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Class Location
UNO College of Business Administration
Mammel Hall, 6708 Pine Street
(unless otherwise noted)

REGISTER

ONLINE  nbdc.gosignmeup.com
EMAIL  unonbdcREGISTER@unomaha.edu

To secure your place, include YOUR NAME, DATES and TITLE of workshop in body of email
For organizations, change is continual. The right culture increases resiliency and success in the face of change. We’ve all heard culture eats strategy for lunch (first attributed to Peter Drucker). In an ideal world, they reinforce rather than cannibalize each other.

Today, many organizations are paying closer attention to their culture as part of strategy. They are focusing on recruitment, teamwork, communication, learning, flexibility, and celebrating successes to create a culture of engagement.

Culture practitioners must consider the influence of new technology, multiple generations in the workforce, and customer requirements (among others) in their strategy. Leadership is key and employee involvement is essential.

In many organizations, employee involvement is part of a management and leadership philosophy that includes the belief that those who do the work are best positioned to influence the success of the organization. A solid framework which supports inclusion and engagement is Lean methodology.

Applied strategically, Lean is about systems, not stars. It encourages involvement in activities around strong shared company values... elimination of waste and customer satisfaction. It introduces new ways of working, new systems, and new ways of thinking that involve everyone in its processes—from management to grassroots.

Call us today to learn how we can help you align and engage employees at all levels. (402) 554-4088
OD

WE HELP YOU WITH 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

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) 554-6290 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
Agile Principles and Practices
Agile methods take a flexible, holistic product development strategy in which teams work as a unit to reach a common goal. Unlike the traditional, sequential approach, Agile methods enable development teams to self-organize to get quality work done sooner. Students will learn about Agile and how to implement, manage and expand Scrum and/or Kanban in your team.
Fee: $299. Facilitator: Michael Perdunn, MA, PMP

Building 4-Dimensional Teams
Teaming is the norm in successful organizations. In this fast-paced workshop, you will discover how to increase team collaboration while providing more value to your organization. You will identify core behaviors and learn how to motivate team members based on their strengths. Explore how to encourage open communication and collaboration as you create a well-balanced 4-D team.
Fee: $999. Facilitator: Pamela Sumner, MS

Core Principles for Business Analysis
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: $999. Facilitator: Pam Soderholm, MS, 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
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

IT Project Management
You will learn 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; and create a 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

Leading Change without Power
How can you create change within an organization when you don’t have power? You study and understand the social and organizational forces working for and against you. In this class, you will learn simple models for change and strategies that can overcome resistance. Discover how you can become an effective agent for change.
Fee: $299. Facilitator: Michael Perdunn

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

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
Microsoft Project 2016

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 basic principles that can be applied to any project management software.

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

PMP Exam Prep

This instructor-led course fulfills all contact hours required for the PMP Exam and will give you the confidence to pass the test. You receive a review book and a three-month subscription to online resources, flashcards, and the PMBOK Guide® 6th Edition. A 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

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

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.

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

New Tools for your PM Toolbox

Are you a project manager who would like new techniques for working with teams? Good project managers are always on the lookout for tools to more effectively manage their projects. Through hands-on learning exercises, you will be exposed to 10 collaboration and communication techniques effective project managers use to enhance project success in a wide variety of situations.

Fee: $299. Facilitator: Pam Soderholm, MS, PMP
Requirements Elicitation

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

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

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. This class uses gamification techniques applied to realistic scenarios to teach all three arms of the PMI talent triangle.

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

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

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: Rick Yoder, MS, SFP

All project management classes have been updated to PMBOK 6th Edition.
All business analysis courses have been updated to the current BABOK guide.
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)
- Leading Change Without Power (1 day)
- New Tools for your PM Toolbox (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)

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)

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) 894-4095 for an application.
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.

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

NEW Business Writing for Professionals
Learn to write memos, letters and emails that get attention and are more effective in achieving results. You will explore the fundamentals of successful communication, how to present a confident writing style and tone, how to influence people through word choice, and how to make your ideas flow easily through documents.

