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REGISTER

unonbdcregister@unomaha.edu
include YOUR NAME, DATES and TITLE of workshop in body of email

402.554.2521

nbdc.unomaha.edu/training

WE ARE CHANGING

We are in the midst of changing registration providers from SignMeUp to Augusoft. You will always be able to register by phone or email, if there are any gaps in registering online during this process. More details on page 3.

We are raising prices for some classes in 2020 after holding steady for many years. Register before December 31, 2019 and you will be eligible for our current pricing for 2020 classes. More details on page 3.
A New School Year Begins

The academic year is in full swing and UNO students are back in Mammel Hall pursuing their higher education. This yearly ritual should motivate you to think about your professional development. Are you ready to advance in your career, pick up new skills and current information? Browse learning opportunities in this catalog — classes, certificate programs, professional certifications and corporate training. Whatever your professional goals, NBDC is ready to help you succeed.

It’s Easier to Register Now

We are in the process of changing our registration system to make it easier for you. Our new system will allow you to:

• Create an account and register for classes 24-hours-a-day.
• View and print your transactions, manage your registrations, view your history and register yourself and/or others from your organization for a class.

If you are currently taking an NBDC class, you should have received an email with instructions on how to log in to your account. If not, contact Kim or Miranda (information below). If you have not taken a class from us recently or are new to NBDC, please create a New Student Profile. It’s quick and will allow you to register for our programs immediately.

The new system will be ready to use in October. Even though our goal is perfection, there are bound to be a few kinks! Call (402) 554-2521 if you need assistance or have questions.

Hope You Understand

Due to a rise in overall costs of doing business, NBDC will increase some pricing beginning in January, 2020. We have not increased prices in over 10 years.

You can register for 2020 (Jan–June) classes at current pricing through December 31, 2019.

Give Us Your Ideas

NBDC has worked hard to deliver quality professional development opportunities in many areas. We strive to meet your workplace and career needs and are constantly looking for new ideas that will keep you coming back to learn more.

Questions or Concerns?

Harold Sargus | hsargus@unomaha.edu | (402) 554-4088
Kim Harter | kkharter@unomaha.edu | (402) 554-4095
Miranda Masterson | mirandamasterson@unomaha.edu | (402) 554-2521

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Agile Principles and Practices

Agile methods use a 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. You will learn about Agile and how to implement, manage and expand Scrum and/or Kanban in your team.

Facilitator: Michael Perdunn, MA, PMP, CRISC
One day | 8:30–4:30 | $299
Dec 13

Project Management for Non-Project Managers

Project management involves applying what can be a complicated process to large projects. But there are some basic tools that can be very helpful in a project of any size. You will learn to apply four of these tools through an in-class project simulation. No software will be used since the focus is on the tool.

Facilitator: Beth Giesbrecht, BS, PMP
Half day | 8:30–12 | $149
Nov 12

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.

Facilitator: Pamela Sumner, MS
Two days | 8:30–4:30 | $599
Dec 12, 13

Core Principles for Business Analysis

Learn business analysis, BA principles, practices, roles and responsibilities. You will understand IIBA’s business model and learn the six knowledge areas. Exercises will keep you engaged and encourage you to share personal experiences.

Facilitator: Pam Soderholm, MS, PMP
Two days | 8:30–4:30 | $599
Feb 6, 7

Communicating Projects Visually

Almost every study reveals that communication issues turn out to be project manager’s 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.

Facilitator: Beth Giesbrecht, BS, PMP
One day | 8:30–4:30 | $299
Next class in 2020

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.

Facilitator: Beth Giesbrecht, BS, PMP
One day | 8:30–4:30 | $299
Next class in 2020

IT Project Management

You will learn to bring IT projects in on schedule and under budget. Learn about a Project Charter and Definition; estimate project hours, duration and cost; and manage and report on progress. This course blends current information to help you strengthen your IT project management skills.

Facilitator: Pam Soderholm, MS, PMP
Two days | 8:30–4:30 | $599
Oct 31, Nov 1
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.

