

PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

REAL. PRACTICAL. TRAINING.

SUMMER 2018



COLLEGE OF BUSINESS
ADMINISTRATION

nbdc[®]
NEBRASKA BUSINESS
DEVELOPMENT CENTER

HOW TO REGISTER

ONLINE
EMAIL

nbdc.unomaha.edu/training
unonbdcREGISTER@unomaha.edu

To secure your place, include YOUR NAME, DATES and TITLE of workshop in body of email

Calendar

JUNE

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- 1 EQ Essentials
- 1 Communicating to Multiple Intelligences
- 5 Crucial Coaching Conversations
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- 7 Microsoft Project
- 7 Requirements Elicitation
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- 10 Running Productive Meetings
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- 23 Core Principles for BA

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- 20 Communicating Projects Visually
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- 25 Strategic Thinking
- 25 Succession Planning
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- All classes are held at the UNO College of Business, Mammel Hall, 6708 Pine Street unless otherwise noted.

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NBDC Services

- Financial projections, planning and loan packaging
- Export consulting, market research and analysis
- Technology commercialization consulting
- Government sales consulting
- Business valuation and transition planning
- Project management and leadership training
- Process improvement and sustainability training
- Organizational development consulting and customized training
- For more information, nbdc.unomaha.edu



LEADERSHIP BOOT CAMP

In a leadership role you must be able to successfully interact with a group to achieve desired outcomes in any circumstances. Focus on the management skills and knowledge you need to maximize your influence with your teams.

KEY TAKEAWAYS

- **Use tools for energizing and engaging to improve performance**
- **Lead multi-cultural and multi-generational teams to increase productivity**
- **Maximize your influence by using improved negotiation skills and techniques**
- **Resolve conflicts and discipline openly and fairly**

WORKSHOPS

- **Leadership 101**
- **Leveraging Your Team**
- **Developing High Performance People**
- **Managing Conflict**

TWO DAYS
NOV 8, 9
\$599

NEED TO KNOW

- PMI certificate holders earn 14 PDUs
- Fulfills a requirement of the Certificate in Leadership
- Materials and complimentary lunch included
- \$599 per person. Save 10% on groups of four or more

FACILITATORS

Beth Giesbrecht, PMP, COI; Ralph Lassiter, CQM, CPT, SPHR; Ann Gillaspie, MA, PHR; Michael Harsh, MA, LPC



ADVANCED LEADERSHIP BOOT CAMP

Develop the skills of an advanced leader who fosters resilience and emotionally intelligent behaviors across the organization. Build on skills and knowledge learned in the Boot Camp to take your leadership to the ***next level!***

KEY TAKEAWAYS

- Enhance your ability to minimize negative effects of change on morale, processes and productivity
- Improve your skills in applying planning concepts to current and future roles and responsibilities
- Learn to evaluate the fundamental questions of strategy
- Focus on identifying and supporting the goals and needs of others across the organization

WORKSHOPS

- Strategic Thinking
- Leading Change
- EQ Essentials for Leadership Success
- Innovation for Managers and Leaders

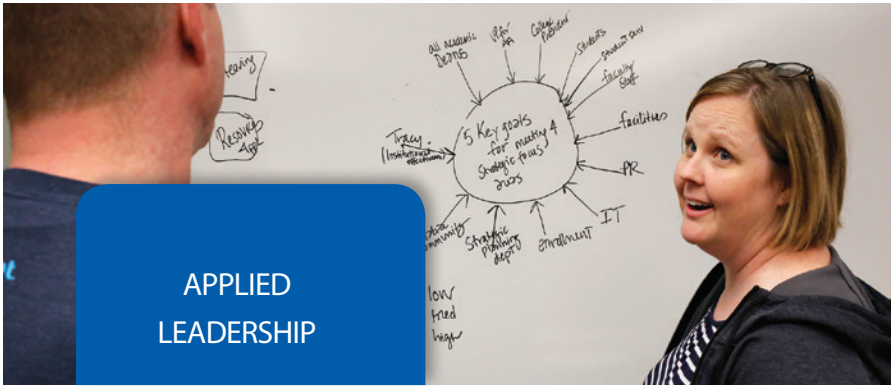
NEED TO KNOW

- PMI certificate holders earn 14 PDUs
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- \$599 per person
- Save 10% on groups of four or more

TWO DAYS
AUG 9, 10
\$599

FACILITATORS

Ralph Lassiter, CQM, CPT, SPHR; Pamela Sumner, MS; Larry Deaver, MS; Michael Perdunn



APPLIED LEADERSHIP

Building Personal Resiliency

HALF DAY
AUG 8
8:30–12

People who are good at coping with challenges and setbacks usually have one thing in common—resiliency. Increase your resiliency by learning how to build positive relationships with supervisors, coworkers and team members; create higher levels of engagement and productivity and reduce conflict and disruption.

Fee: \$125. Facilitator: Ann Gillaspie, MA, PHR

Communicating to Multiple Intelligences

HALF DAY
SEP 11
8:30–12

Throw out the notion that everyone in your organization thinks alike. Instead, encourage your employees to tap into their unique abilities. Learn how to foster innovation, creativity and teamwork for growth and a positive culture.

