Table of Contents

4 . . . . OD Consulting
5 . . . . Business Analysis/Project Management
9 . . . . Certificates in Business Analysis and Project Management
10 . . . . Applied Leadership
14 . . . . Online Classes
15 . . . . Certificate in Leadership (online)
16 . . . . Advanced Leadership Boot Camp
17 . . . . Leadership Classes in Spanish
18 . . . . Certificate in Leadership
19 . . . . Lunch & Learn
20 . . . . Leadership Boot Camp
22 . . . . Certificate in Supply Chain Management
23 . . . . Certificate in Lean Enterprise
25 . . . . Human Resources

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
Lessons from the Kodak Moment

HAVE YOU EVER HEARD THE PHRASE “KODAK MOMENT?”
A once popular, upbeat expression, a “Kodak moment” is defined in the Online Slang Dictionary as a sentimental or charming moment worthy to be captured in a photograph. The phrase has been used in advertising to convey this meaning for more than 50 years!

Recently, we find another meaning for the phrase used by consultants, business schools, authors and speakers — the moment a business fails to foresee changes within its industry, as when digital photography (for which Kodak owned many patents) overcame Kodak’s film-only business model.

Like Kodak, our roles may be in danger of extinction if we don’t look at what’s coming over the horizon. Is project management having a “Kodak moment?” Here are some trends to be aware of in the PM field.

IT’S NOT JUST EXECUTING PLANS
One of the important trends is the recognition of the role leadership skills and emotional intelligence plays in project management. Another is the need to elevate business knowledge so PMs can better calculate and communicate the business value of projects. To support these trends, the Project Management Institute has enacted what it’s calling The Talent Triangle®. Certified individuals are required to complete Professional Development Units not only in technical PM, but also in business and in leadership.

IT’S NOT JUST ONE THING
Another important trend is recognizing that most projects are planned and executed in a hybrid methodology. It’s not enough to be proficient in Waterfall, you might need elements of Agile or Lean or Iterative methods. Don’t fall into the trap of only having a hammer and therefore seeing every problem as a nail. Expand your repertoire.

If project managers keep expanding their skill sets, they will have a better chance of avoiding their own “Kodak moment.”

Call us today to learn how we can help you meet PMI PDU requirements.
(402) 554-4095
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

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
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.

Contact: (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
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: $599. Facilitator: Pamela Sumner, MS

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.

Fee: $599. 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 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.
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 Q&As for the PMBOK® 6th edition. A simulation will recreate an actual exam. 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
Three Days
JUN 6, 7, 14
OCT 10, 11, 18
8:30–4:30

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.

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

Two Days
APR 25, 26
SEP 26, 27
NOV 7, 8
8:30–4:30

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

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

One Day
APR 9
OCT 4
8:30–4:30

Surviving Troubled Projects
Any project can fail or under-deliver. Even the most experienced project managers may find themselves with such a project, but they can lessen the chances. 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

Half Day
JUL 9
SEP 17
DEC 10
1–4:30

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

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

One Day
SEP 20
8:30–4:30

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

Fee: $299. Facilitator: 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 (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 (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 (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) 894-4098 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

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.
Fee: $125. Facilitators: Danna Swartz, MA

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 make adjustments to the way you work with others. You will learn to apply a more diverse way of thinking and problem solving to workplace situations.
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 Communicating in a Cross-Cultural Organization

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: $259. Facilitators: Danna Swartz, MA

Tough Talk — Managing Difficult Conversations

When opinions differ and emotions start to 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 can affect every aspect of our lives.

Objectives:
- Learn sources of conflict and why people avoid it
- Identify issues that should be addressed.
- Recognize your personal conversational style under stress

Fee: $125. Facilitator: Pam Sumner, MS

Connecting 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

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

NEW 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.

Fee: $125. Facilitator: Beth Ciesbrecht, BS, PMP

REGISTER AT nbdc.gosignmeup.com
APPLIED LEADERSHIP

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**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

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**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

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**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

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

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

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**Becoming a More Innovative Leader**
To 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.