Facilitator: Michael Perdunn, MA, PMP, CRISC
One day | 8:30–4:30 | $299
Oct 25

Learning Leadership Agility
In today’s world of rapid change, leadership agility is required to deliver business results. Learn the mindset, values and competencies important in agile leadership and practice skills needed to enact a sustainable agile environment.

You will:
• 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.

Facilitator: Beth Giesbrecht, BS, PMP
One day | 8:30–4:30 | $299
Next class in 2020

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.

Facilitator: Pam Soderholm, MS, PMP
Two days | 8:30–4:30 | $599
Call for dates 402.554.4095

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.

Facilitator: Beth Giesbrecht, BS, PMP
Two days | 8:30–4:30 | $599
Dec 5, 6

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 will receive a review book and a three-month subscription to online resources and flashcards. An introductory class is highly recommended before taking this course.

Facilitator: Pam Soderholm, MS, PMP
Four days | 8:00–6:00 | $1,699
Jan 9, 10, 16, 17
Apr 9, 10, 16, 17
Call (402) 554-4095 for information about CAPM exam prep

Prioritize or Agonize
Is your “to-do” list getting too long? 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
Half day | 8:30–12 | $125
Dec 10

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

PMI is changing the PMP exam July 1, 2020. The new exam will include more agile content. About half of the exam will cover predictive project management approaches and the other half, agile or hybrid approaches.

TAKE THE EXAM BEFORE THE TEST CHANGES.
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. Grouped in teams, you will map several as-is processes and then proceed to mapping at least one future process.

Facilitator: Beth Giesbrecht, BS, PMP
One day | 8:30-4:30 | $299
Nov 19

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 ten collaboration and communication techniques effective project managers use to enhance project success in a wide variety of situations.

Facilitator: Pam Soderholm, MS, PMP
One day | 8:30-4:30 | $299
Next class in 2020

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. If your requirements are communicated accurately, everyone prospers.

Facilitator: Pam Soderholm, MS, PMP
Three days | 8:30-4:30 | $899
Feb 27, 28, Mar 5

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.

Facilitator: Beth Giesbrecht, BS, PMP
Two days | 8:30-4:30 | $599
Jan 30, 31

Surviving Troubled Projects

Any project can fail or underdeliver. 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.

Facilitator: Beth Giesbrecht, BS, PMP
One day | 8:30-4:30 | $299
Nov 15

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.

Facilitator: Beth Giesbrecht, BS, PMP
Half day | 1-4:30 | $125
Dec 10

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.

Facilitator: Rick Yoder, MS, SFP
One day | 8:30-4:30 | $299
Call for dates: 402.554.4095

Project Management Foundations

You will learn to bring projects in on schedule and under budget. Learn about a Project Charter and Definition; estimate project hours, duration and cost; and manage and report on progress. This course blends current information to help you strengthen your project management skills.

Facilitator: Pam Soderholm, MS, PMP
Two days | 8:30-4:30 | $599
Oct 31, Nov 1
JOEL KUCERA

OCCUPATION
Business Process Analyst
Lincoln Electric System

NBDC INTEREST

PREOCCUPATION
Spending time with my family and going to rock concerts whenever possible.

NEXT ADVENTURE
My wife and kids have been planning a trip to The Wizarding World of Harry Potter for quite some time. It should be a really fun trip.
Certificate in Project Management
» Successful Project Management
» Microsoft Project 2016
» Requirements Elicitation
» Building 4-Dimensional Teams
Nine days | $1,990

Certificate in Project Management (Blended)
» Successful Project Management (class)
» Emotional Intelligence for Project Managers (online)
» Managing Real World Projects (online)
» Managing Project Stakeholders (online)
» PM Team Leadership (online)
» PM Simulation (online)
Class and online | $1,990

Certificate in IT Project Management
» IT Project Management
» Requirements Elicitation
» Building 4-Dimensional Teams
» Agile Principles and Practices
» Learning Leadership Agility
Nine days | $1,990

