

FALL 2022



COLLEGE OF BUSINESS ADMINISTRATION
EXECUTIVE AND PROFESSIONAL
DEVELOPMENT PROGRAM

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REGISTER



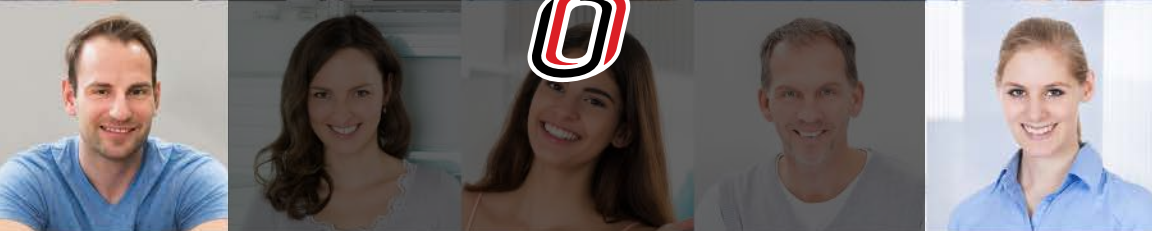
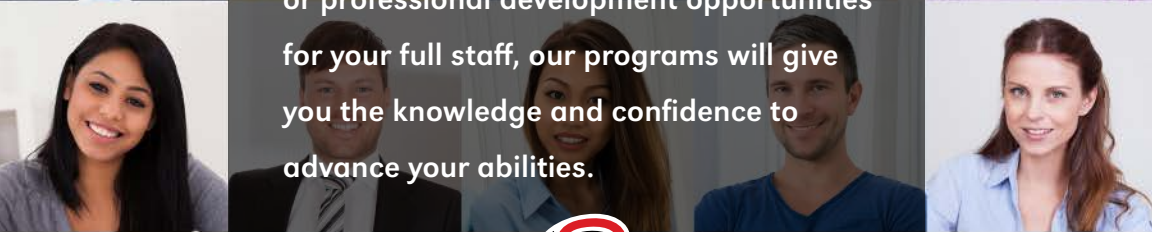
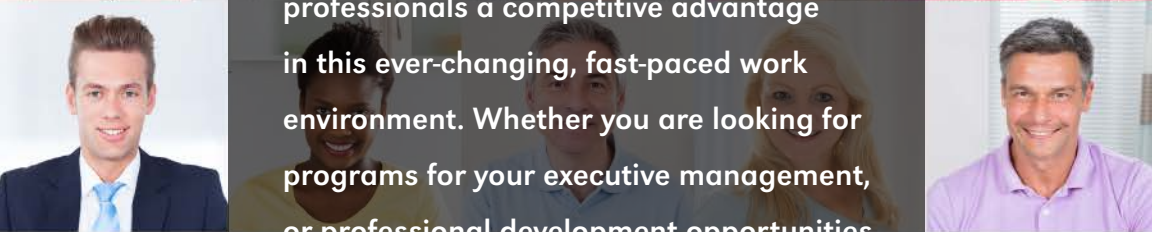
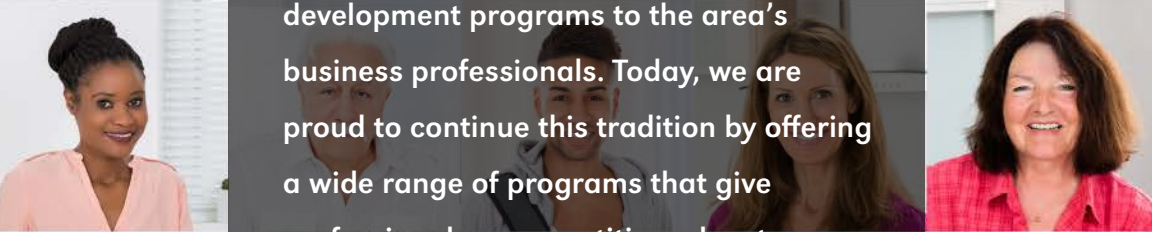
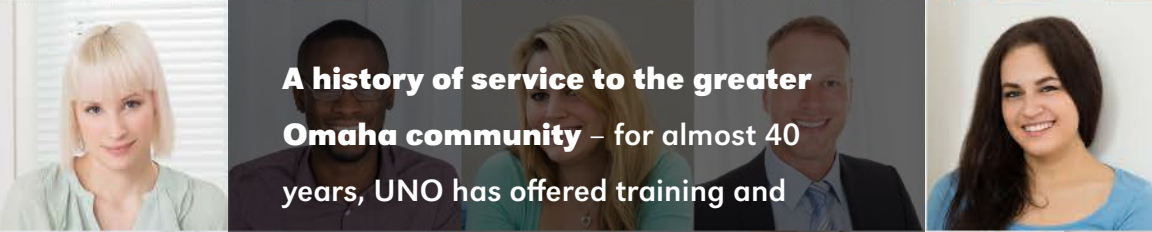
Call (402) 554-2448



