

PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

# REAL. PRACTICAL. TRAINING.

CATALOG  
SPRING 2018

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NEBRASKA BUSINESS  
DEVELOPMENT CENTER



COLLEGE OF BUSINESS  
ADMINISTRATION

# HOW TO REGISTER

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

Calendar	DECEMBER		15	Microsoft Project
	5	Communicating Projects Visually	15	Crucial Coaching Conversations
	6	Building Personal Resiliency	20	Leading Through Teams
	7	NEW! Innovation for Managers	23	Standard Work
	8	EQ Essentials for Leadership Success	MARCH	
	8	NEW! Comm. to Multiple Intelligences	2	Excel 2016 Level I
	12	Learning Leadership Agility	8	Prioritize or Agonize
	14	Prioritize or Agonize	8	Running Productive Meetings
	14	Running Productive Meetings	15	Building 4-D Teams
	JANUARY		22	Leadership Boot Camp
	4	PMP Exam Prep	23	Excel 2016 Level II
	10	Cellular Flow Manufacturing	APRIL	
	18	Successful Project Management	10	Enhancing Employee Engagement
	25	Building 4-D Teams	12	Requirements Elicitation
	26	Sustainable Practices	13	Excel 2016 Level III
	30	Transitioning to Supervision	18	Understand Generational Differences
	FEBRUARY		19	Relational Database
	1	Core Principles for Business Analysis	20	Structured Query Language
	2	Conflict Management	24	Building Personal Resiliency
	8	Strategic Interviewing	24	Supercharge Interpersonal Skills
			26	Communicating with Stakeholders

Contents	3 . . . . .	Leadership Boot Camp
	4 . . . . .	Next Level Leadership
	5 . . . . .	Applied Leadership
	9 . . . . .	Certificate of Leadership
	10 . . . . .	OD Consulting
	12 . . . . .	Business Analysis/Project Management
	16 . . . . .	Certificates in Business Analysis & Project Management
	17 . . . . .	Lunch & Learn
	18 . . . . .	Certificate in Safety Leadership
	19 . . . . .	Certificate in Supply Chain Management
	20 . . . . .	Certificate in Lean Enterprise
	21 . . . . .	Certificate in Next Level Lean
	22 . . . . .	SHRM Recertification Courses
	24 . . . . .	Online
	24 . . . . .	Microsoft Office

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	•	Government sales consulting
	•	Business valuation and transition planning
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	•	Process improvement and sustainability training
	•	Organizational development consulting and customized training
	•	For more information, <a href="http://nbdc.unomaha.edu">nbdc.unomaha.edu</a>



# 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**  
**MAR 22, 23**  
**\$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





## NEXT LEVEL LEADERSHIP

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

- **Avoid mistakes and costly errors in judgement**
- **Create a high performance culture based on trust and respect**
- **Improve decision making, commitment to action, and productivity**
- **Lead from behind to empower people**

### WORKSHOPS

- **Critical Thinking**
- **Crucial Conversations**
- **EQ Essentials for Leadership Success**
- **Negotiation Strategies**

### NEED TO KNOW

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

**TWO DAYS**  
**JUN 21, 22**  
**\$599**

### FACILITATORS

Ralph Lassiter, CQM, CPT, SPHR; Pamela Sumner, MS; Vanessa Hatfield-Reeker, MA



## APPLIED LEADERSHIP

HALF DAY  
MAY 8  
8:30–12

### **NEW! Succession Planning: Passing the Baton**

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

HALF DAY  
DEC 6  
APR 24  
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  
DEC 8, 1–4:30  
JUN 1, 8:30–12

### **NEW! 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.

#### **Objectives:**

- Learn how society has defined intelligence and how multiple intelligences is changing the current definition.
- Learn the seven multiple intelligences and the definitions, characteristics, and preferred communication and learning styles of each.
- Learn skills that will enable you to engage with each intelligence type.

