

SPRING 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

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WELCOME

CBA's Executive and Professional Development Program One Stop for Non-Credit and Custom Programming

The College of Business Administration is working to meet the reskill and upskill needs of the existing workforce through a variety of custom and open-enrollment programs. In November 2020, senior CBA leaders made the decision to combine two critical programs in the college – CBA's Executive Education Program and Professional and Organizational Development housed in the Nebraska Business Development Center. The newly formed **Executive and Professional Development Program** emerged in January 2021, offering a wide range of non-credit certificates and custom programming for clients around the state.

Non-credit certificates and courses are currently being offered in a mix of formats – remote, in-person, and hybrid. Topics range from leadership, project management, and business analysis, to SHRM and PMP certification prep, to lean and data analytics. Consulting has also become a staple for the program, particularly in the areas of strategic planning and lean operations/manufacturing.

For more information on the Executive and Professional Development Program, please contact Kim Harter at kkharter@unomaha.edu or 402.554.3451.

EMERGING LEADERS SERIES

Register for all 7 courses for \$1,199

Foundations of Management

Building skills and understanding not only benefits direct reports, but also strengthens the organization as a whole. In this course, you will learn the differences between leadership and management and how in leadership, it's your behavior that is what will make you successful.

Mar 22 | 8:30 - 12

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.

Apr 5 | 8:30 - 12

Course Fee: \$199

Changing Conflict Into Collaboration

Conflict is natural in the workplace and is as much a part of working with others as is maintaining a safe, comfortable environment. Unresolved conflict negatively affects morale, motivation, communication, and productivity. Handled appropriately, your conflict can lead to positive, cooperative situations.

Apr 26 | 8:30 - 12

Course Fee: \$199

Transitioning To Management

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.

May 10 | 8:30 - 12

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.

May 24 | 8:30 - 12

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.

Jun 7 | 8:30 - 12

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.

Jun 21 | 8:30 - 12

Course Fee: \$199

**For more information, contact
Kim Harter at kkharter@unomaha.edu
or (402) 554-3451.**

EXECUTIVE LEADERSHIP

EXECUTIVE LEADERSHIP SERIES

Register for all 4 courses for \$1,399

Leading and Managing Change

Change is a constant in every organization. New technology, shifting client expectations, staff additions, layoffs, working remotely and increased competition are daily occurrences. You will learn to identify these causes of change and provide you the tools to support your team.

Mar 15 | 8:30 – 4:30

Course Fee: \$399

Ethical Leadership

A key component in being a professional is the commitment to act ethically in the execution of your professional duties. Ethical behavior provides protection from civil suits, from damage to reputation, and from loss of professional licensure. You will examine issues that impact an individual's ability to act ethically in your vendor & stakeholder relations and public interaction.

Jun 14 | 8:30 – 4:30

Course Fee: \$399

Strategic Leadership

In this course, you will learn characteristics of great leadership and identify the key elements of leadership, how they differ from management and how to make the transition. Also, by understanding the essentials of communication you will be able to influence others and determine how to engage and inspire colleagues and employees.

Apr 12 | 8:30 – 4:30

Course Fee: \$399

Mindful Leadership

Learn about tools that will improve your insight – gratitude, reframing, active listening, feedback and journaling. Your team will benefit if you learn to identify and control your biases and reduce your own stress level. You will see leadership in a new light!

May 17 | 8:30 – 4:30

Course Fee: \$399



SAFETY LEADERSHIP CERTIFICATE

Program Description

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

Course Dates:

Nine 1-Day sessions: Feb 18, Mar 4, Mar 18, Apr 1, Apr 22, May 6, May 20, Jun 3, Jun 17

Course Time:

8:30 – 4:30

Certificate Fee:

Register before Jan 16: \$2,299

After Jan 16: \$2,499



For more information, contact Kim Harter at kkharter@unomaha.edu or (402) 554-3451.





In the current job climate, there are changes that come at you in unexpected ways. Being able to adapt to the changes has become a must have skill. I was searching for opportunities where I could develop my soft skills and learn ways to become a better leader and mentor. I found a program at UNO that had an array of Leadership courses covering a wide variety of topics. I saw this as great opportunity to add tools and skills that would help me develop those areas, where I was lacking experience and confidence.