Certificate in Advanced Project Management
» Core Principles for Business Analysis
» Leading Change Without Power
» New Tools for your PM Toolbox
» Communicating Projects Visually
» Communicating with Project Stakeholders
» Agile Principles and Practices
» Adanced Leadership Boot Camp
Nine days | $1,990

Certificate in Business Analysis
» Core Principles for Business Analysis
» Process Mapping for Business Improvement
» Requirements Elicitation
» Prioritize or Agonize
» Running Productive Meetings
» Successful Project Management
Nine days | $1,990

Online Certificate in Leadership
» Intro to Leadership
» Leading Teams
» Effective Negotiation
» Handling Workplace Confict
» How to Coach
» Managing in a Modern Organization
» Time Management
» Performance Management
» Handling Difficult Employee Behavior
Nine online courses | $1,990
Certificate in Leadership
- Leadership Boot Camp
- Transitioning to Supervision
- Successful Project Management
- Building 4D Teams
- Building Personal Resiliency
- HR Laws for Supervisors & Managers
- Prioritize or Agonize
- Running Productive Meetings

Nine days | $1,990

Certificate in Safety Leadership
- 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

Nine days | $1,990

Certificate in Supply Chain Management
- 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)

Online and class | $1,990

Certificate in Emergency Preparedness and Business Continuity
- Emergency Response
- Business Impact Analysis
- Plan Development
- Response and Recovery
- Implementation and Capstone Case Study

Nine days | $2,195

Certificate in Lean Enterprise
- Principles of Lean Manufacturing
- Five S Workplace Organization
- Set Up Reduction/Quick Changeover
- Value Stream Mapping
- Cellular Flow Manufacturing
- Standardized Work

Seven days | $1,795

EARN YOUR LEADERSHIP CERTIFICATE ONLINE
- Study at a pace that suits your learning style.
- NBDC facilitator and homework assignments keep you on track.
- “Ask the Expert” feature enables you to submit questions and receive answers within 24 hours.

nbdc.unomaha.edu/training
Becoming a Mindful Leader
We all need to be more mindful of ourselves and our actions. But how? Learn about tools that will improve your mindfulness: gratitude, reframing, active listening, feedback and journaling. Your team will benefit if you learn to identify and control your cognitive biases and reduce your own stress level. You’ll see your leadership in a new light.

Facilitator: Karen Klingberg
Half day | 8:30–12 | $125
Feb 13

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.

Facilitator: Karen Klingberg, MBA
Half day | 8:30–12 | $125
Oct 16

Effective Business Writing
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.

Facilitator: Danna Swartz, MA
Half day | 8:30–12 | $125
Oct 15

How to Communicate More Effectively in Your Organization
Learn about how you think, process information, and communicate with others. By acknowledging these traits and recognizing your own motivations, you can accept differences in the workplace and adjust the way you work with others. You will learn to apply a more diverse way of thinking and problem solving to workplace situations.

Facilitator: Kim Wiseman, PhD
Half day | 1–4:30 | $150
Nov 21

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 skill in diffusing difficult situations. Learn how you can use a collaborative conflict management model, information exchange and problem solving to reach your goals.

Facilitator: Michael Harsh, MA, LPC
One day | 8:30–4:30 | $249
Oct 16

Communicating in a Cross-Cultural Organization
You frequently communicate with people originating from different cultures. Even when people have the same profession and speak the same language, there may be subtle communication challenges. Understand what factors impact business communication, how to interact smoothly with a culture that is not your own.

Facilitator: Danna Swartz, MA
One day | 8:30–4:30 | $259, includes lunch at an authentic ethnic restaurant
Nov 7
Tough Talk: Managing Difficult Conversations

When opinions differ and emotions run strong, casual conversations can become difficult. The higher the stakes, the more consequential failure to communicate becomes. How we confront and handle difficult conversations affect every aspect of our lives.