Fee \$125. Kim Wiseman, PhD

# APPLIED LEADERSHIP

## 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: \$125. Facilitator: Michael Harsh, MA, LPC

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HALF DAY  
FEB 2  
8:30-12

## Crucial Coaching Conversations

A leader's effectiveness is measured by the results he or she achieves. A leader must decide what is to be done, who is to do it and ensure that it is done – 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

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HALF DAY  
FEB 15  
8:30-12

## Enhancing Employee Engagement

Employee engagement lies at the intersection of what benefits the company and what benefits employees. Learn how you can profit from a satisfied workforce. You will learn how to create a culture in which employees are enthusiastic about their work and emotionally and intellectually connected to their organization.

### Objectives:

- Explore why a culture of engagement is an issue in today's workforce.
- Learn how great managers help match employee talents to company's goals.
- Discover what employees really want from their workplace.

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

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HALF DAY  
APR 10  
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 daily challenges.

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

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HALF DAY  
DEC 8  
8:30-12

ONE DAY

DEC 7

8:30–4:30

### **NEW! 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 organizational tension
- Understand why planning is important to innovation
- Use lenses through which innovation can be evaluated

Fee: \$249. Facilitator: Larry Deaver

ONE DAY

FEB 20

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:**

- Through a simulation exercise, demonstrate the advantages of using a collaborative leadership style
- Discover basic principles for organizing teams
- 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 drawing on what is learned

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

ONE DAY

MAY 17

8:30–4:30

### **Learning Leadership Agility**

Smart leaders now 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 promote the mindset changes that must occur for agile to be successful.

#### **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 needed to become an agile leader

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

# APPLIED LEADERSHIP

## 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

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HALF DAY  
DEC 14  
MAR 8  
1-4:30

## 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

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HALF DAY  
FEB 8  
8:30-12

## Supercharge your Interpersonal Skills

Gain a deeper understanding of the 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  
APR 24  
1-4:30

**DYNAMIC DUO** Take with Crucial Conversations for maximum impact

## 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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ONE DAY  
JAN 30  
8:30-4:30

## 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

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HALF DAY  
APR 18  
8:30-12





## Certificate in LEADERSHIP

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

<b>Prioritize or Agonize</b>	Dec 14 or Mar 8
<b>Running Productive Meetings</b>	Dec 14 or Mar 8
<b>Successful Project Management (2 days)</b>	Jan 18, 19
<b>Building 4-Dimensional Teams (2 days)</b>	Mar 15, 16
<b>Transitioning to Supervision</b> (optional for new managers or any one-day leadership course)	Mar 20
<b>Leadership Boot Camp (2 days)</b>	Mar 22, 23
<b>HR Laws for Supervisors and Managers (½ day)</b>	May 10
<b>Building Personal Resiliency (½ day)</b>	Apr 24

### 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!

# ORGANIZATIONAL DEVELOPMENT



## ORGANIZATIONAL DEVELOPMENT CONSULTING

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

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NBDC consultants 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](mailto: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.

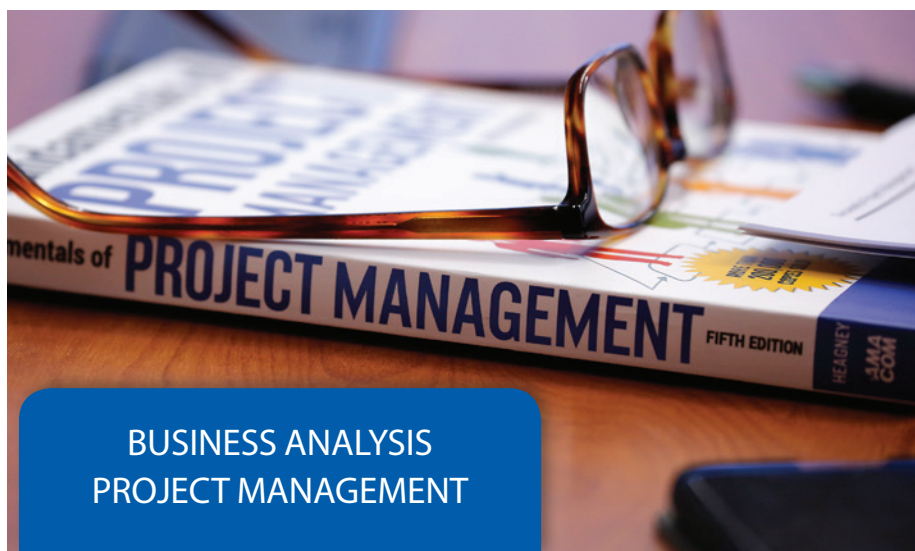
**CONTACT** (402) 554-6250 or [lamatthews@unomaha.edu](mailto:lamatthews@unomaha.edu)

