REAL. PRACTICAL. TRAINING.

FALL 2018

COLLEGE OF BUSINESS ADMINISTRATION

NEBRASKA BUSINESS DEVELOPMENT CENTER
NEW Classes
Office Technologies
OD Consulting
Business Analysis/Project Management
Certificates in Business Analysis & Project Management
Applied Leadership
Certificate in Leadership
Leadership Boot Camp
Lunch & Learn
Certificate in Safety Leadership
Certificate in Supply Chain Management
Certificate in Lean Enterprise
Certificate in Emergency Preparedness & Business Continuity
Human Resources
Policies

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Certificate programs offer more opportunities

Brenda Jones (not her real name) was tired of working retail. She explored what profession would interest and excite her. Project management! But how to get a project management job with no experience or formal instruction?

Brenda found out about NBDC’s certificate in project management. Enrollment was easy and she finished in only about eight months. She loved the classes that gave her not just theory but hands-on working knowledge of how to harvest requirements, break down and then schedule the work of the project and work with a team.

The Value of Certification

You may ask yourself, “why should I undergo the study, effort and time required to earn a certificate?” There are three advantages that certification brings to your career trajectory:

- **Leading Edge** Certificates appeal to most employers in the 21st century who value staying current.
- **Confidence and Achievement** Surveys show that earning a credential increases personal confidence, critical thinking and skills.
- **Marketability** Certificates allow mid-career professionals to update skill sets, build confidence, and expand professional networks. In a recent survey, 95% of respondents affirmed that certification enhanced their professional credibility.

Certificates Offer Flexibility and Relevance

Unlike degree programs, most certificates can be earned in less than one year, and working adults find them easier to fit into busy schedules. You can find programs relevant to your job, regardless of your field. For instance, learning project management techniques can be applied to make almost any job easier. Or, a certificate in leadership could pave the way to a promotion in any field.

What happened to Brenda?

She landed a job in project management, of course! She loves it.

According to Matt Youngquist in *Career-Horizons*, certificate programs are sometimes referred to as the new Master’s degrees.
NEW Agile Principles and Practices

Agile is about delivering projects at the speed of business. Agile methods take a flexible, holistic product development strategy, where 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. During this workshop 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

NEW 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

NEW 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

NEW Influencing without Formal Power

Are you in a position where you have the responsibility to get tasks done but not the official power to command? You need to develop your influence muscle!

Objectives:
- Understand the different bases of power.
- Learn the conversations that get things done.
- Analyze and plan for different stakeholder interactions.

Fee: $125. Facilitator: Beth Giesbrecht, BS, PMP
NEW Business Writing for Professionals

Professionals of all levels, learn to write memos, letters and emails that get attention and are more effective in achieving results. You will learn about 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. Facilitator: Danna Swartz, MA

NEW Google AdWords for Online Marketing

Broaden your understanding of the major digital marketing platforms and how they work. You will receive hands-on training by industry experts that will lead to a certification in Google AdWords. You will also gain an understanding of how the internet is used by businesses of all sizes, the economics of advertising online and the best practices for executing digital marketing campaigns.

NEW Cross-Cultural Communication

As the world shrinks, professionals are more frequently communicating with people originating from different cultures. Although two people may have the same profession and speak the same language, there may be communication challenges that are difficult to recognize. Understand what factors, besides language, impact business communication, how to recognize missteps and how to interact ably within a culture that is not your own.

Fee: $249. Facilitator: Danna Swartz, MA

OFFICE TECHNOLOGIES

Excel Level I: Formulas and Functions
One day | $125 | Sep 21

Excel Level II: Shortcuts and Tips
One day | $125 | Sep 28

Excel Level III: Applying Conditional Features
One day | $125 | Oct 19

Relational Database
One day | $125 | Oct 11

Structured Query Language
One day | $125 | Oct 12
Create a planned and systematic change effort to become a more vital and sustainable organization.