Objectives:

- Learn how society has defined intelligence in the past.
- Learn the seven multiple intelligences and preferred communication and learning styles of each.
- Learn how to engage with each intelligence type.

Fee \$125. Kim Wiseman, PhD

Crucial Coaching Conversations

HALF DAY
JUN 5, 8:30–12
OCT 23, 1–4:30

A leader's effectiveness is measured by results achieved. A leader must decide what is to be done, who is to do it and ensure that it is accomplished — all requiring crucial conversations and skills in direction setting, talent alignment and the coaching of team members to perform their best.

Objectives:

- Learn how to communicate performance expectations.
- Discover ways to reinforce positive performance.
- Recognize and resolve performance issues.

Fee: \$125. Facilitator: Ralph Lassiter, CQM, CPT, SPHR

Don't Manage Millennials, Lead Them

ONE DAY
JUN 6
OCT 9
8:30–4:30

Today, there is a war in the business world in which organizations fight to acquire and hold on to talent. Millennials are changing the battlefield. Learn to understand who they are, what they want and how to better lead them. Evaluate new employment trends and explore solutions for engaging and inspiring this generation.

Fee: \$249. Facilitator: Philipe Bruce, BS

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HALF DAY
DEC 14
8:30-12

EQ Essentials for Leadership Success

Emotional Intelligence (EQ) will allow us to accurately read and recognize our own emotions, impulses and thought processes and those of others. Learn how to demonstrate strong self-awareness and self-management, how to thoughtfully frame messages for the audience you are speaking to and to practice self-control under stress.

Objectives:

- Demonstrate empathy and learn to build common goals.
- Through active listening, connect people and groups.
- Gain optimism in the face of adversity and challenges.

Fee: \$125. Facilitator: Pam Sumner, MS

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HALF DAY
OCT 4
8:30-12

NEW Influencing without Formal Power

Are you in a position where you have the responsibility to get tasks done but not the official power to command? You need to develop your influence muscle!

Objectives:

- Understand the different bases of power.
- Learn the conversations that get things done.
- Analyze and plan for different stakeholder interactions.

Fee: \$125. Facilitator: Beth Giesbrecht, BS, PMP

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ONE DAY
JUN 26
DEC 11
8:30-4:30

Innovation for Managers and Leaders

One of the most productive ways for an organization to maintain an edge is to consistently focus on innovation. Lead your team to breakthrough results by understanding the various types of innovation possible. Learn about time and resource challenges, existing and new markets, and consumer/business partnerships.

Objectives:

- Evaluate fundamental aspects and questions of strategy.
- Differentiate negative from productive tension.
- Understand why planning is important to innovation.

Fee: \$249. Facilitator: Larry Deaver, MS

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ONE DAY
NOV 6
8:30-4:30

Leading Through Teams

Empower others to reach their goals, collaborate on decisions, and have fun doing it. From actual case studies and exercises, you will learn and practice techniques to encourage collaboration in your organization. You will leave the class with a plan of action for applying your leadership lessons the very next day.

Objectives:

- Demonstrate the collaborative leadership style.
- Consider how to lead people through change.
- Explore the role of conflict in teams and collaboration.
- Begin a personal action plan and a team action plan.

Fee: \$249. Facilitator: Beth Giesbrecht, BS, PMP

Learning Leadership Agility

Smart leaders recognize that in today's world of rapid change, agility is required to deliver results. You will compare and contrast agile leadership with more traditional leadership styles and learn how to make the mindset changes needed for agile to be successful.

Objectives:

- Contrast agile leadership to traditional models.
- Learn the values of competence, capacity and confidence.
- Understand competencies needed to change to agile.
- Practice new skills needed to become an agile leader.

Fee: \$249. Facilitator: Beth Giesbrecht, BS, PMP

ONE DAY
DEC 6
8:30–4:30

Prioritize or Agonize

Overwhelmed by a "to-do" list that is pages long and growing? Learn time management skills that will help you organize and complete your daily tasks. You will take away workable ideas on how to better manage your responsibilities so that—rather than yesterday's unfinished business—you can start each day on something new!

Fee: \$125. Facilitator: Beth Giesbrecht, BS, PMP

HALF DAY
JULY 10
NOV 13
8:30–12

Running Productive Meetings

There are good meetings and bad meetings. Bad meetings are wasteful and lower morale. Good meetings leave your team energized and excited. You will learn how to organize and run effective meetings that increase productivity through improved collaboration, communication and consensus.

Fee: \$125. Facilitator: Beth Giesbrecht, BS, PMP

HALF DAY
JULY 10
NOV 13
1–4:30

Servant Leadership

Learn how to empower your teams to reach goals, collaborate on decisions, and have fun doing it. You will learn the tenets of servant leadership through real-world case studies and exercises and take away a plan to immediately apply your new knowledge in the workplace.

Learning Objectives

- Understand the basics and behaviors of servant leadership
- Take away a personal action plan for becoming a servant leader in the workplace

Fee: \$125. Facilitator: Beth Giesbrecht, BS, PMP

HALF DAY
OCT 18
8:30–12

Strategic Interviewing

Explore a powerful tool that enables you to quickly identify the Emotional Intelligence skills that are most important for each job. You will learn how to make better hires by revealing truths about a candidate's experience and identify "red flags" during the interview process.