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](mailto:rheld@unomaha.edu)

*Email or Call us*  
**FOR MORE INFO**

**or visit [nbdc.unomaha.edu/OD](http://nbdc.unomaha.edu/OD)**



## BUSINESS ANALYSIS PROJECT MANAGEMENT

### Agile 101

ONE DAY  
MAY 18  
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.), CSDP, CSM

### Building 4-Dimensional Teams

TWO DAYS  
JAN 25, 26  
MAR 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  
FEB 1, 2  
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

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

ONE DAY  
APR 26  
8:30–4:30

## 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  
APR 27  
8:30–4:30

## IT Project Management

In a PMBOK® aligned course you will learn how to bring IT projects in on schedule and under budget. Learn how to build a Project Charter and Definition; estimate project hours, duration and cost; create a project plan to manage and report on progress. This course blends current information, case studies and project simulations to strengthen your IT project management skills.

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

TWO DAYS  
FEB 27, 28  
8:30–4:30

## **NEW!** 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: \$249. Facilitator: Beth Giesbrecht, BS, PMP

ONE DAY  
MAY 17  
8:30–4:30

## **NEW!** 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  
JAN 26  
8:30–4:30



# BUSINESS ANALYSIS & PROJECT MANAGEMENT

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TWO DAYS  
FEB 15, 16  
8:30-4:30

## Microsoft Project

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

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HALF DAY  
DEC 14  
MAR 8  
8:30-12

## Prioritize or Agonize

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

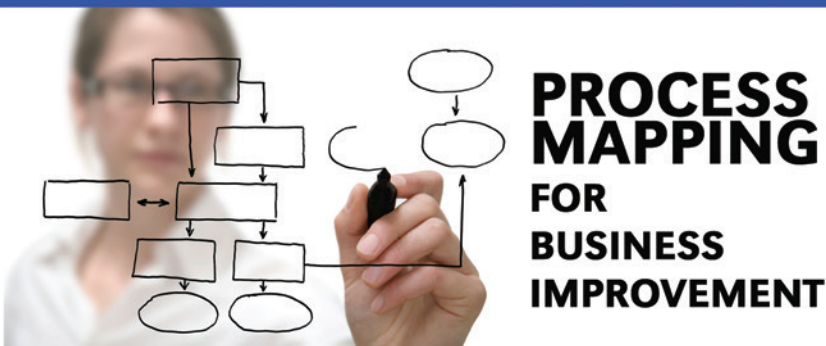
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FOUR DAYS  
JAN 4, 11, 18 & 25  
MAY 17, 18, 24 & 25  
8:00-6  
CALL (402) 554-4095 FOR  
INFORMATION ABOUT  
CAPM EXAM PREP.

## PMP 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®. 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



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ONE DAY  
MAY 11  
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

### Quality Tools for Project Managers

Good project managers need tools that will help them more effectively manage projects. This class uses hands-on exercises to explore tools that enhance project success that can be used in a wide variety of situations. You will learn which tools are the best for your situation and how to implement them in your setting.