The instructors had so many different perspectives and real work experiences...it was very refreshing to discuss the scenarios that were realistic and even get new perspectives from other professionals. The quality of the courses, interactions, and materials just made me want to delve deeper into the subject matter. I was very interested in these topics, and the Team at UNO suggested I look at the Mini MBA program which mirrors their MBA subjects and content in concise shortened format. I was able to dig deeper into those leadership subjects but also gain more perspective in the different business areas I had previously not had much experience with Marketing, Finance, and HR. These courses also helped to solidify the use of the new soft skills I developed in the Leadership Certificate.

Because of my experience, I will continue to look to UNO for further learning opportunities and build the networks I have gained during my time in their programs!

C. J. Peterson
TG Lead Associate- Functional Application Support
Kiewit Corporation
Leadership Certificate, Mini MBA , completed Fall, 2021

MINI MBA CERTIFICATE

Program Description

Boost your business acumen with UNO's five-session Mini MBA Certificate program. Our Mini MBA is comprehensive and application-based, delivering essential business knowledge and skills that professionals can apply immediately to advance their careers and impact their companies. This professional development program is designed for experienced executives and high-potential individuals who want to gain cutting-edge business knowledge and marketable skills.

It's also ideal for middle managers, professionals with or without a business degree or those considering graduate school.

Learning Objectives

- Earn a non-credit certificate of completion and 3 continuing education units
- Learn how to apply key business topics to your own career through interactive classes
- Network with other Omaha-area professionals
- Meet professors experienced in their fields and skilled in coaching top-level executives

Topics Include:

- Leader Thinking Skills
- Dealing with Change
- Strategic Marketing
- Market Dynamics
- Strategic Growth
- Leveraging Human Capital
- Managerial Accounting
- Corporate Performance
- Team Collaboration
- Financial Management

Schedule Details:

- Thursdays
- March 31, April 7, 14, 21, 28
- 8:30am – 4:30pm

Certificate Fee:

Register before Feb 27: \$2,299

After Feb 27: \$2,499

Email: lmcgaffin@unomaha.edu or call Lori at (402) 554-2612 for more information.

"I really enjoyed the content and being able to relate it to my day-to-day interactions. The faculty were all excellent in their delivery, enthusiasm and overall depth of knowledge they delivered. It was all excellent."

- Fall 2021 program attendee

EXECUTIVE CERTIFICATE IN BUSINESS LEADERSHIP FOR HEALTH PROFESSIONALS

Program Description

The Certificate in Business Leadership for Health Professionals offers individuals working in a variety of healthcare settings and roles insight into the business principles that drive results that matter. Executive-level business and leadership principles are taught by faculty experts from the University of Nebraska Omaha College of Business Administration.

These principles are then amplified through the experiences of guest speakers who are working in and with healthcare organizations. They are leading academic researchers and experts with real-world healthcare experience. Each session incorporates engagement activities, discussions, and results-driven exercises that focus on developing a business edge for healthcare professionals.

Learning Objectives

- Learn business principles from a wide array of fields including strategy, leadership, data management, finance, quality control and collaboration
- Understand principles in the context of healthcare through examples, case studies and experience
- Apply the principles to real-life scenarios through activities and results-driven exercises

Topics Include:

- Strategy in Healthcare
- New Models of Leadership
- Data Management
- Organizational Change
- Capital Budgeting
- Teamwork and Collaboration

Schedule details:

- Tuesdays
- Feb 15, 22, Mar 1
- 8:30am – 4:30pm

Certificate Fee:

Register before Jan 8: \$1,299

After Jan 8: \$1,499

Email: lmcgaffin@unomaha.edu or call Lori at (402) 554-2612 for more information.

I loved the diversity of the faculty (content/ knowledge). I also really enjoyed having a guest expert after the lunch hour.””