Fee: \$125; Facilitator Pam Sumner, MS

HALF DAY
OCT 12
1–4:30

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HALF DAY
SEP 25
8:30–12

Strategic Thinking

Success or failure is often determined on the drawing board. Strategic planning is a critical component of good management and governance. Learn how successful leaders constantly reassess their organizational environment and estimate how strategic changes made today will generate desired results tomorrow.

Fee: \$125; Facilitator: Ralph Lassiter, CQM, CPT, SPHR

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HALF DAY
SEP 25
1–4:30

Succession Planning: Developing Your Bench Strength

Succession planning is not only about determining who will lead your organization into the future. It's about identifying which key positions (not just leadership positions) are at risk and then developing pools of talent. Companies must have an organization-wide succession plan and build a pipeline of key talent across all functions, departments and locations.

Fee: \$125. Facilitator: Cameron Lind, MS

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ONE DAY
NOV 30
8:30–4:30

Sustainable Practices

Learn how organizations integrate social and environmental goals and responsibilities across the supply chain while seeking to improve financial performance. You will learn about the opportunities and innovations related to sustainability as well as a process for implementation within your operations.

Fee: \$299. Facilitator: Jean Waters, MS, SFP

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ONE DAY
NOV 1
8:30–4:30

Transitioning to Supervision

Make the change from working alongside co-workers to supervising them without creating resentment. Learn how to motivate as well as discipline openly and fairly.

Fee: \$249. Facilitator: Ralph Lassiter, CQM, CPT, SPHR

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HALF DAY
OCT 23
8:30–12

Working with Difficult People

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

Fee: \$125. Facilitator: Ralph Lassiter, CQM, CPT, SPHR

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HALF DAY
OCT 17
8:30–12

Understanding Generational Differences

Learn how to build stronger cross-generational teams by recognizing the special characteristics of age groups. Identify the four generations in today's workforce and how their different life experiences affect communication styles.

Objectives:

- Learn to manage and work with generational differences.
- Understand the potential problems when people from different generations fail to communicate effectively.
- Learn effective cross-generational management techniques.

Fee: \$125. Facilitator: Ann Gillaspie, MA, PHR



Demonstrate commitment to professional growth and a mastery of the skills required in your field.

A comprehensive interactive curriculum strengthens the practical skills of managers and provides an opportunity to practice team building, communication and organizing techniques that can be immediately applied in the workplace.

CURRICULUM

Successful Project Management (2 days)	June 20-21 or Aug 9-10
Prioritize or Agonize (1/2 day)	July 10
Running Productive Meetings (1/2 day)	July 10
Building Personal Resiliency (½ day)	August 8
HR Laws for Supervisors and Managers (½ day)	September 25
Transitioning to Supervision (1 day; optional for new managers or any one-day leadership course)	November 1
Leadership Boot Camp (2 days)	November 8-9
Building 4-Dimensional Teams (2 days)	November 15-16

FACILITATORS

Beth Giesbrecht, PMP, COI; Ralph Lassiter, Ed.D, SPHR; Ann Gillaspie, MA, PHR; Michael Harsh, MA, LPC

FEES AND REGISTRATION

Fee: \$1,990, includes all required workshops. Class size is limited so register early to reserve your place.

REGISTER TODAY!

Contact Kim Harter (402) 554-4095 | kkharter@unomaha.edu



Create a planned and systematic change effort to become a more vital and sustainable organization.

- **Improve organizational effectiveness through strategic planning and aligning functional structures.**
- **Create a collaborative, innovative environment with reward systems to improve overall operations.**
- **Identify strengths and opportunities where improvement is needed.**
- **Support employees through a system of feedback and individual development emphasis.**

When training is not the solution

We can create a plan that delivers measurable results. From an in-depth consultation with your key personnel, NBDC will develop objectives and create a customized approach to address the needs and goals of your organization. NBDC can help you initiate and complete the following strategies:

- | | |
|--------------------------|-----------------------------|
| • Competitiveness Review | • Training Needs Assessment |
| • Market Research | • Coaching and Mentoring |
| • Focus Group | • Improve Processes |
| • Cultural Assessment | • Leadership Development |

The Bottom Line

“The bottom line is, when people are crystal clear about the most important priorities of the organization and team they work with and prioritized their work around those top priorities, not only are they many times more productive, they discover they have the time they need to have a whole life.” Stephen Covey

A STRATEGIC APPROACH

1 Define the Need

- Consult and Question
- Determine Performance Gaps
- Explore Organizational Culture

2 Recommend a Solution

- Align with Strategic Direction
- Highly Customized
- High Probability of Success
- Cultural Fit

3 Manage the Delivery

- Plan and Administer Delivery
- Provide Tailored Materials
- Ensure Directions are Met
- Evaluate

We can help you at each step.

NBDC ORGANIZATIONAL DEVELOPMENT PROFESSIONALS



Harold Sargus, MBA, SPHR, SHRM-SCP, client services manager for the NBDC professional and organizational development program, has over 25 years of human resource, OD and sales experience and has served as lead HR professional within a variety of organizations.

CONTACT (402) 554-4088 or hsargus@unomaha.edu

Laurie Matthews, BS, account representative for the NBDC professional and organizational development program, has a successful professional background in talent development, coaching and employee relations.

