

Re-Imagining U

Employee
Skill
Development

Leadership
Capability
Building

Equity,
Diversity and
Inclusion

Team
Dynamics
Coaching

COURSE CATALOG



100 & 200 Level Classes

Open to all Faculty and Staff and repeated in both the Fall and Spring Semesters. While some classes target leaders, all employees are welcome to attend to any of the classes.

100 & 200 Level Classes	Description	Facilitator	Campus	Intended For	Date	Time
Development 101: Developing You	Identifying development opportunities for yourself to intentionally target skill development and close skill gaps. Utilizing a targeted Individual Development Plan 1.5 hour	Diane Kortus	UNMC	All	9-11-17	10:00 – 11:30
Development 101: Developing You	Identifying development opportunities for yourself to intentionally target skill development and close skill gaps. Utilizing a targeted Individual Development Plan 1.5 hour	Diane Kortus	UNO	All	9-11-17	1:30 – 2:30
Recognition 101: Creating a Culture of Recognition @ UNMC	Recognition is everyone's responsibility. Come learn how to create a culture of recognition for everyone. 1 hour	Aileen Warren	UNMC	All	9-14-17	9:00 – 10:00
Trust and Communication 101: Laying the Foundation	Introduction to Whole Brain Thinking as it relates to Communication and how to communicate with your whole brain to earn trust in others. 1.5 Hours	Diane Kortus	UNMC	All	9-15-17	9:00 – 10:30
Trust and Communication 101: Laying the Foundation	Introduction to Whole Brain Thinking as it relates to Communication and how to communicate with your whole brain to earn trust in others. 1.5 Hours	Diane Kortus	UNO	All	9-19-17	8:30 – 10:00
Connecting to Our Values 101	Immerse yourself in the new UNMC / Nebraska Medicine Values and make them real for your world. 1 hour	Aileen Warren	UNMC	UNMC Specific Values	9-20-17	11:00 – 12:00
Strategic Planning 101: Intentional Vision Planning	Workshop to help identify the activity and tools needed to create strategic vision, goals and work streams directly aligned to the strategy. 2 hours	Diane Kortus	UNMC	All	10-3-17	10:00 – 12:00
Talent Management 101: Performance Management	Setting individuals and the organization up for success with diligent attention to the performance management cycle. 1.5 hours	Deb Motl	UNMC	UNMC Specific Human Resources Processes	10-06-17	9:00 – 10:30
Talent Management 201: Coaching	Coaching for higher performance. 1 hour	Diane Kortus	UNMC	All	10-19-17	11:00 – 12:00
Job Descriptions for Success 101	Creating a new job description or updating an outdated job description with our strategic staffing experts. 1.5 hours	Alice Weyant	UNMC	UNMC Specific Human Resources Processes	10-20-17	9:00 – 10:30

100 & 200 Level Classes	Description	Facilitator	Campus	Intended For	Date	Time
FMLA / ADA 101	In depth knowledge about the expectations, process and policies surrounding FMLA & ADA. 1.5 Hours Facilitator: Employee Relations	Angela Hayes	UNMC	UNMC Specific Employee Relations Processes	11-03-17	9:00 – 10:30
Trust & Communication 201: Optimizing Trust and Communication	Waves of Trust, Optimal Two-Way Communication and Managing Expectations 1.5 Hours	Diane Kortus	UNMC	All	11-7-17	9:00 – 10:30
Trust & Communication 201: Optimizing Trust and Communication	Waves of Trust, Optimal Two-Way Communication and Managing Expectations 1.5 Hours	Diane Kortus	UNO	All	11-7-17	1:30 – 3:00
Business Services Training 101	Administrator's Guide Deep Dive and Fiduciary Responsibility Overview	Megan Frisbee	UNMC	UNMC Specific Business & Finance Processes	11-17-17	9:00 – 10:30
Change Management 101	Learn about the Change Commitment Continuum and How to strategically navigate with people during a change. 1.5 hours	Diane Kortus	UNMC	All	11-28-17	9:00 – 10:30
Change Management 101	Learn about the Change Commitment Continuum and How to strategically navigate with people during a change. 1.5 hours	Diane Kortus	UNO	All	11-28-17	2:30 – 4:00
Hiring Best Practices 101	Presented by the HR Strategic Staffing Department to share best practices in hiring and staffing strategies. 1 Hour Facilitator: Strategic Staffing	Kimberly Snow & Tina Johnson-Randle	UNMC	UNMC Specific Recruiting Practices	12-01-17	9:00 – 10:30
Hiring Best Practices 101	Presented by the HR Strategic Staffing Department to share best practices in hiring and staffing strategies. 1 Hour Facilitator: Strategic Staffing	Tyrel Unger & Laura Wakefield	UNO	UNO Specific Recruiting Practices	12-01-17	8:30 – 9:30
Corrective Action Plans 101	How to address gaps in a specific skill or responsibility with a corrective action plan including how to document coaching and guidance for success. 1.5 hours	Deb Motl & Carmen Sirizzotti	UNMC	UNMC Specific Employee Relations Processes	12-15-17	9:00 – 10:30