Email: unoepdp@unomaha.edu



cba.unomaha.edu/epdp



A history of service to the greater Omaha community – for almost 40 years, UNO has offered training and development programs to the area’s business professionals. Today, we are proud to continue this tradition by offering a wide range of programs that give professionals a competitive advantage in this ever-changing, fast-paced work environment. Whether you are looking for programs for your executive management, or professional development opportunities for your full staff, our programs will give you the knowledge and confidence to advance your abilities.



MANAGER'S PICKS

Project Management Principles

This course introduces fundamental project management principles through discussion, presentation, and exercises. Learners will be exposed to a variety of project management methodologies with the opportunity to think through how each might apply to their project work. Tools that help a project manager to achieve their project goals are presented and practiced.

Dates: Sep 22 & 23

Time: 8:30 am – 4:30 pm

Course Fee: \$799

Strategies for Effective Team

Collaboration Collaboration is the discipline of leveraging the intelligence, experience, and motivation of a group to make better decisions and achieve a desired goal. You will learn the fundamental concepts, practices, and tools of effective collaboration. You will also be introduced to additional concepts associated with teams and team decision making, providing feedback, coaching and effective delegation and empowerment of team members.

Date: Nov 3

Time: 8:30 am – 12:00 noon

Course Fee: \$199

Impacts of Organizational Behavior

in Business You will understand the relationship between common performance measures and human behavior and learn alternative views on how to adapt to contexts where behavioral changes are required, both from employees and the managers who supervise their work.

Date: Nov 3

Time: 1:00 pm – 4:30 pm

Course Fee: \$199

Leading a Remote Team

Managing a fully or partially remote work team is new. Successfully engaging your team and maximizing their performance to achieve your business goals can be a challenge for any manager but can be especially difficult when you lead a remote team. In this course, you will learn the essentials of how to build and maintain a solid, high-performing team when some or all of you are not in the same location.

Date: Nov 15

Time: 8:30 am – 4:30 pm

Course Fee: \$399

Communicating Collaboratively

Communicating Collaboratively is a skill often missing in modern work teams. Yet, research shows that teams that do not just talk about collaboration but actually live it usually realize stronger results. Collaboration supports a shared purpose, provides value in the contributions and abilities of each team member, and when they speak frankly, they seek out and address conflict and they look for ways to improve the overall status quo.

Date: Nov 18

Time: 8:30 am – 4:30 pm

Course Fee: \$399

Accounting for Non-Accounting Managers

This workshop introduces you to the essential accounting skills any business professional needs to know. You will learn the language, tools, and techniques to become a more intelligent user of financial accounting reports and learn to better manage your projects.

Date: Dec 2

Time: 8:30 am – 4:30 pm

Course Fee: \$399

For more information, contact

Kim Harter at kkharter@unomaha.edu

or (402) 554-3451.

EMERGING LEADERS SERIES

These courses are designed for early leaders, supervisors and potential management candidates. You will learn the skills, tools, and habits of successful leaders. *Attend all seven courses and receive an Emerging Leaders Certificate, \$1,199.*

Foundations of Management

Building your skills and interpersonal understanding not only benefits direct reports, but also strengthens the organization. In this course, you will learn the differences between leadership and management and how in leadership, it is your behavior that makes you successful.

Date: Sep 13

Time: 8:30 am – 12 noon

Course Fee: \$199

Managing Difficult Conversations

Being able to manage difficult conversations effectively is an essential business skill for anyone, especially leaders. Disagreements, conflicts, difficult situations don't go away, they tend to fester unless they are dealt with in an appropriate way. In this class, you will learn valuable techniques and strategies that will make it easier to handle difficult conversations successfully.