CONTACT (402) 554-6250 or lamatthews@unomaha.edu

Renee Held, BS, NIST MEP Lean Certified, Lean consultant, has 25+ years experience in business, management and in effectively implementing Lean techniques within manufacturing processes.

CONTACT (402) 960-9843 or rheld@unomaha.edu

Email or Call us
FOR MORE INFO

or visit nbdc.unomaha.edu/OD



BUSINESS ANALYSIS PROJECT MANAGEMENT

Agile Principles and Practices

ONE DAY
OCT 11
8:30–4:30

Get an overview of agile models Scrum, Kanban, and Lean (including Lean Software Development). Understand the problems associated with adoption of any new practice and receive practical tips on applying one or more agile models at your company. Learn about effective habits of high-touch, low tech management, about information radiators and about feedback offered early and often.

Fee: \$299. Facilitator: Garry Flemings, PMP (ret.), PSEM, CSM

Building 4-Dimensional Teams

TWO DAYS
NOV 15–16
8:30–4:30

Learn how to assess team members to take advantage of their naturally strongest dimension. You will discover how to improve the eight behaviors to create a well-balanced 4-D team. The methodology is based on the NASA 4-D process used for the Space Shuttle, space telescopes, robots on Mars and the mission back to the moon.

Fee: \$599. Facilitator: Beth Giesbrecht, BS, PMP

Core Principles for Business Analysis

TWO DAYS
AUG 23–24
8:30–4:30

Learn business analysis, BA 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. Exercises will keep you engaged and encourage you to share personal experiences.

Fee: \$599. Facilitator: Pam Soderholm, MS, PMP

Communicating with Project Stakeholders

ONE DAY
SEP 21
8:30–4:30

Understand the importance of stakeholder management for project success as well as the ethical issues involved. You will complete the class with a plan on how to communicate information and get the kind of feedback you need to be effective in delivering a project.

Fee: \$299. Facilitator: Beth Giesbrecht, BS, PMP

Communicating Projects Visually

Almost every study reveals that communication issues turn out to be project managers' number one problem and consume 90% of their time. Beginning project managers issue status reports, good project managers create a short plan. Great project managers do both as well as communicate to all stakeholders.

Fee: \$299. Facilitator: Beth Giesbrecht, BS, PMP

ONE DAY
SEP 20
8:30–4:30

Learning Leadership Agility

In today's world of rapid change, leadership agility is required to deliver business results. You will compare and contrast the agile leader with more traditional leadership styles. You will learn the mindset, values and competencies important in agile leadership and practice skills needed to enact a sustainable agile environment.

Objectives:

- Understand how agile leadership varies from traditional models by working through a leadership simulation.
- Use case studies to work through the values of competence, capacity and confidence.
- Consider new competencies needed to make the agile transformation.
- Practice new skills to become an agile leader.

Fee: \$299. Facilitator: Beth Giesbrecht, BS, PMP

ONE DAY
DEC 6
8:30–4:30

Project Management Principles

Have you ever been both delighted and overwhelmed by the variety of approaches, tools, methodologies and practices that can be used in managing different types of projects? Learn the principles that apply to all types of projects and how to tailor them to address the needs of small projects.

Fee: \$599. Facilitator: Pam Soderholm, MS, PMP

TWO DAYS
OCT 18–19
8:30–4:30

DEFINE YOURSELF as a problem solver

Earn a Certificate in Project Management

- Pursue advancement
- Explore opportunities
- Update skills
- Promote yourself
- Earn PMI credentials

NBDC certificates are flexible and affordable. Learn more on page 16.



Microsoft Project 2016

TWO DAYS
OCT 25–26
8:30–4:30

Develop a project schedule, assign task dependencies, resources and create leads and lags. Learn to use and customize views, tables, filters, sorts and reports to display your data the way you desire. You can track projects by establishing baselines and assigning costs to resources and tasks. Learn the new features of manual scheduling, inactive tasks and time line view.

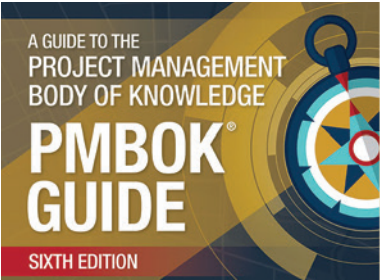
Fee: \$599. Facilitator: Beth Giesbrecht, BS, PMP

Prioritize or Agonize

HALF DAY
JUL 10
NOV 13
8:30–12

Are you feeling overwhelmed by a “to-do” list that is pages long and growing? Learn skills of time management that will help you organize and complete your daily tasks. You will take away workable ideas on how to better manage your responsibilities so that—rather than yesterday’s unfinished business—you can start each day anew !

Fee: \$125. Facilitator: Beth Giesbrecht, BS, PMP



PMP Exam Prep

- Aligns with PMBOK 6th Edition
- Fulfills all contact hours for PMP exam

FOUR DAYS
NOV 1–2, 8–9
8:00–6

**CALL (402) 554-4095 FOR
INFORMATION ABOUT
CAPM EXAM PREP.**

This accelerated instructor-led course fulfills all contact hours required for the PMP Exam and will give you the resources and confidence to pass the test. You will receive a review book and a three-month subscription to online resources, CDs, flashcards, and the PMBOK Guide® 6th Edition. An exam simulation will recreate an actual exam and includes a walk-through of the application process. An introductory class such as *Successful Project Management* or *Project Management for IT* is highly recommended before taking this course.

