WINTER 2020











## **REGISTER**



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



402.554.2521



 $oldsymbol{\mathcal{R}}$  unonbdc.augusoft.net



EAD (ENGINEERING, AUTOMATION AND DESIGN) ATTRIBUTES ITS STEADY GROWTH TO INVESTING IN EMPLOYEES AND DELIVERING VALUE TO CLIENTS.

## **EAD** creates employee university

EAD was founded in early 2001 as an engineering firm. Over the years, they have recognized and responded to clients' needs by diversifying services into automation, construction, and program management. In 2018, EAD expanded its physical locations with the opening of a regional headquarters in Memphis, TN and welcomed eight new associates to the team. The firm continues to actively research additional locations to fill the growing market demand for engineering, automation and design solutions.

A strength of this forward-thinking company is its commitment to exceptional employee development. EAD invests in employees with both technical and human relation skills training. It provides staff with frequent internal training as well as opportunities to pursue advanced certifications. Employees who already have years of hands-on industry experience are encouraged to make continuous learning a priority.

Company leadership recognized a need to pass on the confidence of being able to take on anything technical, while simultaneously developing what some may consider soft skills not always taught in engineering professional education—emotional intelligence, accountability, problem solving and communication, to name a few.

The year-long EAD University developed for employees in partnership with NBDC is a systematic approach to developing non-technical and leadership skills. The program is based on a leadership competency model created with NBDC to answer the question "What does it take to be a good leader at EAD and a trusted business advisor for our clients?" Longer than many similar programs, classes meet once a month for a year. All levels of leadership can participate.

EAD HAS MADE A SIGNIFICANT INVESTMENT TO ENSURE THAT THE COMPANY HAS THE SKILLS AND TOOLS TO CONTINUE STRONG GROWTH INTO THE FUTURE.

If your company is interested in pursuing a strategic approach to employee development that is unique to your organization, turn to pages 16–17 and contact an NBDC organizational development professional.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. Contact Charlotte Russell, ADA/504 Coordinator (402.554.3490 or TTY 402.554.2978)

#### 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

Mar 20

## **NEW Managing Teams and Overcoming Dysfunctions**

Based on the book *The Five Dysfunctions of* a *Team*, this course will explore the causes of team failure, organizational pitfalls and how to grow as a team.

You will:

- Understand the expectations required of a cohesive team
- Explore the elements that get in the way of successful teaming
- Identify steps to improve team functioning
- · Develop an action plan to improve your team.

Facilitator: Pamela Sumner, MS One day | 8:30-4:30 | Fee: \$299 Aug 28

#### 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 Apr 16, 17

#### 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 Mar 10

#### 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 Mar 24

#### 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 Jun 18, 19

#### 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 Apr 3

#### 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 May 19

#### 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 Mar 26, 27

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

#### 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 Mar 6, 13

#### 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 threemonth 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 | \$1,899 Apr 9, 10, 16, 17 Call (402) 554-4095 for information about CAPM exam prep

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.

#### 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 | \$159 Mar 19

#### 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 May 12

#### 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 May 15

#### 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 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 Apr 23, 24

#### 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 Apr 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.

Facilitator: Beth Giesbrecht, BS, PMP Half day | 1–4:30 | \$159 Mar 19

#### 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 Jun 18, 19





#### **Certificate in Project Management**

- Successful Project Management
- Microsoft Project 2016
- Requirements Elicitation
- Building 4-Dimensional Teams

Nine days | \$2,190

## 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)
- Principles of Scrum (online)
- Intro to Agile (online)

Class and online | \$1,990

## NEW! Agile Project Management Certificate

- Project Management Foundations
- » Agile Principles and Practices
- Learning Leadership Agility
- Managing Teams and Overcoming Dysfunctions
- Writing Accurate Requirements
- Writing Good User Stories
- Understanding Agile Methods
- » A Guide to Essential Agile Roles

Seven 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 | \$2,190

#### **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 | \$2,190

#### **Online Certificate in Leadership**

- Intro to Leadership
- Leading Teams
- Effective Negotiation
- Handling Workplace Conflict
- Mow 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 | \$2,190

#### **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 | \$2,190

## Certificate in Supply Chain Management (Blended)

- Principles of Supply Chain Management (online)
- Learning Leadership Agility (class)
- Principles of Lean Manufacturing (class)
- Process Mapping for Business Improvement (class)
- Overview of Sustainable Management (online)
- Materials Management and Procurement (online)
- Measuring Sustainable Management Performance (online)
- Successful Project Management (class)
- Supply Chain Integration (online)

Online and class | \$2,190

## Certificate in Emergency Preparedness and Business Continuity

- Emergency Response
- Business Impact Analysis
- Plan Development
- Implementation and Capstone Case Study

Seven days | \$1,990

#### **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 | \$1,990



#### LEADERSHIP AND HUMAN RESOURCES



#### 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 insight — gratitude, reframing, active listening, feedback and journaling. Your team will benefit if you learn to identify and control your biases and reduce your own stress level. You'll see leadership in a new light.