- Improve organizational effectiveness through strategic planning and aligning functional structures.
- Create a collaborative, innovative environment with reward systems to improve overall operations.
- Identify strengths and opportunities where improvement is needed.
- Support employees through a system of feedback and individual development emphasis.

When training is not the solution

We can create a plan that delivers measurable results. From an in-depth consultation with your key personnel, NBDC will develop objectives and create a customized approach to address the needs and goals of your organization. NBDC can help you initiate and complete the following strategies:

- Competitiveness Review
- Market Research
- Focus Group
- Cultural Assessment
- Training Needs Assessment
- Coaching and Mentoring
- Improve Processes
- Leadership Development

The Bottom Line

“The bottom line is, when people are crystal clear about the most important priorities of the organization and team they work with and prioritized their work around those top priorities, not only are they many times more productive, they discover they have the time they need to have a whole life.” Stephen Covey
WE HELP YOU WITH A STRATEGIC APPROACH

1 Define the Need
   Consult and Question
   Determine Performance Gaps
   Explore Organizational Culture

2 Recommend a Solution
   Align with Strategic Direction
   Highly Customized
   High Probability of Success
   Cultural Fit

3 Manage the Delivery
   Plan and Administer Delivery
   Provide Tailored Materials
   Ensure Directions are Met
   Evaluate

NBDC ORGANIZATIONAL DEVELOPMENT PROFESSIONALS

Harold Sargus, MBA, SPHR, SHRM-SCP, client services manager for the NBDC professional and organizational development program, has over 25 years of human resource, OD and sales experience and has served as lead HR professional within a variety of organizations.

CONTACT (402) 554-4088 or hsargus@unomaha.edu

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

CONTACT (402) 554-6250 or lamatthews@unomaha.edu

Renee Held, BS, NIST MEP Lean Certified, Lean consultant, has 25+ years experience in business, management and in effectively implementing Lean techniques within manufacturing processes.

CONTACT (402) 960-9843 or rheld@unomaha.edu

Email or Call us FOR MORE INFO
or visit nbdc.unomaha.edu/OD
NEW Agile Principles and Practices

Agile is about delivering projects at the speed of business. Agile methods take a flexible, holistic product development strategy, where 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. During this workshop 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 team and organization. You will also learn how to identify core behaviors and motivate team members based on their strongest assets. 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. Whether you are a new business analyst or experienced, you will benefit from creating an actual feasibility study and examining a current business case. Exercises will keep you engaged and encourage you to share personal experiences.

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

Communicating 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
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

NEW 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

DEFINE YOURSELF as a problem solver
Earn a Certificate in Project Management
• Pursue advancement
• Explore opportunities
• Update skills
• Promote yourself
• Earn PMI credentials

NBDC certificates are flexible and affordable. Learn more on page 12.
**Prioritize or Agonize**
Are you feeling overwhelmed by a “to-do” list that is pages long and growing? Learn skills of time management that will help you organize and complete your daily tasks. You will take away workable ideas on how to better manage your responsibilities so that—rather than yesterday’s unfinished business—you can start each day anew!

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

**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 could use new techniques to help you work more effectively with your teams? Good project managers are always looking for techniques to help them 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

**PMP Exam Prep**
- Aligns with PMBOK 6th Edition
- Fulfills all contact hours for PMP exam

This accelerated instructor-led course fulfills all contact hours required for the PMP Exam and will give you the resources and confidence to pass the test. You will receive a review book and a three-month subscription to online resources, CDs, flashcards, and the PMBOK Guide® 6th Edition. An exam simulation will recreate an actual exam and includes a walk-through of the application process. An introductory class such as *Successful Project Management* or *Project Management for IT* is highly recommended before taking this course.

Fee: $1,699. Facilitator: Pam Soderholm, MS, PMP

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

If the requirements are not correct, your project is doomed. In this class, you will learn various methods of gathering requirements, such as prototyping and reverse engineering. You will practice correctly writing requirements and work with various ways to visualize the requirements by modeling. If your requirements are communicated accurately, everyone prospers.