Fee: \$1,699. Facilitator: Pam Soderholm, MS, PMP

Process Mapping for Business Improvement

ONE DAY
OCT 16
8:30–4:30

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.

Fee: \$299. Facilitator: Beth Giesbrecht, BS, PMP

**All project management classes have been updated to PMBOK 6th Edition
All business analysis courses have been updated to the current BABOK guide.**

Requirements Elicitation Methods and Models

If the requirements are not correct, your project is doomed. In this class, you will learn various methods of gathering requirements, such as prototyping and reverse engineering. You will practice correctly writing requirements and work with various ways to visualize the requirements by modeling. If your requirements are communicated accurately, everyone prospers.

Fee: \$899. Facilitator: Pam Soderholm, MS, PMP

THREE DAYS

JUN 7–8, 14

SEPT 28, OCT 4–5

8:30–4:30

Successful Project Management

Learn PMBOK®-aligned techniques for planning and implementing projects to produce desired results on time and within budget. Learn to set measurable objectives, estimate project time and costs, determine scope, manage resource requirements and control results. Includes an interactive exercise in which students manage a project from planning through measurement of results.

Fee: \$599. Facilitator: Beth Giesbrecht, BS, PMP

TWO DAYS

JUN 20–21

AUG 9–10

NOV 8–9

8:30–4:30

Surviving Troubled Projects

Any project can fail or under-deliver. Even the most experienced project managers may find themselves with such a project, but they can lessen the chances. Study descriptions of projects (some of them spectacular failures), so you can better spot the red flags indicating a project has potential trouble — before the project starts or after. Learn techniques others have used to improve project outcomes.

Fee: \$299. Facilitator: Garry Flemings, PMP (ret.), PSEM

ONE DAY

OCT 30

8:30–4:30

Running Productive Meetings

There are good meetings and bad meetings. Bad meetings are wasteful and lower morale. Good meetings leave your team energized and excited. You will learn how to organize and run effective meetings that increase productivity through improved collaboration, communication and consensus.

Fee: \$125. Facilitator: Beth Giesbrecht, BS, PMP

HALF DAY

JUL 10

NOV 13

1–4:30

Sustainable Practices

Learn how organizations integrate social and environmental goals and responsibilities across the supply chain while seeking to improve financial performance. You will learn about the opportunities and innovations related to sustainability as well as a process for implementation within your operations.

Fee: \$299. Facilitator: Jean Waters, MS, SFP

ONE DAY

FALL 2018

8:30–4:30

PROJECT MANAGEMENT & BUSINESS ANALYSIS CERTIFICATE PROGRAMS

Certificate in Project Management (online & classroom)

- Successful Project Management (2 days in class)
- Microsoft Project 2016 (2 days in class or Project Management Simulation online)
- Requirements Elicitation Methods and Models (3 days in class or 3 online courses)
- Building 4-Dimensional Teams (2 days in class) or Project Management Team Leadership (online)

Certificate in IT Project Management

- IT Project Management (2 days)
- Requirements Elicitation Methods and Models (3 days)
- Building 4-Dimensional Teams (2 days)
- Agile Principles and Practices (1 day)
- Learning Leadership Agility (1 day)

Certificate in Advanced Project Management

- Core Principles for Business Analysis (2 days)
- Exploring Project Risk Management (1 day)
- Quality Tools for Project Managers (1 day)
- Communicating Projects Visually (1 day)
- Communicating with Project Stakeholders (1 day)
- Agile Principles and Practices (1 day)
- Advanced Leadership Boot Camp (2 days)

SAVE up to \$700!

Compare certificate
program cost to total
course fees.

Certificate in Business Analysis

- Core Principles for Business Analysis (2 days)
- Process Mapping for Business Improvement (1 day)
- Requirements Elicitation Methods and Models (3 days)
- Prioritize or Agonize (1/2 day)
- Running Productive Meetings (1/2 day)
- Successful Project Management (2 days)

CALL/EMAIL KIM HARTER TO REGISTER: (402) 554-4095 | kkharter@unomaha.edu

FEES

\$1,990 for each certificate program

PMP CREDENTIALS

All project management courses can be used to earn the Project Management Professional (PMP) credential or the Certified Associate in Project Management (CAPM) credential awarded by the Project Management Institute. Courses fill PDU (Professional Development Units) requirements to maintain PMP certification. One contact hour equals one PDU. Visit www.pmi.org for more information.

CBAP CERTIFICATION

Business Analysis courses qualify for the 21 contact hour requirement for a Certified Business Analysis Professional (CBAP). Courses fill Continuing Development Units (CDU) to maintain CBAP certification. One contact hour equals one CDU.

CONTINUING EDUCATION UNITS (CEUS)

Receive 5.4 CEUs for completion. Applications require a \$15 processing fee and must be turned in prior to taking a course. Call (402) 554-4095 for an application.