300 Level Classes

Offered by appointment only and are targeted more for a deeper learning opportunity or to incorporate team dynamics. Some have fees associated. Contact Diane Kortus to discuss these opportunities at UNMC and Laura Wakefield at UNO.

300 Level Classes	Description	Facilitator
Development 301: Deep Dive into Your Perspectives	<p>This is the perfect session for a group of leaders wanting to develop their skills to the next level by looking at themselves through the lens of their behavior and the perspective of others.</p> <p>The MBTI Meyers Briggs Assessment and Debriefing with a certified MBTI Coach will elevate each participants understanding of how they can be a better leader. Cost per participant (\$50)</p>	Brandon Grimm & Katie Brandert
Trust & Communication 301: Intensive Evaluation & Assessment	<p>Trust and Communication are the foundation for everything else within a team. Understanding ourselves and those that we work with on a higher level can help target the team towards leaning on its strengths and intentionally managing to its areas of opportunity.</p> <p>A leader and team gain shared understanding of how our brains work and how it affects work outcomes. Each participant receives half hour debrief plus a 4 hour workshop. Cost per participant (\$55)</p>	Diane Kortus
Optimizing the Work 301: Learn to Create Role Clarity	<p>Common symptoms of a team that doesn't have clear role clarity and expectations are:</p> <ul style="list-style-type: none">• Missed deadlines• Blaming of others for work falling through the cracks• Frustrated team members expressing lack of clarity about what they own and what they don't own <p>This session will teach the participants how to organize work, assign ownership, communicate clearly in a sustainable way and create a work environment that is effective, collaborates, delegates and has optimal communication.</p>	Diane Kortus



400 Level Class Electives

Offered once and are electives that will change each semester so all employees have new development opportunities every semester.

400 Level Electives	Description	Facilitator	Campus	Intended For	Date	Time
The Power of Followership	As a culture, we have been often told to "lead and not follow." In fact, much time, attention, and money is spent training leaders to most effectively mentor and guide their organizations. However, there is another important side of the leadership story—followership! Why do I care to be a good follower and how does good followership transform and train me to become an effective leader? Attendees will learn how followership creates leadership, leadership informs followership, and hear a fresh perspective about their powerful role as a follower and leader in a new and empowering way. 1.5 hours.	Leah Georges	UNMC	All	9-7-17	9:00 – 10:30
The Power of Followership	Same as above	Leah Georges	UNO	All	9/27/17	9:00 – 10:30
Ethical Leadership	Learn how to influence others with ethics. <ul style="list-style-type: none"> • Learn what it means to be an ethical leader • Participate in an ethical leadership self-assessment • Understand the ethical traits of a person • Practice ethical leader Know-Hows 	Business Ethics Alliance	UNMC	Leaders of People – Limited to the First 30 Registered	9-26-17	10:00 – 11:30
Value, Vision, and Mission: Cutting to the Core	Articulating mission and vision can help us define our purpose, create our personal brand, and make decisions for who we want to be and where we want to go in life. It is the foundation for understanding self, and growing as organizational leaders. In this session, participants will explore the values at the core of their identity, and will spend time exploring and crafting a personal mission and vision statement. Discussions and activities will include exercises on self-identity and identifying a personal board of directors. 1.5 hours	Katie Brandert	UNMC	All	11-6-17	2:00 – 3:30