#### Objectives:

- Provide exposure to a wide variety of tools that can help you meet customer needs
- Learn and practice select tools, including a force field analysis
- Deepen your understanding of use and impact of metrics

Fee: \$299. Facilitator Pam Soderholm, MS, PMP

ONE DAY

If interested:

402.554.4095 or

email [kkharter@](mailto:kkharter@unomaha.edu)

[unomaha.edu](http://unomaha.edu)

8:30–4:30

### 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. You will 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

APR 12, 13 & 19

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

DEC 14

MAR 8

1–4:30

### 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: Garry Flemings, PMP; Beth Giesbrecht, BS, PMP

TWO DAYS

JAN 18, 19

JUN 7, 8

8:30–4:30

**All business analysis courses have been updated to the current BABOK guide.**

# PROJECT MANAGEMENT & BUSINESS ANALYSIS CERTIFICATE PROGRAMS



## Certificate in Project Management (online & classroom)

- Successful Project Management (2 days in class)
- Microsoft Project 2013 (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 101 (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 101 (1 day)
- Ethical Decision Making (1 day)
- Any one-day leadership course (1 day)

## 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](mailto:kkharter@unomaha.edu)**

### FEES

\$1,990 for each certificate program

### SAVE up to \$700!

Compare certificate program cost to total individual course fees.

### 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](http://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

Noon to 1 P.M. | \$15 per session includes lunch.

**Dec 1**

## **Don't Manage Millennials, Lead Them**

Millennials, the largest generation in the workforce, cannot be managed like Baby Boomers. How do you better lead them, encourage them to stick around and harness your workforce's actual potential. Presented by Philippe Bruce

**Feb 8**

## **Success Strategies for Succession Planning**

It is critical that organizations never leave a key role open for long in order to keep the mission on track. Succession planning ensures that employees are recruited and developed to fill the key roles of an organization. Presented by Cameron Lind

**Mar 9**

## **Get Your Point Across**

Communicate more effectively and efficiently to ensure your message is received and understood. Presented by Beth Giesbrecht

Learn Together. Lunch Together.

**Are you interested in lunching and learning with co-workers? Contact NBDC and let us know what topics you are interested in and whether you'd like to host a "Lunch & Learn" event at your office.**

**402.554.4095 or email [kkharter@unomaha.edu](mailto:kkharter@unomaha.edu)**

**REGISTER [nbdc.unomaha.edu/lunchlearn](http://nbdc.unomaha.edu/lunchlearn)**



*National Safety Council  
Nebraska*

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**

Chris Bryant, SSH, CSHO; Beth Giesbrecht, PMP, COI; Ralph Lassiter, Ed.D, 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](mailto:kkharter.unomaha.edu).





## Globalization, technology and empowered consumers are changing how you provide value to your customers.

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.

In this intensive program, you will learn the fundamentals and techniques in materials management, logistics, lean manufacturing and supply chain risk analysis that can help you make your organization more productive and will enhance your value as a professional.

### SCHEDULE

A new program is offered approximately every six months. Call (402) 554-4095 for workshop dates, cost, location and registration information.

### CURRICULUM

**Principles of Supply Chain Management (online)**

**Learning Leadership Agility**

**Principles of Lean Manufacturing**

**Process Mapping for Business Improvement**

**Sustainable Practices**

**Materials Management and Procurement (online)**

**Successful Project Management**

**Supply Chain Integration (online)**

### FACILITATORS

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

### FEES AND REGISTRATION

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



## Certificate in LEAN ENTERPRISE

# 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.

A new program is offered approximately every six months. Fee: \$1,795

**TO LEARN MORE OR TO REGISTER** call (402) 960-9843

### 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

**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.

**TO LEARN MORE OR TO REGISTER** call (402) 554-4095 or email [kkharter.unomaha.edu](mailto: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, DMin, SPHR ; Martin Kostecki, MBA; Renee Held, NIST MEP Lean Certified; Beth Giesbrecht, PMP, COI; Chris Schultz, BA



## HUMAN RESOURCES PROFESSIONAL

### 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

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HALF DAY  
DEC 6  
APR 24  
8:30–12

### NEW! 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

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HALF DAY  
DEC 8  
1–4:30

### 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: \$125. Facilitator: Michael Harsh, MA, LPC

.....

HALF DAY  
FEB 2  
8:30–12

### Enhancing Employee Engagement

Learn how you can develop a satisfied workforce. You will learn how to create a culture in which employees are enthusiastic about their work and emotionally and intellectually connected to their organization. Work can be more than a paycheck!