Date: Sep 27

Time: 8:30 am – 12 noon

Course Fee: \$199

Transitioning To Supervision

As you move into a supervisory or management position, you are facing one of the most challenging leadership experiences. As a leader, you must now add to the task of being an individual contributor, the responsibility of directing, motivating and coaching others. During this session you will explore issues facing supervisors who must now get work done through others, including former peers.

Date: Oct 11

Time: 8:30 am – 12 noon

Course Fee: \$199

Work Smarter, Not Harder

As you attempt to maximize your productivity, make a conscious effort towards planning and scheduling activities of the day into periods. This effort and the result is referred to as time management. Through effective time management you will increase the probability of getting priority tasks done and completed.

Date: Oct 25

Time: 8:30 am – 12 noon

Course Fee: \$199

Managing Teams Effectively

This course will focus on equipping those who lead teams with the knowledge and tools necessary to manage group dynamics, coach team members to encourage peak performance, communicate effectively with your team and company stakeholders.

Date: Nov 8

Time: 8:30 am – 12 noon

Course Fee: \$199

Managing Employee Behavior

Based on the book, *People Styles at Work*, this course will give you a deeper understanding of behaviors associated with different work styles for better communication and a foundation for effective leadership practices.

Date: Nov 29

Time: 8:30 am – 12 noon

Course Fee: \$199

Changing Conflict Into Collaboration

Conflict is natural in the workplace and is as much a part of working with others as communication. Handled appropriately, your conflict can lead to positive, cooperative situations.

Date: Dec 13

Time: 8:30 am – 12 noon

Course Fee: \$199

MINI MBA CERTIFICATE

Take your leadership to a new level with this comprehensive, application-based program from expert faculty at the University of Nebraska at Omaha College of Business Administration. This certificate is a mini-MBA, designed for the working leader of today who wants to gain cutting edge business knowledge and marketable skills. You will gain skills in strategy, finance, marketing, and leadership. Certificate fee: \$1,999

Leader Thinking Skills – Through discussion and exercises, this session focuses on leader cognition and the implications for leading effectively.

Date: Oct 6
Time: 8:30 am – 12 noon
Course Fee: \$249

Dealing with Complexity, Ambiguity and Rapid Change – To better deal with complexity, rapid change, and ambiguity, you will learn techniques and tools including Idea to Reflection, Unpacking an Experience, Mind Mapping, Reframing and Reflection Practice.

Date: Oct 6
Time: 1:00 pm – 4:30 pm
Course Fee: \$249

The Economics of Strategic Pricing – You will be encouraged to “Think Like an Economist” while learning about trade and comparative advantage, market demand curve, market supply curve and market equilibrium.

Date: Oct 13
Time: 8:30 am – 12 noon
Course Fee: \$249

Strategic Marketing Management – You will understand marketing’s role; learn the process of relationship building within and outside the organization; develop insights about segmentation, target market selection and positioning strategies and understand how to develop action-oriented marketing mix strategies.

Date: Oct 13
Time: 1:00 pm – 4:30 pm
Course Fee: \$249

Strategic Leadership and Growth – Strategic growth requires understanding of who you are, what you have and where you want to go. Discussions and exercises around strategy allow you to understand what it is, why organizations need it, how to grow strategically and identify avenues for growth.

Date: Oct 20
Time: 8:30 am – 12:00 noon
Course Fee: \$249

The Power of Human Capital: This session will allow participants to maximize the contribution of the organization’s human resources by learning to hire well, train & coach for optimum performance, and address behavior and performance issues.

Date: Oct 20
Time: 1:00 pm – 4:30 pm
Course Fee: \$249

Managerial Accounting for Decision Making – You will gain an understanding of the role of a management accountant in an organization, the influence of managerial accounting in strategy development, data analytics and performance evaluation, and cost behavior. You will also conduct a cost-volume-profit analysis.

Date: Oct 27
Time: 8:30 am – 12 noon
Course Fee: \$249

CERTIFICATES

Finance for the Executive: You will be introduced to topics specific to financial management. Emphasis is given to major functions of financial management as they pertain to valuation, risk and risk-return trade-off, financial analysis and planning, and capital budgeting.

Date: Oct 27

Time: 1:00 pm – 4:30 pm

Course Fee: \$249

Strategies for Effective Team

Collaboration – Collaboration is the discipline of leveraging the intelligence, experience, and motivation of a group to make better decisions and achieve a desired goal. You will learn the fundamental concepts, practices, and tools of effective collaboration. You will also be introduced to additional concepts associated with teams and team decision making, providing feedback, coaching and effective delegation and empowerment of team members.