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

Successful Project Management

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

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

NEW Surviving Troubled Projects

Any project can fail or under-deliver. Even the most experienced project managers may find themselves with such a project, but they can lessen the chances. This class uses gamification techniques applied to realistic scenarios to teach all three arms of the PMI talent triangle.

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

Running Productive Meetings

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

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

Sustainable Practices

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

Fee: $299. Facilitator: Jean Waters, MS, SFP
Certificate in Project Management (online & classroom)
- Successful Project Management (2 days in class)
- Microsoft Project 2016 (2 days in class or Project Management Simulation online)
- Requirements Elicitation Methods and Models (3 days in class or 3 online courses)
- Building 4-Dimensional Teams (2 days in class) or Project Management Team Leadership (online)

Certificate in IT Project Management
- IT Project Management (2 days)
- Requirements Elicitation Methods and Models (3 days)
- Building 4-Dimensional Teams (2 days)
- Agile Principles and Practices (1 day)
- Learning Leadership Agility (1 day)

Certificate in Advanced Project Management
- Core Principles for Business Analysis (2 days)
- Exploring Project Risk Management (1 day)
- New Tools for your PM Toolbox (1 day)
- Communicating Projects Visually (1 day)
- Communicating with Project Stakeholders (1 day)
- Agile Principles and Practices (1 day)
- Advanced Leadership Boot Camp (2 days)

Certificate in Business Analysis
- Core Principles for Business Analysis (2 days)
- Process Mapping for Business Improvement (1 day)
- Requirements Elicitation Methods and Models (3 days)
- Prioritize or Agonize (1/2 day)
- Running Productive Meetings (1/2 day)
- Successful Project Management (2 days)

CALL/EMAIL KIM HARTER TO REGISTER: (402) 554-4095  |  kkharter@unomaha.edu

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) 554-4095 for an application.
HALF DAY  
**Building Personal Resiliency**  
People who are good at coping with challenges and setbacks usually have one thing in common—resiliency. Increase your resiliency by learning how to build positive relationships with supervisors, coworkers and team members; create higher levels of engagement and productivity and reduce conflict.  
Fee: $125. Facilitator: Ann Gillaspie, MA, PHR

HALF DAY  
**NEW Business Writing for Professionals**  
Learn to write memos, letters and emails that get attention and are more effective in achieving results. You will explore the fundamentals of successful communication, how to present a confident writing style and tone, how to influence people through word choice, and how to make your ideas flow easily through documents.  
Fee: $125. Facilitators: Danna Swartz, MA

HALF DAY  
**Understanding Different Learning Styles**  
Throw out the notion that everyone in your organization thinks alike. Instead ask, “What are his or her strengths? What are the triggers that activate those strengths? What is his or her learning style?” Learn how to communicate effectively, foster innovation, creativity and teamwork for growth and a positive culture.  
Fee $149. Kim Wiseman, PhD

ONE DAY  
**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

ONE DAY  
**NEW Cross-Cultural Communication**  
You frequently communicate with people originating from different cultures. Although two people may have the same profession and speak the same language, there may be communication challenges that are difficult to recognize. Understand what factors impact business communication, how to interact smoothly with a culture that is not your own.  
Fee: $249. Facilitators: Danna Swartz, MA
Crucial Coaching Conversations

Leaders are judged by results. They decide what is to be done, who is to do it and ensure that it is accomplished — all requiring crucial conversations and skills in direction setting, assignment and coaching your team members.

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

Fee: $125. Facilitator: Ralph Lassiter, CQM, CPT, SPHR

Don’t Manage Millennials, Lead Them

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: $249. 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

Influencing without Formal Power

Are you in a position where you have the responsibility to get tasks done but not the official power to command? You need to develop your influence muscle!

Objectives:
- Understand the different bases of power.
- Learn the conversations that get things done.
- Analyze and plan for different stakeholder interactions.

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

Leading Through Teams

Empower others to reach their goals, collaborate on decisions, and have fun doing it. Using case studies and exercises, you will practice techniques to encourage collaboration in your organization. You will leave with a plan to apply your leadership lessons in your workplace.