You will:
• Examine sources of conflict.
• Identify issues that need to be addressed.
• Recognize your conversational style under stress.

Facilitator: Pamela Sumner, MS
Half day | 8:30–12 | $125
Oct 7

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.

You will:
• Learn to build common goals.
• Use active listening to connect.
• Express optimism in the face of adversity.

Facilitator: Pamela Sumner, MS
Half day | 1–4:30 | Fee: $125
Nov 1

Five Ways to Influence Without Authority

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.

Facilitator: Beth Giesbrecht, BS, PMP
Half day | 8:30–12 | $125
Nov 5

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.

Facilitator: David Dechant, MS, CCP
Half day | 8:30–12 | $125
Dec 3

Learning Leadership Agility

Smart leaders recognize that in today’s world of rapid change, agility is required to deliver results. Learn how to make the mindset changes needed to be a successful agile leader.

You will:
• Contrast agile to traditional models.
• Learn competencies needed to for agile.
• Practice skills of an agile leader.

Facilitator: Beth Giesbrecht, BS, PMP
One day | 8:30–4:30 | $249
Next class in 2020

Prioritize or Agonize

Is your “to-do” list getting too long? 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!

Facilitator: Beth Giesbrecht, BS, PMP
Half day | 8:30–12 | $125
Dec 10

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.

Facilitator: Beth Giesbrecht, BS, PMP
Half day | 1–4:30 | $125
Dec 10

Valid for 3.25 PDCs toward SHRM-CP and SHRM-SCP recertification.
Becoming a More Innovative Leader
To be viable in the future, your organization must innovate. To innovate, leaders must increase their “Creativity Quotient.” Take a look at the complex problems of the 21st century and learn what truly creates an innovative culture.

Facilitator: Beth Giesbrecht, BS, PMP
Half day | 8:30 – 12 | $125
Next class in 2020

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.

Facilitator: Beth Giesbrecht, BS, PMP
Half day | 8:30–12 | $125
Dec 3

How to Foster a Mentoring Relationship
Mentoring combines solid relationship building with a tracking system and a plan for learning key skills and competencies. Organizations gain enhanced communication and motivated and productive employees when coaches know how to mentor.

Facilitator: Pamela Sumner, MS
Half day | 8:30 – 12 | $125
Jan 31

Leveraging Diversity and Inclusion in the Workplace
Understand the psychological and perceptual processes that impact the way employees interact with each other and how to manage hidden biases. Discover how increased diversity in teams offers unique skill sets and capabilities for better business performance.

Facilitator: Philipe Bruce, BS
Half day | 1–4:30 | $125
Dec 3

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 anyone involved in HR functions.
You will learn:
• Impact of laws that affect HR activities.
• The importance of on-boarding to retention.
• How to avoid costly mistakes that could land you in court.

Facilitator: Doug Pedersen
Half day | 8:30–12 | $125
Oct 24

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.

Facilitator: Pam Sumner, MS
Half day | 1–4:30 | $125
Nov 12
SHRM-CP/SHRM-SCP Prep
Prepare yourself to achieve SHRM certification which defines the standards for knowledge, strategies and competencies required for effective HR professionals. Uses the SHRM Learning System, historically ranked the #1 HR certification prep tool.

- Guided by experienced, certified facilitators
- Personalized, learning experience
- Focused, topic-level learning
- Resources to boost exam confidence

12 Weeks | 4:00-7:00 PM | $1,350
Tuesdays | Feb 18–May 13

SHRM Essentials of Human Resources
The SHRM Essentials of Human Resources is an introductory course offering a comprehensive overview of the key aspects of HR. It gives participants foundational knowledge and an introduction to behavioral competencies that are essential for business success. This course is ideal for those who are just starting out in the human resource profession, or those who are looking for an effective way to boost their employee management skills.

Facilitator: Ralph Lassiter, CQM, CPT, SPHR
Two days | 8:30–4:30 | $699
Mar 19, 20

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.