PROFESSIONAL DEVELOPMENT IN SMALL BITES



LUNCH & LEARN

REGISTER nbdc.unomaha.edu/lunchlearn

June 22
Noon-1:30

Case Study: Improving People Processes

Learn about a manufacturing Kaizen event – a focused, process improvement initiative that is a critical tool in crafting a lean operation. (90 minutes; \$25) Presented by: Renee Held and Marty Kostecki

MORE LUNCH & LEARNS COMING THIS FALL!

OFFICE TECHNOLOGIES



Excel Level I: Formulas and Functions

One day | \$125 | Jun 1

Excel Level II: Shortcuts and Tips

One day | \$125 | Jun 22

Excel Level III: Applying Conditional Features

One day | \$125 | Jul 13

Database Features of Excel

One day | \$125 | Aug 3

Relational Database

One day | \$125 | Oct 11

Structured Query Language

One day | \$125 | Oct 12

Microsoft Word

One day | \$125 | Jul 20

Microsoft PowerPoint

One day | \$125 | Jul 27



Certificate in
SAFETY
LEADERSHIP

Strong leaders are the cornerstone of safe world-class organizations

Leaders demonstrate commitment and conviction toward improved decision making, risk reduction, best practices, safety management systems and performance measurement. The Certificate in Safety Leadership 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.

CERTIFICATE ENDORSEMENT

Graduates will receive a Certificate in Safety Management endorsed by the University of Nebraska at Omaha and the National Safety Council, Nebraska.

CURRICULUM

- Safety Management
- Adaptive Leadership for Safety Professionals
- People Styles at Work and Conflict Management
- Authority vs Leadership
- Project Management for Safety Professionals
- Strategic Thinking and Managing Change
- Continuous Improvement
- Crucial Coaching Conversations and Ethical Decision Making
- Safety and Health Management



FACILITATORS

Beth Giesbrecht, PMP, COI; Ralph Lassiter, CQM, CPT, SPHR

FEES AND REGISTRATION

Fee: \$1,990, includes all required workshops.

TO LEARN MORE OR TO REGISTER

Call (402) 554-4095 or
email kkharter.unomaha.edu.



*National Safety Council
Nebraska*

As companies strive to achieve the efficiency and productivity to thrive in this economy, career opportunities in Supply Chain Management are growing at a fast pace.

SCHEDULE

CURRICULUM

Supply Chain Integration (online)

Renee Held, BS, NIST-MEP Lean-Certified; Beth Giesbrecht, PMP, COI; Steve Schulz, PhD; Jean Waters, MS, SFP

\$1,990, includes all required workshops for each participant. A new program is offered approximately every six months.



Are your customers demanding reduced lead times, cost reductions and improved quality?

Simulations and practical exercises will give you or a team from your facility the confidence to immediately implement Lean improvements in your workplace.

TO LEARN MORE OR TO REGISTER call (402) 960-9843. A new program is offered approximately every six months.

CURRICULUM

Principles of Lean Manufacturing

Learn how to apply principles of Lean manufacturing to significantly improve processes. A mix of lecture and workplace simulation demonstrates how Lean can improve quality, reduce costs, and increase productivity.

Five S Workplace Organization

Based on Five Pillars of the Visual Workplace, this course teaches the basics of five S's, the cleaning and straightening activities that are the foundation for all workplace improvements and for creating a Lean environment.

Set Up Reduction/Quick Changeover

Learn the fundamental principles expressed by Dr. Shigeo Shingo in Single Minute Exchange of Dies (SMED). You will learn the standard methodology in applying SMED to any type set-up, changeover or process in any industry

Value Stream Mapping

Learn how to eliminate waste by mapping the flow of products from raw materials to the final product. Participants will create current and future state maps for their own company's value stream during the workshop.

Cellular Flow Manufacturing

Learn how to reduce lead times, minimize work in process, optimize floor usage and improve productivity. Experience a five-step process for designing and implementing work cells. This process applies to both assembly and machining applications and includes Kanban and Pull methodology

Standardized Work

Providing a baseline for measuring improvement, this hands on course will demonstrate how to analyze the interaction of people, materials, methods and machines in a work process. You will learn to develop the most effective combination of resources and time to reduce waste

FEES: \$1,795.

FACILITATORS: Martin Kostecki, MBA; Renee Held, NIST MEP Lean Certified



Are you ready to lead the Lean organization?

The Certificate in Next Level Lean (NLL) builds on the Lean Enterprise Certificate to provide an exploration of the role of leadership in Lean improvement and a strategy for change management. In each workshop, participants will cover the course topic in depth, review a case study, and develop an implementation plan.

RESERVE YOUR SPACE NOW! Classes will start in early 2019. Call (402) 554-4095 or email kkharter.unomaha.edu.

CURRICULUM

Transformational Leadership in the Lean Culture

To sustain a Lean culture, leaders—from front-line supervisors to executives—must support continuous improvement as a daily habit at every level. This experiential session provides an in-depth exploration of the key leadership principles and practices that can be applied in service, manufacturing, healthcare and other transactional organizations that desire to implement LEAN principles and practices.

Understanding the Financial Benefits of Lean

Learn how to identify the key financial benefits of your Lean projects. You will learn to calculate ROI, read profit and loss statements and build your case for stakeholder support.