Fee: $125. Facilitators: Danna Swartz, MA

Understanding Different Learning Styles
Throw out the notion that everyone in your organization thinks alike. Instead ask, what are his or her strengths? what are the triggers that activate those strengths? what is his or her learning style? Learn how to communicate, foster innovation and teamwork for growth and a positive culture.

Fee $150. Kim Wiseman, PhD

Conflict Management in the 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
**NEW Cross-Cultural Communication**

You frequently communicate with people originating from different cultures. Although people may have the same profession and speak the same language, there may be communication challenges that are difficult to recognize. Understand what factors impact business communication, how to interact smoothly with a culture that is not your own.

Fee: $249. Facilitators: Danna Swartz, MA

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**Crucial Coaching Conversations**

Leaders are judged by results. They 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, assignment and coaching your team members.

**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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**12 Ways to Connect with Millennials in the Workplace**

Today, millennials are changing the battlefield where organizations fight to acquire and hold on to talent. Learn 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: $125. Facilitator: Philipe Bruce, BS

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**EQ Essentials for Leadership Success**

Emotional Intelligence (EQ) will allow us to read and recognize our emotions, impulses and thought processes and those of others. Learn how to demonstrate strong self-awareness, thoughtfully frame messages to your audience and 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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**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 Ciesbrecht, BS, PMP
Leading Through Teams
Investing in people is a crucial strategy for success. You will learn how to empower others to reach goals, collaborate on decisions and have fun doing it. You will gain tools for encouraging collaboration, delve into real-world case studies and experience teamwork techniques through interactive exercises. You will leave this class with a plan of action for immediately applying what you have learned.

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

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

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

Coach or Mentor—What’s the Difference?
The terms mentoring and coaching are often used interchangeably which is misleading. While similar in objectives, each involves very different disciplines. Learn what the difference means to professional development. Presented by Ann Gillaspie
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.
Fee: $125. Facilitator: Beth Giesbrecht, BS, PMP

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

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

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

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

NEW Foundations in Digital Marketing: Advertising Online with Google Adwords and Analytics
Become a Google AdWords expert. Understand the major digital marketing platforms and how they work through hands-on training by industry experts. You will explore how the internet is used by businesses of all sizes, the economics of advertising online and best practices for digital marketing campaigns. At the end of this course, you will be ready to take the exam to become Google AdWords Certified!
Fee: $1,699
Demonstrate commitment to professional growth and a mastery of leadership skills.

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.

SESSION ONE
Leadership Boot Camp | Mar 28 & 29
Transitioning to Supervision | Apr 16
Successful Project Management | Apr 25 & 26
Building 4D Teams | May 9 & 10
Building Personal Resiliency | May 23
HR Laws for Supervisors & Managers | Jun 4
Prioritize or Agonize | Jun 18
Running Productive Meetings | Jun 18

SESSION TWO
Leadership Boot Camp | Aug 29 & 30
Successful Project Management | Sep 26 & 27
Building Personal Resiliency | Oct 16
HR Laws for Supervisors & Managers | Oct 24
Building 4D Teams | Nov 14 & 15
Transitioning to Supervision | ??
Prioritize or Agonize | Dec 10
Running Productive Meetings | Dec 10

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

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

REGISTER
ONLINE nbdc.gosignmeup.com
EMAIL unonbdcREGISTER@unomaha.edu

To secure your place, include YOUR NAME, DATES and TITLE of workshop in body of email
Study whenever and wherever it is convenient for you.

Although professional development is important to employers, fitting continuing education into your busy schedule can be a challenge. NBDC’s online Leadership Certificate program will help you master the current skills you need to be competitive while saving the time of traveling to and from and attending classes.

- Study at a pace that suits your learning style. Courses are available 24-hours-a-day from any device with an internet connection.
- You will have an NBDC facilitator as a guide and mentor and homework assignments to keep you on track.
- “Ask the Expert” feature enables you to submit questions and receive answers within 24 hours.