Facilitator: Karen Klingberg Half day | 8:30-12 | \$159

Feb 13

#### SHRM 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 | \$159 Apr 7

#### 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 | \$159

Mar 12

## How to Communicate More Effectively in Your Organization

Il mprove work flow, productivity and reduce stress. 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 | \$159

Apr 21

#### SHRM 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 | \$299

Mar 27





SHRM Valid for 3.25 PDCs toward SHRM-CP and SHRM-SCP recertification.

#### NEW! Managing Teams and Overcoming Dysfunctions

Based on the book *The Five Dysfunctions of a Team*, this course will explore the causes of team failure, organizational pitfalls and how to grow as a team.

#### You will:

- Understand the expectations required of a cohesive team
- Explore elements that get in the way of successful teaming
- · Identify steps to improve team functioning
- Develop an action plan to improve your team.

Facilitator: Pamela Sumner, MS One day | 8:30–4:30 | Fee: \$299 Aug 28

#### 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 | \$159 May 14

#### SHRM 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 | \$159

Mar 13

#### Learning Leadership Agility

Able 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 | \$299 May 19

#### 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 | \$159 Mar 19

#### 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 | \$159 Mar 19

### **Professional Development in Small Bites**



COMMUNICATING ACROSS CULTURES APRIL 17
MOTIVATING YOUR TEAM MAY 1
HANDLING CONFLICT AT WORK MAY 15
PREVENTING GROUP THINK IN TEAMS MAY 29

NOON-1:00 P.M. | \$20 | INCLUDES LUNCH



#### 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 | \$159

Fall 2020

#### **SHRM** HR Laws for Supervisors and Managers

Supervisors and managers share HR responsibilities to make 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 | \$159

Mar 31

#### Secrets of Dynamic Presentations

Learn how to deliver professional, polished presentations that will help you communicate your ideas, reinforce your message and accomplish your objectives.

Facilitator: Dan Matuella Half day | 8:30 - 12 | \$159

Mar 26

#### SHRM 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 Kick-off meeting Feb 4



SHRM Valid for 3.25 PDCs toward SHRM-CP and SHRM-SCP recertification.

#### 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 coworkers 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 | \$299 Apr 9

#### 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

Two days | 8:30-4:30 | \$599

Feb 6, 7

#### Understanding Generational Differences

In this course, you will identify the generational differences in the workplace, review some of the benefits and issues associated with it, and share some of the best practices that will help you build a strong multi-generational team.

Facilitator: Philipe Bruce Half day | 8:30-12 | \$159

Apr 24



THE SHRM ESSENTIALS OF HUMAN RESOURCES



## Cursos impartidos en español

#### Cómo 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 espanol: Karen Klingberg Medio dia

#### 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 característic 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 espanol: Karen Klingberg Medio dia

#### 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 e influenciar el cambio, a identificar las causas de resistencia dy 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 espanol: Karen Klingberg Medio dia

#### 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 espanol: Karen Klingberg Medio dia

#### Solicitar otras clases de liderazgo en español:



kkharter@unomaha.edu 402.554.4095

# Organizational Development

#### TAKE A STRATEGIC APPROACH

- Define the Need
  Consult and Question
  Determine Performance Gaps
  Explore Organizational Culture
- Recommend a Solution
  Align with Strategic Direction
  Highly Customized
  High Probability of Success
  Cultural Fit
- Plan and Administer Delivery
  Provide Tailored Materials
  Ensure Directions are Met
  Evaluate



I AM READY TO COLLABORATE WITH COMPANIES AND ORGANIZATIONS TO DEVELOP EMPLOYEE PROGRAMS THAT ARE CUSTOM DESIGNED FOR YOUR UNIQUE WORKFORCE NEEDS, GOALS AND CULTURE.

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

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.





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, developing 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 in leadership, project management and business
- · Reinforce the habit of lifelong learning

WHERE: UNO College of Business Administration, Mammel Hall

WHEN: March 20 | 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.

#### WORKSHOP LOCATION

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

#### **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**

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#### 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)



Mammel Hall 200 6708 Pine Street Omaha NE 68182-0248

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### WHY AN MBA FROM UNO?

- Convenient, flexible class schedules
- Evening and online classes
- Eight-week class sessions
- Affordable tuition
- 10 concentration options
- State-of-the-art academic facilities
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APPLICATION DEADLINES

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