Fee: $249. Facilitator: Beth Giesbrecht, BS, PMP
Learning Leadership Agility
Smart leaders recognize that in today’s world of rapid change, agility is required to deliver results. You will compare and contrast agile leadership with more traditional leadership styles and learn how to make the mindset changes needed for agile to be successful.

Objectives:
• Contrast agile leadership to traditional models.
• Learn the values of competence, capacity and confidence.
• Understand competencies needed to change to agile.
• Practice new skills needed to become an agile leader.

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

Prioritize or Agonize
Overwhelmed by a “to-do” list that is pages long and growing? Learn time management skills that will help you organize and complete your daily tasks. You will take away workable ideas on how to better manage your responsibilities so that—rather than yesterday’s unfinished business—you can start each day on something new!

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

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

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

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.

Learning Objectives
• Understand the basics and behaviors of servant leadership
• Take away a personal action plan for becoming a servant leader in the workplace

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

Strategic Interviewing
Explore a powerful tool that enables you to quickly identify the Emotional Intelligence skills that are most important for each job. You will learn how to make better hires by revealing truths about a candidate’s experience and identify “red flags” during the interview process.

Fee: $125; Facilitator: Pam Sumner, MS
**Strategic Thinking**

Success or failure is often determined on the drawing board. Strategic planning is a critical component of good management and governance. Learn how successful leaders constantly reassess their organizational environment and estimate how strategic changes made today will generate desired results tomorrow.

Fee: $125; Facilitator: Ralph Lassiter, CQM, CPT, SPHR

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**Sustainable Practices**

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

Fee: $299. Facilitator: Jean Waters, MS, SFP

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**Transitioning to Supervision**

Make the change from working alongside co-workers to supervising them without creating resentment. Learn how to motivate as well as discipline openly and fairly.

Fee: $249. Facilitator: Ralph Lassiter, CQM, CPT, SPHR

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**Working with Difficult People**

Based on the book, *People Styles at Work*, this workshop gives you a deeper understanding of behaviors associated with different work styles for better communication and a foundation for effective leadership practices.

Fee: $125. Facilitator: Ralph Lassiter, CQM, CPT, SPHR

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**Understanding Generational Differences**

Learn how to build stronger cross-generational teams by recognizing the special characteristics of age groups. Identify the four generations in today’s workforce and how their different life experiences affect communication styles.

Objectives:

- Learn to manage and work with generational differences.
- Understand the potential problems when people from different generations fail to communicate effectively.
- Learn effective cross-generational management techniques.

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

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**NEW Using Google AdWords for Online Marketing**

Broaden your understanding of the major digital marketing platforms and how they work. You will receive hands-on training by industry experts that will lead to a certification in Google Adwords. You will also gain an understanding of how the internet is used by businesses of all sizes, the economics of advertising online and the best practices for executing digital marketing campaigns.
Demonstrate commitment to professional growth and a mastery of the skills required in your field.

A comprehensive interactive curriculum strengthens the practical skills of managers and provides an opportunity to practice team building, communication and organizing techniques that can be immediately applied in the workplace.

**CURRICULUM**

**Successful Project Management (2 days)**
- November 8–9 or February 7–8

**Prioritize or Agonize (1/2 day)**
- November 13 or March 5

**Running Productive Meetings (1/2 day)**
- November 13 or March 5

**Building Personal Resiliency (½ day)**
- December 14 or April 9

**HR Laws for Supervisors and Managers (½ day)**
- September 25 or March 28

**Transitioning to Supervision**
- November 1 or April 25

**Leadership Boot Camp (2 days)**
- November 8–9 or March 28–29

**Building 4-Dimensional Teams (2 days)**
- November 15–16 or May 9–10

**FACILITATORS**

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

**FEES AND REGISTRATION**

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

**REGISTER TODAY!**

Contact Kim Harter (402) 554-4095 | kkharter@unomaha.edu
In a leadership role you must be able to successfully interact with a group to achieve desired outcomes in any circumstances. Focus on the management skills and knowledge you need to maximize your influence with your teams.