Facilitator: Ralph Lassiter, CQM, CPT, SPHR
One day | 8:30–4:30 | $249
Nov 19

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.

- 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.

Facilitators: Beth Giesbrecht, PMP, COI; Ralph Lassiter, CQM, CPT, SPHR; Michael Harsh, MA, LPC; Beth Swinney, BA
Two days | 8:30–4:30 | $599
Nov 21, 22

Advanced Leadership Boot Camp
Creativity is one of the most important characteristics of an effective leader. Creative leaders challenge the ways in which things are done and create an environment in which others can do the same. In this advanced course, leaders will learn to strategize more creatively as they face new challenges.

Modules include:

- Leaders Who Coach
- EQ Essentials for Leadership Success
- Creative Decision Making
- Leading Change

Facilitators: Pamela Sumner, MS; Michael Perdunn, MA PMP, CRISC
Two days | 8:30–4:30 | $599
Next program in 2020

Build Your Confidence to Pass the SHRM-Certification Exam
As part of the NBDC exam prep course, you will receive the SHRM Learning System for SHRM-CP/SHRM-SCP, historically ranked the #1 HR certification prep tool.
HUI RU NG

OCCUPATION
Technology Commercialization Graduate Assistant Dual Degree: MS, MIS and MBA

NBDC INTEREST
Agile Principles and Practices

PREOCCUPATION
Road trips!

NEXT ADVENTURE
Amsterdam
Cursos impartidos en español

Cúmo Hacer que los Empleados Piensen Estratégicamente (How to Get Your Employees to Think Strategically)
En un mundo cambiante, ser capaz de predecir y planificar lo posiciona a usted y a su organización en el camino del éxito. Aprenda cómo crear una cultura en la que sus empleados sean incentivados a pensar estratégicamente hasta que se vuelva parte de su trabajo. Estimule a sus empleados a aprender las habilidades, actitudes, y comportamientos necesarios para pensar críticamente, descubrir nuevas oportunidades y tomar mejores decisiones.

In a changing world, being able to predict and plan ahead positions you and your organization for success. Understand how to create a culture where your employees are encouraged to think strategically until it becomes part of their job. Encourage employees to learn the skills, attitudes, and behaviors needed to think critically, uncover new opportunities and make better decisions.

Presentado en español:: Karen Klingberg
Medio día | 8:30–12 | $125
Feb 18

Tomando Decisiones Éticas (Making Ethical Decisions)
Aprenda cómo usar la ética personal y la intuición para tomar mejores decisiones al interactuar con otros. Este curso se enfoca en el proceso de trabajar en grupos, en cómo la ética afecta la dinámica de grupo, cómo las características individuales afectan la toma de decisiones y en cómo mantener una cultura organizacional de apoyo, honesta y justa.

Learn how to use personal ethics and insights to make better decisions when interacting with others. This course focuses on the process of working in groups and how ethics inform group situations, how individual decision making traits influence the decisions that we make and how to maintain an honest, supportive and fair workplace culture.

Presentado en español:: Karen Klingberg
Medio día | 8:30–12 | $125
Mar 17

Consejos para Aceptar el Cambio en el Lugar de Trabajo (Tips for Embracing Change in the Workplace)
El cambio es una constante. Puede ser difícil, y ayudar a otros a aceptarlo puede ser frustrante. Este curso se enfoca en un sistema de administración del cambio que facilita a los líderes a comprender y influenciar el cambio, a identificar las causas de resistencia y a ayudar a otros a hacer una transición exitosamente.

Change is a constant. It can be difficult, and helping others embrace changes can be frustrating. This course focuses on a change management framework that can help leaders understand and influence change, identify the causes of resistance, and help individuals successfully transition.