**REQUIREMENTS**
Complete nine online courses and five homework assignments.

- Intro to Leadership
- Leading Teams
- Effective Negotiation
- Handling Workplace Conflict
- How to Coach
- Managing in a Modern Organization
- Time Management
- Performance Management
- Handling Difficult Employee Behavior

**FEES**
$1,990, includes all materials

Courses are provided in cooperation with MindEdge Learning which was founded in 1998 by Harvard and MIT educators and specializes in online educational solutions for professional development.

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**FOR MORE INFORMATION**

✉️ kkharter@unomaha.edu  ☎️ 402.554.4095  🌐 nbdc.unomaha.edu\training
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
- Resolve conflicts and discipline openly and fairly

WORKSHOPS

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

BENEFITS

- PMI certificate holders earn 14 PDUs. Fulfills a requirement of the Certificate in Leadership.

FACILITATORS

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

FEES

- $599, materials and complimentary lunch included. Save 10% on groups of four or more.

TO LEARN MORE

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

TWO DAYS
MAR 28, 29
$599
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.

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; Stash Dwornicki, BA

FEES
$1,990, includes all required workshops

TO LEARN MORE
Call (402) 894-4095 or email kkharter.unomaha.edu

NEXT SESSION BEGINS
MAY 16, 2019
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.

Principles of Supply Chain Management (online)
Leading Through Teams
Principles of Lean Manufacturing
Process Mapping for Business Improvement
Sustainable Practices
Materials Management and Procurement (online)
Successful Project Management
Supply Chain Integration (online)

FACILITATORS
Beth Giesbrecht, PMP, COI; Steve Schulz, PhD

FEES
$1,990, includes all required workshops for each participant

TO LEARN MORE
Call (402) 554-4095 or email kkharter.unomaha.edu
Hands-on training gives you or your team the confidence to immediately implement Lean improvements in your workplace.

**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

TO LEARN MORE
Call (402) 594-4095 or email kkharter.unomaha.edu. A new program will begin in the first quarter of 2019. Reserve your seat today.
Prepare your company to resume business after facing a natural, technological or other disruptive event.

Through presentations, interactive discussions and simulation exercises, you will gain a practical understanding of the issues related to emergency preparedness, business continuity of operations (COOP) and operational procedures.

YOU WILL COVER:
- Disaster impact analyses
- Hazard and risk management
- Public and private coordination
- Agency cooperation and communication
- Continuity and recovery plans
- Fiscal sustainability

Emergency Response: Regulatory Considerations (Jan 25)
Emergency Response: Preliminary Identification of Risks (Feb 1)
Emergency Response: Tools and Resources for Responders (Feb 15)
Business Impact Analysis: Foundations (Feb 22)
Business Impact Analysis Practical Application (Mar 1)
Plan Development Part 1 (Mar 15)
Plan Development Part 2 (Mar 22)
Response and Recovery (Apr 12)
Implementation and Capstone Case Study (Apr 16)

Role play a disaster scenario!
Test your skills in an emergency as you tackle a disruptive event scenario. There are no winners or losers in this tabletop exercise — only decisions and consequences. Apply what you have learned and find out how your decisions would play out in a real-world emergency.

FACILITATORS
Terry Anderson, CSP; Joseph Mancuso, MA, MS; Tyler Davis, MS, MBA

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

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

Understanding Different Learning Styles
Throw out the notion that everyone in your organization thinks alike. Instead ask, “What are his or her strengths? What are the triggers that activate those strengths? What is his or her learning style?” Learn how to communicate effectively, foster innovation, creativity and teamwork for growth and a positive culture.
Fee $150. Kim Wiseman, PhD

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

Enhancing Employee Engagement
Discover how you can develop a satisfied workforce. Learn how to create a culture in which employees are enthusiastic about their work and emotionally and intellectually connected to your organization.
Fee: $125. Facilitator: Ann Gillaspie, MA, PHR
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

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

Why Emotional Intelligence is Important to Hiring

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

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

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

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