**KEY TAKEAWAYS**

- Use tools for energizing and engaging to improve performance
- Lead multi-cultural and multi-generational teams to increase productivity
- Maximize your influence by using improved negotiation skills and techniques
- Resolve conflicts and discipline openly and fairly

**WORKSHOPS**

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

**NEED TO KNOW**

- PMI certificate holders earn 14 PDUs
- Fulfills a requirement of the Certificate in Leadership
- Materials and complimentary lunch included
- $599 per person. Save 10% on groups of four or more

**FACILITATORS**

Pamela Sumner, MS; Ralph Lassiter, CQM, CPT, SPHR; Ann Gillaspie, MA, PHR; Michael Harsh, MA, LPC
**PROFESSIONAL DEVELOPMENT IN SMALL BITES**

**LUNCH & LEARN**

**REGISTER** nbdc.unomaha.edu/lunchlearn

**Sept. 28**
Noon-1:30

**Being More Mindful at Work**
Don't have time to practice meditation at work? You can meditate while walking to your next meeting or standing by the copy machine. Learn easy ways to become more mindful during your work day. Presented by Karen Klingberg

**Nov 2**
Noon-1:30

**9 Best Practices for Effective Leaders**
There is no truth to the expression “leaders are born, not made.” Each person has leadership potential—whether they choose to work on it or not. Explore practices that will take you further on the road to becoming a better leader. Presented by Beth Giesbrecht

**Nov 9**
Noon-1:30

**Attracting Millennials to Your Workplace**
Socially conscious millennials will soon make up 50% of the workforce. This generation grew up measuring their environmental footprint. Find how to attract this talent pool to your company through a positive environmental message — without using greenwashing. Presented by Rick Yoder

**Dec 14**
Noon-1:30

**Winning Over your Email In-Box**
Are you drowning in email? Does it take you over one minute to find an important message? We'll teach you how to keep your head above water with quick tips and techniques. Master electronic mail before it masters you! Presented by Beth Giesbrecht

**Jan 25**
Noon-1:30

**Coach or Mentor—What’s the Difference?**
The terms mentoring and coaching are often used interchangeably which is misleading. While similar in objectives, each involves very different disciplines. Learn what the difference means to professional development. Presented by Ann Gillaspie
Strong leaders are the cornerstone of safe world-class organizations

Leaders demonstrate commitment and conviction toward improved decision making, risk reduction, best practices, safety management systems and performance measurement. The Certificate in Safety Leadership from the University of Nebraska at Omaha and the National Safety Council, Nebraska will help develop your leadership mentality and give you the skills to succeed.

CERTIFICATE ENDORSEMENT
Graduates will receive a Certificate in Safety Management endorsed by the University of Nebraska at Omaha and the National Safety Council, Nebraska.

CURRICULUM
Safety Management
Adaptive Leadership for Safety Professionals
People Styles at Work and Conflict Management
Authority vs Leadership
Project Management for Safety Professionals
Strategic Thinking and Managing Change
Continuous Improvement
Crucial Coaching Conversations and Ethical Decision Making
Safety and Health Management

FACILITATORS
Beth Giesbrecht, PMP, COI; Ralph Lassiter, CQM, CPT, SPHR

FEES AND REGISTRATION
Fee: $1,990, includes all required workshops.

TO LEARN MORE OR TO REGISTER
Call (402) 554-4095 or email kkharter.unomaha.edu.
Globalization, technology and empowered consumers are changing how you provide value to your customers.

As companies strive to achieve the efficiency and productivity to thrive in this economy, career opportunities in Supply Chain Management are growing at a fast pace.

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

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

CURRICULUM
Principles of Supply Chain Management (online)
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
Renee Held, BS, NIST-MEP Lean-Certified; Beth Giesbrecht, PMP, COI; Steve Schulz, PhD; Jean Waters, MS, SFP

FEES AND REGISTRATION
$1,990, includes all required workshops for each participant. A new program is offered approximately every six months.
Are your customers demanding reduced lead times, cost reductions and improved quality?