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Time: 8:30 am – 12:00 noon

Course Fee: \$249

Impacts of Organizational Behavior in Business – You will understand the relationship between common performance measures and human behavior and learn alternative views on how to adapt to contexts where behavioral changes are required, both from employees and the managers who supervise their work.

Date: Nov 3

Time: 1:00 pm – 4:30 pm

Course Fee: \$249



STRATEGIC PROJECT MANAGEMENT CERTIFICATE

As a strategic project manager, you will collaborate with other managers, such as finance, IT, and HR managers to execute projects. You will also analyze the project to ensure that the work aligns with the strategic goals of your organization. Earn PDU's in technical, leadership and strategic business management to maintain your PMP certification. This is a blended certificate. Certificate fee: \$2,499

Core Principles

You will learn business analysis and its principles, practices, roles, and responsibilities. Whether you are a new business analyst or experienced, you will benefit from creating an actual feasibility study and examining a current business case.

Dates: Sep 8 & 9
Time: 8:30 am – 4:30 pm
Course Fee: \$799

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Managing Real World Projects

This six-module course presents a stream-lined approach to project management based on the best practices of experienced, effective project managers. It focuses on the key principles, tools, and techniques of managing projects in the real world.

Online

Principles of Scrum

This course outlines the fundamental theories and principles of Scrum frameworks, including the underlying philosophy and essential tools practitioners need to adapt to an Agile way of working. Implemented properly, these techniques can produce extraordinary results for stakeholders and customers.

Online

Integrating Agile into a Waterfall Environment

This course is designed to help Agile practitioners recognize and resolve many of the common issues that emerge when Agile concepts are introduced into Waterfall organizations. The course begins with video segments from seasoned Agile trainers and practitioners who provide tips and best practices for addressing integration obstacles. Waterfall practitioners work to resolve differences in the ways that they see and execute tasks. As you evaluate these case studies, you will learn to deconstruct and diagnose any underlying problems that need to be resolved. While you work to decode and correct these issues, you will begin to recognize the common pitfalls that can happen as project teams collaborate and interact.

Online

PROJECT MANAGEMENT CERTIFICATE

Learn practical skills and knowledge that you can use immediately in your career. This certificate will provide learners with an essential benchmark of your project management knowledge and the technical and organizational skills to help you advance in your career. All project management courses are PMBOK aligned to fill PMI (Project Management Institute) certification requirements. All classes have been updated to PMBOK 6th edition. Certificate fee: \$2,499

Project Management Principles

This course introduces the fundamental project management principles through discussion, presentation, and exercises. Learners will be exposed to a variety of project management methodologies with the opportunity to think through how each might apply to their project work. Tools that help a project manager to achieve their project goals are presented and practiced.

Dates: Sep 22 & 23
Time: 8:30 am – 4:30 pm
Course Fee: \$799

Requirements Elicitation

In this class, you will learn various methods of gathering requirements, such as prototyping and reverse engineering. You will practice correctly writing requirements. If your requirements are communicated accurately, everyone prospers!

Dates: Oct 20 & 21
Time: 8:30 am – 4:30 pm
Course Fee: \$799

Communicating Collaboratively

Communicating Collaboratively is a skill often missing in modern work teams. Yet, research shows that teams that do not just talk about collaboration but actually live it usually realize stronger results. Collaboration supports a shared purpose, provides value in the contributions and abilities of each team member, and when they speak frankly, they seek out and address conflict and they look for ways to improve the overall status quo.

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Date: Dec 2
Time: 8:30 am – 4:30 pm
Course Fee: \$399

Introduction to Agile

This course explores the methodologies and practices of Agile development and explains the key concepts and principles that form the foundation of Agile project management. Online

Choose any full day or two half day courses listed in this catalog to complete this certificate.

Address needs affecting your entire organization, group, or department – let us help you design a custom class or certificate for your organization.

BUSINESS ANALYSIS CERTIFICATE

Successful business analysts have the skills to work with data, an understanding of business and the ability to communicate information to people in all areas of your organization. This certificate program will help you improve the overall flow of information in all situations.

Certificate fee: \$2,499

Core Principles

You will learn business analysis and its principles, practices, roles, and responsibilities. Whether you are a new business analyst or experienced, you will benefit from creating an actual feasibility study and examining a current business case.