400 Level Electives	Description	Facilitator	Campus	Intended For	Date	Time
Receiving Feedback Effectively	Receiving and acting upon feedback is vital to personal learning, growth and accountability. This 3-hour session encourages each participant to honestly analyze their own pattern of behavior when receiving feedback. It is paradoxical that when we <i>give</i> feedback, we often accuse the recipient of not knowing how to receive it; and when we <i>receive</i> feedback, we often blame the giver for not being skilled. We will explore what gets in the way of accepting feedback messages and identify techniques for improved communication and relationships.	Gretchen Finke Patras	UNMC	All	11-29-17	9:00 – 12:00
Receiving Feedback Effectively	Same as above	Gretchen Finke Patras	UNO	All	11-29-17	1:00 – 4:00
WELCOM – Resiliency		Deborah J. Carlson, Ph.D. COO & VP Business Operation & Strategic Initiatives Nebraska Methodist College	UNMC	All	11-30-17	12:00 – 1:00
Busting Blindspots	Learn how to influence others with ethics. <ul style="list-style-type: none"> • Learn what it means to be an ethical leader • Participate in an ethical leadership self-assessment • Understand the ethical traits of a person • Practice ethical leader Know-Hows 	Business Ethics Alliance	UNMC	Leaders of People – Limited to the First 30 Registered	12-5-17	1:00 – 2:30



500 Level Class Electives

These courses focus on the elevation of Equity, Diversity and Inclusion. OUCH! That Stereotype Hurts and Valuing People will be offered each semester at both campuses. The other electives will be offered once then change each semester. All employees should have new development opportunities available at the 500 level every semester. Cultural celebration events will be part of the 500 level courses.

500 Level Electives	Description	Facilitator	Campus	Intended For	Date	Time
Appreciating Difference	OUCH that Stereotype Hurts – Tactics you can use every day to stop stereotyping and judgements while preserving relationships and without disrespecting others. 1 Hour	Linda Cunningham	UNMC	All	9-28-17	10:00 – 11:00
Appreciating Difference	OUCH that Stereotype Hurts – Tactics you can use every day to stop stereotyping and judgements while preserving relationships and without disrespecting others. 1 Hour	Cecil Hicks & Charlotte Russell & Laura Wakefield	UNO	All	9/20/17	11:00 – 12:00
American History Told Through Mexican-American Eyes	Hispanic Latino Heritage Month The story of how historical events tie Americans in general to the Spanish experience in the Americas. ...from Cortez to Dia de los Muertos, the co-mingling of cultures contributes to our national heritage. A quick study to help understand the relevance of Cinco de Mayo, Mexican Independence Day, Hispanic Heritage Month, Dia de los Muertos, Dia de los Ninos and other commemorations crossing over to American mainstream culture.	Jose Francisco Garcia	UNMC	All	10-11-17	12:00 – 1:00
Valuing People	Defining what it means to value all people including cultural sensitivity exercises, unconscious bias discussion and managing a mindset shift.	Linda Cunningham	UNMC	All	10-31-17	9:00 – 11:00
Valuing People	Defining what it means to value all people including cultural sensitivity exercises, unconscious bias discussion and managing a mindset shift.	Linda Cunningham	UNO	All	10/23/17	8:00 – 10:00



Pathways to Excellence Certificate Tracks

Development is for us and for the greater good of achieving our organizational goals. This track system is optional for employees and serves as a guide to the skills needed for each of the areas of focus. Leading Others tracks are all about increasing the capability of our leaders and for preparing new leaders to excel in their role. All employees are welcome to attend the leadership classes to prepare for promotions and/or stretch opportunities and can be completed at your own pace.

OR employees can earn hours toward the Re-Imagining U Certificate at different levels based on the number of hours of training they have completed in the year rather than focusing on a specific skill or track. They will be awarded annually.

Tracks	Intended for	Classes Required
Leading Others 1.0 Certificate	Training for newly hired leader or an employee promoted into a leadership position.	Job Descriptions for Success FMLA/ADA Business Services Training Hiring Best Practices Appreciating Difference Trust & Communication 101: Laying the Foundation Talent Management 101: Performance Management Corrective Action Plans Connecting to Our Values 2 Hours of 400 Level Electives & 2 Hours of 500 Level Electives
Leading Others 2.0 Certificate	Anyone with Direct Reports or Responsibility for Other Employees	Talent Management 201: Coaching Valuing People Change Management 101 Development 101: Developing You Recognition 101: Creating a Culture of Recognition at UNMC 2 Hours of 400 Level Electives & 2 Hours of 500 Level Electives
Leading Others 3.0 Certificate	Anyone with Direct Reports or Responsibility for Other Employees	Trust and Communication 201: Optimizing Trust and Communication Strategic Planning 101: Intentional Vision Planning 2 Hours of 400 Level Electives & 2 Hours of 500 Level Electives

General Professional Development Certificate

Tracks	Intended for	Classes Required
Re-Imagining U Level 1 Certificate	All Employees	12 hours of any training class offered
Re-Imagining U Level 2 Certificate	All Employees	18 hours of any training class offered
Re-Imagining U Level 3 Certificate	All Employees	24 Hours of any training class offered