Advanced Problem Solving

Learn to identify and utilize Lean problem solving methodology by working on an in-class project. You will learn to explain the “thinking process” and infrastructure needed to sustain a problem solving process and continuous improvement culture.

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

FEES: \$1,795

FACILITATORS:

Ralph Lassiter, CQM, CPT, SPHR ; Martin Kostecki, MBA; Renee Held, NIST MEP Lean Certified; Beth Giesbrecht, PMP, COI; Chris Schultz, BA



HALF DAY
AUG 8
8:30–12

Building Personal Resiliency

People who are good at coping with challenges and setbacks usually have one thing in common—resiliency. Increase your resiliency by learning how to build positive relationships with supervisors, coworkers and team members; create higher levels of engagement and productivity and reduce conflict and disruption.

Fee: \$125. Facilitator: Ann Gillaspie, MA, PHR

HALF DAY
SEP 11
1–4:30

Communicating to Multiple Intelligences

Throw out the notion that everyone in your organization thinks alike. Instead, encourage your employees to tap into their unique abilities to find more effective solutions. Learn how the Multiple Intelligence profile fosters innovation, creativity and teamwork to generate growth and a positive culture.

Fee \$125. Kim Wiseman, PhD

ONE DAY
OCT 25
8:30–4:30

Conflict Management in the Workplace

To foster a positive workplace, managers need to master techniques that reduce conflict and encourage healthy interpersonal engagement. In this course, you will increase your confidence and competence to diffuse difficult situations. Learn how you can use a collaborative conflict management model, information exchange and problem solving to reach your goals.

Fee: \$249. Facilitator: Michael Harsh, MA, LPC

EQ Essentials for Leadership Success

Emotional Intelligence (EQ) will allow us to accurately read and recognize our own emotions, impulses and thought processes and those of others. Learn how to demonstrate strong self-awareness and self-management, how to thoughtfully frame messages for the audience you are speaking to and to practice self-control under stress.

Fee: \$125. Facilitator: Pam Sumner, MS

HALF DAY
DEC 14
8:30-12

HR Laws for Supervisors and Managers

Supervisors and managers have shared HR responsibilities making sure that interactions with employees comply with federal and state laws. Learn fundamentals of interviewing, hiring, reviewing and firing processes that may help you avoid costly claims. This course will benefit line managers, office managers, supervisors or anyone involved in any kind of HR function.

Objectives:

- Examine impact of laws that affect HR activities.
- Learn the importance of on-boarding to retain employees.
- Avoid costly mistakes that could land you in court.

Fee: \$125. Facilitator: Ann Gillaspie, MA, PHR

HALF DAY
SEP 25
8:30-12

Strategic Interviewing

Explore a powerful tool that enables you to quickly identify the Emotional Intelligence skills that are most important for each job. You will learn how to make better hires by revealing truths about a candidate's experience and identify "red flags" during the interview process.

Fee: \$125; Facilitator Pam Sumner, MS

HALF DAY
OCT 12
1-4:30

Understanding Generational Differences

You will learn how certain management approaches build stronger cross-generational teams by working with the special characteristics of different age groups. You will identify the four generations that make up today's workforce and discuss how their different life experiences affect communication styles.

Objectives:

- Learn to manage and work with generational differences.
- Understand the potential problems when people from different generations fail to communicate effectively.
- Learn effective management techniques to build stronger cross generational teams.

Fee: \$125. Facilitator: Ann Gillaspie, MA, PHR

HALF DAY
OCT 17
8:30-12

Courses on page 22 and 23 are valid for 3.25 PDCs toward SHRM-CP and SHRM-SCP re-certification.





EMERGENCY PREPAREDNESS AND BUSINESS CONTINUITY CERTIFICATE

Introduction to Emergency Preparedness (Sep 7)

- Brief historical overview of emergencies that have occurred in the Midwest
- Introduction of the characteristics of an effective Emergency Action Plan (EAP)
- Roles and responsibilities of employees and first responders during an emergency

Emergency Preparedness 1 (Sep 14)

Tools needed for preparation and response

- Evacuation, weather and natural disaster, shelter in place and medical emergencies

Emergency Preparedness 2 (Sep 28)

Tools needed for preparation and response

- Workplace violence, active shooter and terrorism emergencies
- Essential communication

Business Impact Analysis Foundations (Oct 12)

Formalizing an emergency preparedness and business continuity framework

- Prioritizing business risk and understanding disruption of services
- Establishing priorities for recovery and resource requirements

Business Impact Analysis Practical Application (Oct 26)

Skills for conducting and implementing a Business Impact Analysis

- Questionnaires, interviews and workshops
- Integrating marketing, finance, compliance and executive management teams
- Succession planning, supply chain strategies and how to avoid single points of failure

Plan Development Part 1 (Nov 2)

Concepts and practices of emergency operations planning and execution.

- Developing an adequate emergency operations plan
- Differences between disaster and consequence management, pre- and post-impact mobilization of resources and disaster induced demands of the private sector

Plan Development Part 2 (Nov 16)

Concepts and practices of emergency operations planning and execution

- Primary and reasonable contingent operational plans
- Establishing a command structure that will address continuity of operations
- Human, financial, technological and material resources needed in emergencies

Response and Recovery Part 1 (Nov 16) and Part 2 (Nov 30)

Analysis and verification of emergency operations plan

- Company and community priorities
- Acquisition of resources to achieve operational objectives
- Decision making strategies and continuity of communication plans

Implementation and Capstone Case Study (Dec 7)

Hands-on case study where participants integrate preparedness and continuity knowledge and practice.