Dates: Sep 8 & 9

Time: 8:30 am – 4:30 pm

Course Fee: \$799

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Course Fee: \$799

Process Mapping for Business Improvement

Learn the sequence and symbols commonly used to plan processes. You will proceed from mapping existing, organized processes toward planning the future state of processes. In teams, you will actually map several as-is processes and then proceed to mapping at least one future process.

Date: Dec 2

Time: 8:30 am – 4:30 pm

Course Fee: \$799

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Date: Nov 18

Time: 8:30 am – 4:30 pm

Course Fee: \$399

Introduction to Data Analysis

This course will introduce the different types of decisions made in an organizational setting, why quantitative analytics is important, and how data quality can affect decision making.

Online

LEAN CERTIFICATE

This hands-on practical series will give you the experience and confidence to implement Lean improvements in your production process.

Certificate fee: \$1,999

Principles of Lean

Lean methodology aims to deliver maximum value while minimizing waste. When implemented as a business philosophy, Lean drives sustainable improvements and results within an organization. Explore the foundations of Lean and its common tools.

Date: Sep 16

Time: 8:30 am – 4:30 pm

Course Fee: \$399

5S + Safety

Improve your facility efficiency through organization. 5S is a five-step methodology that will help reduce downtime and eliminate defects from your processes. When implemented correctly, 5S helps create and maintain an organized, safe, clean, and efficient workplace.

Date: Oct 7

Time: 8:30 am – 4:30 pm

Course Fee: \$399

Value Stream Mapping

Value Stream Mapping is a Lean manufacturing visualization tool for recording all the processes that are required to bring a product to market. An important goal of value stream mapping is to identify processes that do not provide value so they can be improved.

Dates: Oct 27 & 28

Time: 8:30 am – 4:30 pm

Course Fee: \$399

Cellular

Cellular manufacturing and work cells are the heart of Lean. In cellular manufacturing, workstations and equipment are arranged in a sequence that supports a smooth flow of materials and components with minimal transport or delay. Implementation of this Lean method is often the key to increasing production speed and flexibility, as well as reducing cost.

Date: Jan 13, 2023

Time: 8:30 am – 4:30 pm

Course Fee: \$399

Change Management for Lean Operations

This hands-on course will demonstrate how to analyze the interaction of people, materials, methods, and machines in a work process and develop the most effective combination of resources and time to reduce waste.

Date: Feb 3, 2023

Time: 8:30 am – 4:30 pm

Course Fee: \$399

SAFETY LEADERSHIP CERTIFICATE

The Safety Leadership Certificate from the University of Nebraska at Omaha and the National Safety Council Nebraska will help you develop your leadership mentality and give you the skills to succeed in your safety or HR role. You will learn how to demonstrate commitment and conviction towards improved decision making, risk reduction best practices, safety management systems and performance measurement. Certificate fee: \$2,499

This certificate will be offered in Spring 2023. Email Kim Harter, kkharter@unomaha.edu, to reserve your spot.

Safety Management Techniques

Learn a balanced approach to safety management by addressing administrative, technical, and cultural elements. You will discover methods that characterize safety leaders and problem solvers. Topics include: How and when to delegate safety authority, multi-year safety and health management plans, conducting safety audits, effectively working with a safety and health committee and budgeting for safety and health.

Communicating Collaboratively

Communicating Collaboratively is a skill often missing in modern work teams. Yet, research shows that teams that do not just talk about collaboration but actually live it usually realize stronger results. Collaboration supports a shared purpose, provides value in the contributions and abilities of each team member, and when they speak frankly, they seek out and address conflict and they look for ways to improve the overall status quo.

People Styles and Crucial Coaching

To achieve results, a leader must decide what is to be done, who is to do it and ensure that it is done. This requires skills in direction setting, talent alignment and the coaching of team members to perform their best.

You will also gain a deeper understanding of behaviors associated with different workstyles for better communication and a foundation for effective leadership practices.

Change Management and Conflict Management

Identify internal and external causes of change, the benefits of change and how to help yourself and your organization manage complex, rapid change. Learn the skills and tools necessary to boost productivity and morale, while reducing job stress during these times of rapid change.

You will also learn that while conflict is natural in the workplace and is as much a part of working with others as is maintaining a safe, comfortable environment, handled appropriately, your conflict can lead to positive, cooperative situations.