Simulations and practical exercises will give you or a team from your facility the confidence to immediately implement Lean improvements in your workplace.

**TO LEARN MORE OR TO REGISTER** call (402) 960-9843. A new program is offered approximately every six months.

**CURRICULUM**

**Principles of Lean Manufacturing**

Learn how to apply principles of Lean manufacturing to significantly improve processes. A mix of lecture and workplace simulation demonstrates how Lean can improve quality, reduce costs, and increase productivity.

**Five S Workplace Organization**

Based on Five Pillars of the Visual Workplace, this course teaches the basics of five S’s, the cleaning and straightening activities that are the foundation for all workplace improvements and for creating a Lean environment.

**Set Up Reduction/Quick Changeover**

Learn the fundamental principles expressed by Dr. Shigeo Shingo in Single Minute Exchange of Dies (SMED). You will learn the standard methodology in applying SMED to any type set-up, changeover or process in any industry.

**Value Stream Mapping**

Learn how to eliminate waste by mapping the flow of products from raw materials to the final product. Participants will create current and future state maps for their own company’s value stream during the workshop.

**Cellular Flow Manufacturing**

Learn how to reduce lead times, minimize work in process, optimize floor usage and improve productivity. Experience a five-step process for designing and implementing work cells. This process applies to both assembly and machining applications and includes Kanban and Pull methodology.

**Standardized Work**

Providing a baseline for measuring improvement, this hands on course will demonstrate how to analyze the interaction of people, materials, methods and machines in a work process. You will learn to develop the most effective combination of resources and time to reduce waste.

**FEE:** $1,795

**FACILITATORS:** Martin Kostecki, MBA; Renee Held, NIST MEP Lean Certified
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

**Role play a disaster scenario!**
On the final day of training, you will test your skills handling 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.

**WORKSHOP SCHEDULE**
- Introduction to Emergency Preparedness
- Emergency Preparedness 1
- Emergency Preparedness 2
- Business Impact Analysis Foundations
- Business Impact Analysis Practical Application
- Plan Development Part 1
- Plan Development Part 2 and Response and Recovery Part 1
- Response and Recovery Part 2
- Implementation and Capstone Case Study

**FOR NEXT CLASS STARTING DATE**
- Call 402.554.4095
- Email kkharter@unomaha.edu

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

**FEES & REGISTRATION**
$2,195, includes all required workshops for each participant.

**LOCATION**
All workshops meet at UNO College of Business Administration, 6708 Pine Street, Omaha NE 8:30 A.M. – 4:30 P.M.
Building Personal Resiliency
People who are good at coping with challenges and setbacks usually have one thing in common—resiliency. Increase your resiliency by learning how to build positive relationships with supervisors, coworkers and team members; create higher levels of engagement and productivity and reduce conflict and disruption.

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

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

Fee $125. Kim Wiseman, PhD

Conflict Management in the Workplace
To foster a positive workplace, managers need to master techniques that reduce conflict and encourage healthy interpersonal engagement. In this course, you will increase your confidence and competence to diffuse difficult situations. Learn how you can use a collaborative conflict management model, information exchange and problem solving to reach your goals.

Fee: $249. Facilitator: Michael Harsh, MA, LPC

Enhancing Employee Engagement
Discover how you can develop a satisfied workforce. Learn how to create a culture in which employees are enthusiastic about their work and emotionally and intellectually connected to your organization.

Fee: $249. Facilitator:
EQ Essentials for Leadership Success
Emotional Intelligence (EQ) will allow us to accurately read and recognize our own emotions, impulses and thought processes and those of others. Learn how to demonstrate strong self-awareness and self-management, how to thoughtfully frame messages for the audience you are speaking to and to practice self-control under stress.