Presentado en español:: Karen Klingberg
Medio día | 8:30–12 | $125
Nov 5

Haciendo la Transición de Compañero de Trabajo a Jefe (Making the Transitioning from Co-Worker to Manager)
Ascender a un puesto de supervisor implica un cambio importante en la manera de funcionar como nuevo líder. Como gerente o supervisor, su papel es liderar a su equipo de modo que promueva los intereses de la compañía. Esto requiere un cambio de mentalidad y de actitud. Aprenda a crear un plan que impulse su nuevo papel a la vez que ayuda a los demás a alcanzar el éxito.

Moving to a supervisory role involves a major change in how you function as a new leader. As a supervisor or manager, your role is to lead your team in a way that promotes the company’s interest. This requires a change in mindset and attitudes. Learn how to create a plan that launches your new role while helping others succeed.

Presentado en español:: Karen Klingberg
Medio día | 8:30–12 | $125
Nov 12

Solicitar otras clases de liderazgo en español:

kkharter@unomaha.edu
402.554.4095
OD
TAKE 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, 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.

(402) 554-4088
hsargus@unomaha.edu

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

(402) 554-6250
lamatthews@unomaha.edu

NBDC is always looking for instructors and new courses. If you have knowledge and experience in a particular subject area and are interested, please contact Harold Sargus at (402) 554-4088 or email hsargus@unomaha.edu
ARE YOU READY TO MAXIMIZE YOUR ORGANIZATION?

We are ready to help! For nearly 30 years, NBDC has provided professional development and customized training solutions to a wide range of situations. That’s our long term commitment to helping businesses in Nebraska grow.

We can help you develop and nurture talent, plan strategically or implement a formal change management process. We have a wide range of resources to serve your individual needs. On this page are general descriptions of issues we have helped client organizations work on. In actuality, our assistance is specific to the needs and goals of each organization. So, it can come in many shapes and sizes.

CHANGE MANAGEMENT

Leaders have a crucial role in effectively leading change initiatives in the workplace. We work with leaders and their teams to recognize their organizations’ objectives, develop a change implementation plan and agree on measurement of the benefits.

STRATEGIC PLANNING

When you are ready to revisit your organization’s strategic plan, we help your leadership create a process that fits your culture. Whether you want input from many stakeholders or just a few, we have a process for that.

TALENT RECRUITMENT AND RETENTION

Many organizations are addressing a need to recruit and retain talent. NBDC can help with your talent initiatives whatever they may be — analyzing employees’ desires and needs, examining the culture of your business, development of next generation leaders, or creating a talent pipeline. NBDC will assist with your processes while demonstrating best practices.

LONG TERM HEALTH

NBDC helps you develop a well-thought-out workforce plan. We help you review the current state throughout your organization and project future needs for each functional area. Together, we look at your overall organizational structure, changes, skills and knowledge, and develop a plan. This could take 4–6 months but is well worth the effort for the long term health of your organization.
If you have participated in an NBDC certificate program ...

CERTIFICATE ALUMNI, please join us at a new NBDC event planned just for your continuing professional development.

We believe that acquiring and maintaining professional competence and mastery of a subject requires a strong habit of learning. With this in mind, FRIDAY FORUM will:

• Provide peer networking opportunities
• Include small group discussions on relevant topics
• Give you fresh eyes on professional problems and issues
• Reinforce the habit of lifelong learning

WHERE: UNO College of Business Administration, Mammel Hall
WHEN: First event will be November 15 | 11:30 AM–1:00 PM
RSVP: MirandaMasterson@unomaha.edu or (402) 554-2521

Certificate holders, don’t stand still. Keep your skills and knowledge up-to-date!
OUR POLICIES

IF YOU CANCEL
Workshops 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 unless otherwise noted.

USE YOUR GI BILL BENEFIT
Veterans, current service members and their families can use their GI Bill benefits for many of our certificate programs! Military spouses may also use MyCAA to help support their education.

To learn how to apply for the best benefit for you, contact UNO’s Office of Military and Veteran Services as you consider which certificate program will help you pursue your professional goals. Contact (402) 554-2349.

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

UNO ANTI-DISCRIMINATION POLICY
unomaha.edu/office-of-equity-access-and-diversity

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.

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