs
- Proprietary Training for new Technology and Processes

For more information about Global Corporate College solutions, contact:

Marguerite Himmelberg

402-323-3388 or 800-828-0072, ext. 3388
mhimmelberg@southeast.edu

Professional Certificates

SHRM-Certified Professional (SHRM-CP™) and SHRM-Senior Certified Professional (SHRM-SCP™) Exam Prep

The Certification Study Group sponsored by Lincoln Human Resources Management Association is designed to assist Human Resource professionals in preparation for the new SHRM Certifications, SHRM-Certified Professional and SHRM-Senior Certified Professional. LHRMA uses the SHRM Learning System as the basis for the study group.



You must apply to sit for the exam at SHRMcertification.org from May 14 to Oct. 19 (late application deadline is Nov. 9). The examination period is Dec. 1-Feb. 15. **For more information and to register for the study group by Aug. 17, please visit <http://lincolnh.org/>.** If you have any questions or special needs, please contact LHRMA's Certification Director Amy Spellman at 402-471-5027 or certification@lincolnh.org.

Time: 5:30-8:30 p.m.

Location: Jack J. Huck Continuing Education Center,
301 S. 68th St. Place, Lincoln, NE

Registration Begins: July 1

Days/Date	Session/Topic	Facilitator
Mon., Sept. 10	#1: HR Competencies/Business & HR Strategy	Ruth Jones, SHRM-SCP, SPHR
Mon., Sept. 17	#2: Business & HR Strategy	Ruth Jones, SHRM-SCP, SPHR
Mon., Sept. 24	#3: Corporate Social Responsibility/ Employment Law & Regs	Trish Reimers, SHRM-SCP, SPHR
Mon., Oct. 1	#4: Employment Law & Regulations	Trish Reimers, SHRM-SCP, SPHR
Mon., Oct. 8	#5: Learning & Development	Mark Pankoke, SHRM-SCP, SPHR
Mon., Oct. 15	#6: Structure of the HR Function/Org. Effectiveness & Development	Kellie Graham, SHRM-SCP, SPHR
Mon., Oct. 22	#7: Workforce Management, Employee Relations & Technology & Data	Kellie Graham, SHRM-SCP, SPHR
Mon., Oct. 29	#8: Risk Management, Diversity & Inclusion, HR in the Global Context	Carolyn Collier, SHRM-CP
Mon., Nov. 5	#9: Talent Acquisition/Employee Engagement & Retention	TBD
Mon., Nov. 12	#10: Employee Engagement & Retention/Total Rewards	TBD
Mon., Nov. 19	#11: Review/Final Practice Test	TBD

Online Learning

Online learning with UGotClass is a fun, enjoyable and productive way to learn. Millions of people are learning online each year. You will engage with the instructor and other participants, and may make new friends. It's easy and fun.

How the course works:

It is easy to participate in your online course. After you register, you will be given a Web address to utilize to access your online classroom. You will have a password and use your email address and password to gain access.

Once inside the online classroom, here's what you can expect: You can participate any time of day or evening. The online classroom is open 24 hours a day, seven days a week. There are no live real-time requirements or meetings. You decide when you participate. For the best learning, participants should log into the course on two to three different days of the week.

What you will do: For each unit you will:

- Read the print readings (about 20 pages a week)
- Have the option of accessing the online readings
- Listen to the audio presentation for the unit and view the slides
- Have the option of taking a self-quiz to see how much you have learned
- Engage in written online discussion with your instructor and other participants

For best learning, you should make one or more comments two to three different times each week. The content (readings, audio lectures, slides) and self quizzes are accessible for the entire course, so you can work ahead, or go back and review again, at your convenience.

Discussion:

The discussion for each unit lasts one week. All comments are made in writing and can be made at any time of the day or night. Your instructor will log into the Discussion area at least once a day and answer questions, make comments and respond to comments by you and the other participants. We encourage you to make two to three comments each week to maximize your learning and enjoyment of the course.

Courses/Certificates Offered:

- *Workplace Ethics and Etiquette (See page 6)*
- *Certificate in Business Writing (See page 6)*
- *Accounting and Finance for Non-Financial Managers (See page 7)*
- *Certificate in Leadership Development (for Gen Y) (See page 14)*
- *Collaborative Management (See page 16)*

855-846-8252
<http://bit.ly/SCC-UGotClass>



4 Easy Ways to Register

1. **Register ONLINE** at <http://bit.ly/RegisterCE> **OR**
Complete the registration form on the inside back cover.
Please Print.
then either...
2. **FAX** the registration form with credit card number **to 402-437-2703** **OR**
3. **MAIL** the registration form with payment to:
Southeast Community College, Continuing Education
301 S. 68th St. Place, Lincoln, NE 68510 **OR**
4. **WALK-IN** with payment to the Jack J. Huck Continuing Education Center Mondays-
Thursdays 7:30 a.m.-7:30 p.m., Fridays 7:30 a.m.-5 p.m. or Saturdays 7:30-11:30 a.m.

Registrations will be accepted up to the day of the workshop or the deadline specified in the course description, providing space is available. **Enroll early as class size is limited.** Enrollments are accepted on a first-come, first-served basis.

Cash, check and credit card (Mastercard, American Express, Discover, and Visa) payments are accepted.

Make a **COPY** of the completed form, or record the information for your reference.

Report to the workshop/course unless you are notified that the workshop/course is full or has been cancelled. **CONFIRMATIONS ARE NOT MAILED.**

SCC reserves the right to cancel workshops/courses that do not have sufficient enrollment. Refund checks are mailed to the student's current address and will usually be received within three to four weeks.

Questions about registration or space availability, contact:

Continuing Education • 402-437-2700 or 800-828-0072

SCC Non-credit Refund/Drop Policy

You must call the Continuing Education office at 402-437-2700 or 800-828-0072 the day before the class begins to receive 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.

Questions?

Southeast Community College Continuing Education
402-437-2700 • 800-828-0072 • continuinged@southeast.edu

Accredited by the Higher Learning Commission.

Equal Opportunity/NonDiscrimination Policy: It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación: La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68 St. Place, Lincoln, NE 68510, o jsoto@southeast.edu.