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

.....

HALF DAY  
APR 10  
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..

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

HALF DAY  
DEC 8  
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  
MAY 10  
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  
MAY 10  
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  
NOV 16  
APR 18  
8:30-12

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







# MindEdge

Innovation in Learning

## ONLINE PROFESSIONAL DEVELOPMENT

### **ENGAGING**

Interactive exercises and real-world examples

### **CONVENIENT**

Web-based and 100% online

### **AFFORDABLE**

Fraction of the cost of classroom-based training

### **SUPPORTED**

Submit questions to a subject matter expert and receive 24-hour response.

The MindEdge mission is to improve the way the world learns. Founded by Harvard and MIT educators in 1998, it has served more than half-a-million learners.

All MindEdge courses have been developed by business school professors, industry professionals and subject matter experts and are designed to provide learners with the critical skills they need to become more effective, productive and strategic contributors in today's knowledge-driven economy.

### **ADVANCE YOUR KNOWLEDGE IN**

- Agile
- Communications
- Creativity and Innovation
- Cybersecurity & CISSP®
- Data Analytics
- Digital Marketing
- Entrepreneurship
- Finance
- Human Resource Management
- Job Search
- Leadership
- Management
- Marketing
- Nonprofit Management
- Operations
- Project Management
- Six Sigma & Lean
- Sustainable Management

# ONLINE CLASSES

## Integrating Agile and Waterfall Practices

This intermediate level course is designed to help Agile practitioners recognize and resolve many of the common integration issues that emerge when these two methodologies are combined. The course consists of 20 short case studies that simulate the communication and interchanges that can occur as Agile and Waterfall practitioners work together.

Fee: \$89

Three total PDUs/contact hours (1.0 leadership, 1.0 strategic and business management, 1.0 technical PM)

## Intermediate InDesign

You'll get hands-on training and experience using many of the more advanced tools and features of this powerful program. While the course focuses on using InDesign in the Creative Cloud (CC), it includes instruction and practice files for any version of InDesign CS4 or newer. In each lesson, you'll master important features as you prepare a range of print and online products for a fictional resort and conference center. And for reference, you'll always get a copy of the finished InDesign project file—usable in InDesign CS4 and newer.

Fee: \$99

## Introduction to Critical Thinking

Learn the importance of critical thinking in the business world. Critical thinking is an intellectual model for reasoning through issues to reach well-founded conclusions. Asking questions is at the heart of critical thinking. This program is designed to help learners define and identify critical thinking and reasoning skills and develop those skills.

Fee: \$95

## Performance Management

Performance management is what every good manager does every day—make sure employees know and accomplish the tasks needed to achieve the organization's goals, praise and use constructive criticism when appropriate. A formal performance management system simply ensures that management tasks get done consistently across an organization.

Fee: \$79

Three total PDUs/contact hours (1.25 leadership, one strategic and business management, one technical project management)

## MAKE A NEW YEARS RESOLUTION! TO MASTER EXCEL IN 2018

### Excel Level I: Formulas and Functions

One day | \$125 | Mar 2

### Excel Level II: Shortcuts and Tips

One day | \$125 | Mar 23

### Excel Level III: Applying Conditional Features

One day | \$125 | Apr 13

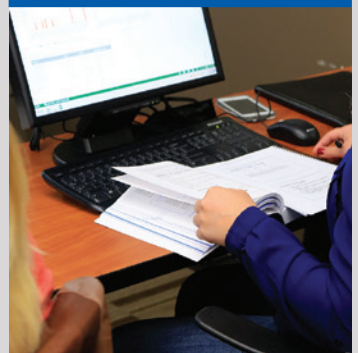
### Relational Database

One day | \$125 | Apr 19

### Structured Query Language

One day | \$125 | Apr 20

## OFFICE TECHNOLOGIES





# 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.

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



To request, call (402) 554-2521

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**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

## 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](http://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

The University of Nebraska at Omaha shall not discriminate based upon age, race, ethnicity, color, national origin, gender-identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion, or political affiliation in its programs, activities or employment.

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