- Fall 2021 program attendee

PROJECT MANAGEMENT CERTIFICATE

Program Description

This certificate will help you demonstrate your commitment and leadership and give you the skills and knowledge to manage projects effectively. You will learn how to plan and manage a budget, build an effective project management team, execute and assess project work and gather and write requirements.

Courses: This certificate includes both classroom and online courses.

- Project Management Principles (classroom)
- Requirements Elicitation (classroom)
- Building Teams (classroom)
- Introduction to Agile (online)
- Principles of Scrum (online)

Certificate Fee: \$2,499

Program begins February 17, email: kkharter@unomaha.edu or call Kim at (402)554-3451 for more details.



STRATEGIC PROJECT MANAGEMENT CERTIFICATE

Program Description

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 make sure 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.

Courses: This certificate includes both classroom and online courses.

- Core Principles (classroom)
- Effectively Managing Project Stakeholders (online)
- Emotional Intelligence for Project Managers (online)
- Managing Real World Projects (online)
- Strategic Leadership Series
 - Leading and Managing Change
 - Ethical Leadership
 - Strategic Leadership
 - Mindful Leadership

Certificate Fee: \$2,499

Program begins March 17, email: kkharter@unomaha.edu or call Kim at (402)554-3451 for more details.



BUSINESS ANALYSIS CERTIFICATE

Program Description

This certificate is ideal for anyone involved in analyzing and problem solving. You will increase your knowledge and skills to work with data, understand business principles and the ability to communicate information to people in various parts of the organization.

Courses: This certificate includes both classroom and online courses.

- Core Principles for Business Analysis (classroom)
- Project Management Principles (classroom)
- Process Mapping for Business Improvement (classroom)
- Requirements Elicitation (classroom)
- Time Management (online)
- Effective Business Writing (online)
- Communicating Collaboratively (online)

Certificate Fee: \$2,499

Program begins Mar 17, email: kkharter@unomaha.edu or call Kim at (402)554-3451 for more details.



LEAN CERTIFICATE

Program Description

Accelerate your Lean progress with this implementation-focused program and demonstrate your lean knowledge. Through case studies, exercises, and on-site simulation, you will learn how to enhance productivity, improve your work environment, and increase customer satisfaction. This certificate will give you, a core group, or a team from your facility the experience and confidence to implement Lean improvements in your production processes.

Courses:

- Principles of Lean
- 5S + Safety
- Value Stream Mapping
- Setup Reduction
- Cellular
- Change Management

Certificate Fee: \$1,999

Program begins March 4, email: kkharter@unomaha.edu or call Kim at (402)554-3451 for more details.



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

Dates: Apr 21, 22, 28, 29

Time: 8am – 6pm

Course Fee:

Register now through Feb 27: \$1,899

After Feb 28: \$1,999

Visit cba.unomaha.edu/epdp for additional dates

Upcoming course dates:

Aug 11, 12, 18, 19

Nov 3, 4, 11 & 12

SHRM-CP SHRM-SCP EXAM PREP

Program Description

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.

Course Dates: 12-week session begins: Feb 28

This course will be a synchronous zoom course Wednesday evenings, from 6-9pm

Course Fee:

Register now through Jan 7: \$1,599

After Jan 7: \$1,699



INFORMATION

HOW DO I REGISTER

Registration online via the register 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.

PAYMENT ASSISTANCE

Executive and Professional Development Programs are non-credit, therefore are not eligible for traditional forms of financial aid. Occasionally scholarships are available to help with registration fees.

Consult your company's HR department or your manager/supervisor to see if there are company funds available for professional development.

COURSE LOCATION

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

COURSE DATES

Course dates are subject to change, check our website for updates to schedule.

CONTACT US

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kkharter@unomaha.edu

OUR PROMISE

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

**NEW! EXECUTIVE CERTIFICATE IN BUSINESS LEADERSHIP
FOR HEALTH PROFESSIONALS**



Elevate your position as a trusted leader in your healthcare role. You will develop a strong understanding of organizational communication, data and business methods as you learn to apply them in leadership roles within your field.

See page 9 for more information.

**Call Lori to reserve seats for your organization.
(402) 554-2612**