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

**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

**New 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.
Fee: $125. Facilitator: Pam Sumner, MS

**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 can offer unique skill sets and capabilities that lead to better business performance.
Fee: $125. Facilitator: Philipe Bruce, BS

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**DATABASE**

**Relational Database | May 9**
Learn the database terms and the key features of a database system. You will discuss and create Entity-Relationship Models for several database scenarios. You will learn to categorize and store data that can later be queried and filtered to extract specific information for reports.

**Structured Query Language | May 10**
Learn Structured Query Language (SQL), the common language for interacting with a variety of database software. Create statements that join tables and group information. Use sub-queries to further refine the data returned. Return just the records you want with outer join queries.
Introduction to Cybersecurity

- Globally, incidents of data breaches, identify thefts, and cybercrimes are on the rise, along with the explosive growth of online personal data and the expansion of computer networks.

This course:
- Teaches foundations of information security encountered in the cybersecurity field.
- Introduces basic vocabulary and concepts such as access controls, risk management, cyber-attacks, and digital forensics.

$99 | 0.5 CEU

Data Analysis in the Real World

How are data-driven decisions put into practice when applied to different sectors, such as health care, education and government? This intermediate-level course will answer these questions.

This course:
- Makes recommendations for decision-making based on data analytics for each sector.
- Introduces Big Data and delves deeper into its implications for each sector.
- Uses industry case studies to make the concepts understandable in the real-world.

$79 | 0.5 CEU

Leadership and Management for Entrepreneurs

Explore the leadership and management issues entrepreneurs face as they create and establish successful new ventures.

This course:
- Reviews the key managerial roles of planning, organizing, staffing, leading and controlling and their application in entrepreneurial settings.
- Explores self-management for the entrepreneur—how to manage time and maintain a proper work-life balance.

$129 | 0.5 CEU

Body Language for Leaders

At the core of strong leadership is the ability to communicate effectively. By understanding the impact of body language, leaders can communicate in a way that builds positive relationships with employees, clients, and business partners.

This course:
- Provides tips for reading body language and using it.
- Addresses gender stereotypes and cross-cultural body language.
- Explores the role of body language in virtual communication.

$79 | 0.3 CEU
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.

<table>
<thead>
<tr>
<th>Intro to Leadership</th>
<th>Managing in a Modern Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading Teams</td>
<td>Time Management</td>
</tr>
<tr>
<td>Effective Negotiation</td>
<td>Performance Management</td>
</tr>
<tr>
<td>Handling Workplace Conflict</td>
<td>Handling Difficult Employee Behavior</td>
</tr>
<tr>
<td>How to Coach</td>
<td></td>
</tr>
</tbody>
</table>

**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.

**FOR MORE INFORMATION**
 kkharter@unomaha.edu  (402) 554-4095  nbdc.unomaha.edu|training

**COACH/MENTOR**
Do you struggle applying what you’ve learned to your job? You can get personal coaching after most NBDC classes. Call (402) 554-4095 to learn more.
ADVANCED LEADERSHIP BOOTCAMP

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.

"The role of a creative leader is not to have all the ideas; it’s to create a culture where everyone can have ideas and feel that they’re valued. So it’s much more about creating climates. I think it’s a big shift for a lot of people." — Sir Ken Robinson

Leaders Who Coach
The most successful leaders are like the best coaches — they help those around them succeed. Learn how leaders who coach support strong engagement, develop trust and improve creativity and communication in complex environments.

EQ Essentials for Leadership Success
Developing emotional intelligence (EQ) allows us to 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.

Creative Decision Making
Creative decision making derives from thinking outside the box and seeing issues from multiple perspectives. Learn how managers use creative decision making to help their organizations innovate and grow.

Leading Change
Overcoming resistance to change is a crucial role leaders play in their organizations. Learn skills that creative leaders use to minimize potentially negative effects of change on morale and productivity.

NEW
TWO DAYS
OCT 3 – 4
$599
LEADERSHIP DEVELOPMENT
for Spanish speaking managers and supervisors

Entrenamiento presentado en español
Clases de medio día
$125
Instructor: Karen Klingberg

Cómo Hacer que los Empleados Piensen Estratégicamente Sep 24
(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.

Tomando Decisiones Éticas Oct 8
(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.