Strategic Thinking and Ethical Leadership

Success or failure is often determined on the drawing board. Learn how successful leaders constantly reassess their organizational environment and estimate how strategic changes made today will generate desired results tomorrow.

You will also examine what impacts your ability to act ethically in service delivery, vendor relations and public interactions.

We collaborate with you and our subject matter experts to design customized programs addressing your business challenges. Call us at (402) 554-2448.

EXAM PREP COURSES

PMP Exam Prep

Program Description

The PMP® certification is the world's leading project management certification. It boosts careers for project leaders across industries and helps organizations find the people they need to work smarter and perform better.

This course includes a review of PMI® definitions and terms, practice taking PMP® exam simulation and access to an online test bank, memory aids, games and activities that will help you retain significant PMP® exam terms.

Included in the cost of the course is a PMP Exam Prep Kit which includes:

- An online test bank and training modules that each student can use for 3 months. This test bank simulates the actual test. (Keep in mind, no test bank can ask you the actual questions.)
- A study book
- Quick Reference Guide
- A flashcard app

Upcoming course dates:

- Aug 11, 12, 18, 19
- Nov 3, 4, 10, 11
- Feb 2, 3, 9, 10, 2023

Course Times: 8am – 6pm

Course Fee: \$1,999

SHRM-CP SHRM-SCP EXAM PREP

Prepare yourself to achieve SHRM Certification which defines the standards of knowledge, strategies and competencies required for effective HR professionals. This course uses the SHRM Learning System, historically ranked the #1 HR certification prep tool.

With the SHRM Certification, you can prove to your employers, clients, and peers that you have the knowledge and skills needed to succeed as the demands on HR professionals continue to evolve. In fact, 92% of HR executives agreed in a recent survey that it will be important for HR professionals to be SHRM-certified in the future. Don't wait, register for this course today!

Course Dates: 12 Week Session, Sep 12 – Dec 13

This will be a blended synchronous/asynchronous course. Live sessions will occur Wednesday evenings, 6-9pm. Those who prefer to “self-learn” will follow the same schedule with weekly assignments and discussion topics.

Course Fee: \$1,699

“The SHRM Learning System is an outstanding certification prep program! The classroom discussions were always lively, and the opportunity to network with HR peers was wonderful. I highly recommend the SHRM Education Partner Program to anyone contemplating the certification exam. I am thrilled to be a SHRM-SCP, and I credit the course for my success.”

- SHRM Learning System Course Participant



INFORMATION

HOW TO REGISTER

Online: via the registration link on the course pages at cba.unomaha.edu/epdp

Email: unoepdp@unomaha.edu

Call: (402) 554-2448

COURSE PAYMENT

Full payment is due at the time of registration. If your company is paying for your registration and you would like an invoice, please call or email Kim Harter, (402) 554-3451, kkharter@unomaha.edu

COURSE FEES

Course fees subject to change. Group pricing available, contact us for more information.

COURSE DATES

Course dates subject to change. Please check website for current information.

COURSE LOCATION

Unless otherwise noted, all classes will be held at the University of Nebraska at Omaha, College of Business Administration, 6708 Pine Street, Omaha, NE 68182.

CANCELLATION POLICY

All withdrawal or deferral notifications must be sent in writing via email to unoepdp@unomaha.edu. Confirmed registrants who do not attend their course(s) are liable for the entire registration fee.

A full refund may only be obtained if notification is received at least 10 days prior to the program start date. Due to program preparation and administration costs, any withdrawals or deferrals received less than 10 days prior to the program start date are subject to penalty fees as described below:

- More than 10 days' notice: Full refund minus \$50.00 administration fee
- 10 to 3 days' notice: 50% Refund OR 100% deferral to next program
- Less than 2 days' notice: 0% Refund OR 100% deferral to next program

Deferrals: Participants may defer to a future program; transfers are valid only within one year of the original program start date. It is the responsibility of the participants to enroll in a course, at which time the balance will transfer. After one year, the balance is nonrefundable.

CONTACT US

Katie Martikainen
(402) 554-6262
kmartikainen@unomaha.edu

Lori McGaffin
(402) 554-2612
lmcgaffin@unomaha.edu

Kim Harter
(402) 554-3451
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OUR PROMISE

You may retake a course for any reason. There is no cost if you re-take within one year. Some restrictions apply.



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