- Analyze a case study and compose a response and plan for business continuity

FEES: \$2,195, includes all required workshops for each participant

Call 402.554.4095 for more information.

SHRM-CP /SHRM-SCP EXAM PREP



Prepare for the next generation HR certification

Establish yourself as a globally-recognized human resource expert by earning the new standard in HR certification: SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™).

SHRM LEARNING SYSTEM

As part of your course, you will receive the SHRM Learning System for SHRM-CP/SHRM-SCP. Comprised of comprehensive learning modules in print and e-reader formats, and advanced online resources, these study materials streamline study time, accelerate learning and build confidence for passing the exam.

BENEFIT FROM:

- Experienced, certified facilitator
- The SHRM Learning System, historically ranked the #1 HR certification prep tool
- A structured learning experience that keeps you on track
- Opportunities to network and learn from your peers
- Tuition reimbursement and up to 36 professional development credits (PDCs)
- Five learning modules covering a comprehensive body of competency and knowledge (HR Competencies, People, Organization, Workplace, Strategy)



FEES

\$1,195. Instructions for participating, course materials, answers to technology questions and SHRM testing process will be sent to you after you register. (Exam fees are excluded.) \$100 discount offered to State of Nebraska SHRM chapter members. For more information, call 402.554.4095 or email kkharter@unomaha.edu

ONLINE

12 weeks starting fall, 2018.

Call 402.554.4095 for more information.



Offered in partnership with the Human Resources Association of the Midlands (HRAM) and the SHRM Nebraska State Council



Build stronger teams as they learn together.

Explore the dynamics of your team, identify individual work and communication styles and strengthen collaboration. Offer these workshops to a group from your organization and watch how confidence and engagement grow.

Strategic Planning for Organizations

Strategic planning contributes to organizational stability and growth as well as facilitating new program development and innovation. Identify the actions required to translate strategy into execution.

Leading Organizational Change

Learn the skills and tools that give you the confidence to effectively lead organizational change initiatives.

Leveraging Your Team

Learn how to work effectively as a team by understanding and applying the principles of negotiation, identifying individual behavior patterns and communicating a shared vision.

Critical Thinking

Critical thinking is the foundation for effective decision making and the development of many other leadership skills. Learn techniques for listening, analyzing and implementing your decisions.

Effective Conflict Management

Explore how to turn conflict into collaboration. Learn to manage disagreement between individuals and/or groups concerning values, attitudes, beliefs and personal style.

To schedule any of these workshops for a group from your organization, call Kim Harter (402) 554-4095 or email kkharter@unomaha.edu



To request, call (402) 554-2521

DON'T SEE WHAT YOU NEED IN THIS CATALOG? AVAILABLE BY REQUEST:

Asynchronous Javascript
Excel Programming with VBA
XML and XSLT
JavaScript
Ethical Hacking and Countermeasures
Microsoft SharePoint
Leading Virtual Teams
Meaningful Communication
Earned Value
Problem Solving

Train the Trainer
Professional Ethics
Strategic Planning for Organizations
Successful Negotiations
Overall Equipment Effectiveness Through
Total Productive Maintenance (TPM)
Front Office Lean
IT Project Management

OUR POLICIES

IF YOU CANCEL: Workshops with a published price greater than \$599 require a ten (10) business day cancellation or transfer notice. To receive a full refund and avoid a 25% fee, you must give notice of cancellation or transfer two (2) business days prior to workshop date. To receive full refund for a Lunch & Learn workshop, you must give notice of cancellation five business days prior to workshop date. Confirmed registrants who do not attend their workshop are liable for the entire registration fee. Substitutions may be made at any time.

IF WE CANCEL: We reserve the right to cancel a course at any time. In this event, we will try to give you at least a seven-calendar-day notice and reschedule the course within a month. If it cannot be rescheduled, you may choose to register for the same course at the next scheduled date or register for another course of equal value or receive a full refund. We will process refunds with a University of Nebraska at Omaha check issued within four weeks of the cancellation.

FOOD SERVICE: Course fees include snack breaks and lunch (computer classes excluded)

DATE CHANGES: Class dates may be subject to change. Check website for updates to schedule.

DISCOUNTS: Save 10% off the published price; Enroll in four or more workshops at one time or enroll four or more people from your company at one time. Discounts do not apply to online classes.

WORKSHOP LOCATION: University of Nebraska at Omaha, College of Business Administration, Mammel Hall, 6708 Pine Street.

MILITARY PERSONNEL: All of our classes lead towards a certificate of completion. Many commands will approve tuition assistance for promotion points, career advancement and morale purposes.

UNO PRIVACY POLICY: unomaha.edu/campus-policies/privacy-policy.php

OUR PROMISE!

You may re-take an open enrollment class for any reason. There is no cost (except for food) if you re-take within one year. Some restrictions apply. Call (402) 554-4095 to re-take a class.



Mammel Hall 200
6708 Pine Street
Omaha NE 68182-0248

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