Consejos para Aceptar el Cambio en el Lugar de Trabajo Nov 5
(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 y a ayudar a otros a hacer una transición exitosamente.

Haciendo la Transición de Compañero de Trabajo a Jefe Nov 12
(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.

Solicitar otras clases de liderazgo en español:
kkharter@unomaha.edu
(402) 554-4095

REGISTER AT nbdc.gosignmeup.com 17
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.

**CURRICULUM**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership Boot Camp</td>
<td>Aug 29 &amp; 30</td>
</tr>
<tr>
<td>Transitioning to Supervision</td>
<td>Apr 16</td>
</tr>
<tr>
<td>Successful Project Management</td>
<td>Apr 25 &amp; 26</td>
</tr>
<tr>
<td>Building 4D Teams</td>
<td>May 9 &amp; 10</td>
</tr>
<tr>
<td>Building Personal Resiliency</td>
<td>May 23</td>
</tr>
<tr>
<td>HR Laws for Supervisors &amp; Managers</td>
<td>Jun 4</td>
</tr>
<tr>
<td>Prioritize or Agonize</td>
<td>Jul 9</td>
</tr>
<tr>
<td>Running Productive Meetings</td>
<td>Jul 9</td>
</tr>
</tbody>
</table>

**FACILITATORS**

Beth Giesbrecht, PMP, COI; Ralph Lassiter, Ed.D, SPHR; 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.
March 29 What LEAN Can Do
Discuss the six Lean tools that will get you inspired to enhance productivity, improve your work environment and increase customer satisfaction.

April 12 Create Change When You’re Not in Charge
Small or large, complex or simple...change is a people process. You can create change no matter what role you play in your organization.

May 10 Kaizen: Leading Change for the Better
Kaizen simply means “change for the better.” Kaizen teaches employees to think differently about their work and helps teams adopt positive change.

May 17 Be Prepared for the Unexpected
Can your organization survive an emergency or disaster without losing its momentum? Learn how to create a plan to keep your business operating.

June 21 How to Write Good User Stories
User stories are the heart of agile development. They are the primary input to the team. Unfortunately user stories are difficult to get right. Let’s discuss.

Sep 20 Develop Peer Coaching in Your Workplace
When used effectively, peer coaching can be a powerful tool to explore issues in greater depth and develop stronger ideas, actions and goals.

June 14 Strengthen Emotional Intelligence
Develop emotional intelligence and use it to your advantage.

Sep 6 Influence without Authority
Explore how women can strengthen their negotiating skills.

Nov 1 The Art of Giving Feedback
By changing their body language and vocabulary, women can communicate more effectively.
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; 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
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; Lyle Hervert, BS; Rick Yoder, MS, SFP

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) 554-4095 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
Emergency Response: Preliminary Identification of Risks
Emergency Response: Tools and Resources for Responders
Business Impact Analysis: Foundations
Business Impact Analysis Practical Application
Plan Development Part 1
Plan Development Part 2
Response and Recovery
Implementation and Capstone Case Study

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

How to Communicate More Effectively
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 make adjustments to the way you work with others. You will learn to apply a more diverse way of thinking and problem solving to workplace situations.
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. 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. Pam Sumner, MS
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

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

Coaching for Managers

Coaching is critical for the development and growth of your employees. You need to not only manage them, but provide them with skills, knowledge and guidance…and coach them for higher performance.

Objectives:
• Learn how to communicate performance expectations.
• Discover ways to reinforce positive performance.
• Recognize and resolve performance issues.

Fee: $125. Facilitator: Pam Sumner, MS

Courses on page 25 and 26 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.

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

YOU MAY RE-TAKE A CLASS: 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.

- Financial projections, planning and loan packaging
- Export consulting, market research and analysis
- Technology commercialization consulting
- Government sales consulting
- Business valuation and transition planning
- Project management and leadership training
- Process improvement and sustainability training
- Organizational development consulting and customized training
- For more information, nbdc.unomaha.edu
The University of Nebraska at Omaha shall not discriminate based upon age, race, ethnicity, color, national origin, gender-identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion, or political affiliation in its programs, activities or employment.