Fee: $125. Facilitator: Pam Sumner, MS

HR Laws for Supervisors and Managers
Supervisors and managers have shared HR responsibilities making sure that interactions with employees comply with federal and state laws. Learn fundamentals of interviewing, hiring, reviewing and firing processes that may help you avoid costly claims. This course will benefit line managers, office managers, supervisors or anyone involved in any kind of HR function.

Objectives:
• Examine impact of laws that affect HR activities.
• Learn the importance of on-boarding to retain employees.
• Avoid costly mistakes that could land you in court.

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

Strategic Interviewing
Explore a powerful tool that enables you to quickly identify the Emotional Intelligence skills that are most important for each job. You will learn how to make better hires by revealing truths about a candidate’s experience and identify “red flags” during the interview process.

Fee: $125; Facilitator Pam Sumner, MS

Understanding Generational Differences
You will learn how certain management approaches build stronger cross-generational teams by working with the special characteristics of different age groups. You will identify the four generations that make up today’s workforce and discuss how their different life experiences affect communication styles.

Objectives:
• Learn to manage and work with generational differences.
• Understand the potential problems when people from different generations fail to communicate effectively.
• Learn effective management techniques to build stronger cross generational teams.

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

Courses on page 24 and 25 are valid for 3.25 PDCs toward SHRM-CP and SHRM-SCP re-certification.
Build stronger teams as they learn together.

Explore the dynamics of your team, identify individual work and communication styles and strengthen collaboration. Offer these workshops to a group from your organization and watch how confidence and engagement grow.

Strategic Planning for Organizations
Strategic planning contributes to organizational stability and growth as well as facilitating new program development and innovation. Identify the actions required to translate strategy into execution.

Leading Organizational Change
Learn the skills and tools that give you the confidence to effectively lead organizational change initiatives.

Leveraging Your Team
Learn how to work effectively as a team by understanding and applying the principles of negotiation, identifying individual behavior patterns and communicating a shared vision.

Critical Thinking
Critical thinking is the foundation for effective decision making and the development of many other leadership skills. Learn techniques for listening, analyzing and implementing your decisions.

Effective Conflict Management
Explore how to turn conflict into collaboration. Learn to manage disagreement between individuals and/or groups concerning values, attitudes, beliefs and personal style.

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.

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

IF YOU CANCEL: Workshops with a published price greater than $599 require a ten (10) business day cancellation or transfer notice. To receive a full refund and avoid a 25% fee, you must give notice of cancellation or transfer two (2) business days prior to workshop date. To receive full refund for a Lunch & Learn workshop, you must give notice of cancellation five business days prior to workshop date. Confirmed registrants who do not attend their workshop are liable for the entire registration fee. Substitutions may be made at any time.

IF WE CANCEL: We reserve the right to cancel a course at any time. In this event, we will try to give you at least a seven-calendar-day notice and reschedule the course within a month. If it cannot be rescheduled, you may choose to register for the same course at the next scheduled date or register for another course of equal value or receive a full refund. We will process refunds with a University of Nebraska at Omaha check issued within four weeks of the cancellation.

FOOD SERVICE: Course fees include snack breaks and lunch (computer classes excluded)

DATE CHANGES: Class dates may be subject to change. Check website for updates to schedule.

DISCOUNTS: Save 10% off the published price: Enroll in four or more workshops at one time or enroll four or more people from your company at one time. Discounts do not apply to online classes.

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

MILITARY PERSONNEL: All of our classes lead towards a certificate of completion. Many commands will approve tuition assistance for promotion points, career advancement and morale purposes.

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

OUR PROMISE!
You may re-take an open enrollment class for any reason. There is no cost (except for food) if you re-take within one year. Some restrictions apply. Call (402) 554-4095 to re-take a class.

NBDC CONSULTING AND BUSINESS SERVICES

- Financial projections, planning and loan packaging
- Export consulting, market research and analysis
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- Government sales consulting
- Business valuation and transition planning
- Project management and leadership training
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- For more information, nbdc.unomaha.edu
Mammel Hall 200
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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.