

◇ **MANAGEMENT**

Assertiveness Training for Women: Increasing Your Influence & Credibility	November 1, 2018	Ms. Lee Schmucker, MBA
Coaching Your Employees to Greatness	March 2, 2018	Ms. Christina House
Dealing Effectively with Workplace Conflict	April 6, 2018	Ms. Lee Schmucker, MBA
Enhancing Your Customer Service Skills	May 8, 2018	Dr. Donald Hackett
How to Be an Effective Manager	February 12 & 13, 2018	Dr. Gerald Graham
Improving Supervisory Skills	March 27, 2018	Dr. Gerald Graham
Managerial Psychology	May 15, 2018	Dr. John Belt
Managing Time & Multiple Priorities	March 9, 2018	Dr. Donald Hackett
Overcoming Negativity in the Workplace	September 14, 2018	Ms. Dotty Harpool, MBA
Recruitment and Selection: Hiring the Right Person	April 10, 2018	Dr. John Belt
Resolving Conflict in the Workplace	May 16, 2018	Ms. Lee Schmucker, MBA
Strategies for Effective Presentations	June 26, 2018	Dr. Donald Hackett
The 10 Biggest Mistakes Managers Make (and How to Avoid Them)	June 7, 2018	Dr. John Belt

◇ **LEADERSHIP**

Assertive Leadership Techniques	May 7, 2018	Dr. Gerald Graham
Essential Skills for Effective Leaders	July 24 & 25, 2018	Dr. Gerald Graham
Influencing without Authority	April 24, 2018	Dr. Gerald Graham
Leadership & Communication Skills for Women	March 1, 2018	Ms. Esther Headley, MBA
Mastering the Art of Critical Conversations	February 20, 2018	Mr. Darian Bebout, MBA
Strengths-Based Leadership	February 23, 2018	Dr. Gerald Graham
Thinking Strategically in Your Leadership Role	June 19, 2018	Mr. Brian Rawson, MBA
Understanding Human Behavior	May 11, 2018	Dr. Gerald Graham

◇ **DEVELOPING OTHERS**

Emotional Intelligence	June 20, 2018	Ms. Dotty Harpool, MBA
Leading Teams to High Performance	March 8, 2018	Ms. Christina House, MBA, PMP
How to Criticize; How to Praise	March 7, 2018	Dr. John Belt
How to Delegate & Empower Your Employees	April 17, 2018	Dr. Donald Hackett

◇ **COMMUNICATION SKILLS**

Basic Writing & Grammar Skills for Business	September 18, 2018	Ms. Lee Schmucker, MBA
Communicating for Results	April 20, 2018	Ms. Dotty Harpool, MBA
Communication Skills for Supervisors	January 23, 2018	Dr. Donald Hackett
Powerful Business Writing Skills	February 8, 2018	Ms. Lee Schmucker, MBA

◇ **BUSINESS MANAGEMENT EXCELLENCE**

Budgeting Concepts	February 2, 2018	Mr. Michael Flores, MAcc, CPA
Business Analytics: The New Competitive Advantage	September 11, 2018	Dr. Sue Abdinnour
Business Ethics: Responsibility and Compliance	August 21, 2018	Dr. John Perry
Business Modeling & Data Analysis: Using Data to Make Better Decisions	May 17 & 18, 2018	Dr. Sue Abdinnour
Excel Essentials - Basic to Advanced	December 5, 2018	Dr. Sue Abdinnour
Forecasting and Capacity Planning	June 5, 2018	Dr. Sue Abdinnour
Identifying & Preventing Workplace Harassment	January 19, 2018	Ms. Kari Schmidt JD
Inventory and Supply Chain Management	March 6, 2018	Dr. Sue Abdinnour
Leadership, Change, Creativity & Innovation	August 17, 2018	Mr. Brian Rawson, MBA
Lean Principles	April 13, 2018	Dr. Sue Abdinnour
Operations Management Strategy	August 31, 2018	Dr. Sue Abdinnour
Solving Problems with Root Cause Analysis	February 27, 2018	Ms. Anita Barrett, PMP
The Power of Critical Thinking	July 13, 2018	Mr. Brian Rawson, MBA
Understanding Financial Statements	November 9, 2018	Mr. Michael Flores, MAcc, CPA
Using Managerial Accounting for Cost Control	April 27, 2018	Mr. Michael Flores, MAcc, CPA

◇ **PROJECT MANAGEMENT**

Agile Project Management for Today's Project Leader	May 1 & 2, 2018	Ms. Anita Barrett, PMP
Increasing Influence for Project Managers	May 22 -23, 2018	Dr. Gerald Graham
Integrating and Customizing M.S. Project® for Seamless Reporting	September 10, 2018	Mr. Michael Green, D.R.S., PMP
Managing Project Teams	August 9 & 10, 2018	Ms. Christina House, PMP
Microsoft® Project 2010 for Project Managers	June 14-15, 2018	Mr. Michael Green, D.R.S., PMP
Project Leadership & Communication	June 21-22, 2018	Dr. Gerald Graham
Project Management Essentials	March 13 & 14, 2018	Ms. DeAnn Sullivan, PMP
Project Management: Start Strong, Finish Strong	Feb. 15-16, 2018	Ms. DeAnn Sullivan, PMP
Project Scheduling & Cost Management	Jan. 25-26, 2018	Ms. DeAnn Sullivan, PMP
Project Scope & Requirements Management	April 18 & 19, 2018	Ms. Christina House, PMP
Risk Management	May 9, 2018	Mr. Michael Green, D.R.S., PMP

◇ **CERTIFICATE PROGRAMS**

Strategic Visioning: Building and Sustaining Competitive Advantage, **Fall 2018** (3 sessions) Nov. 5, 12 & 19, 2018 8:00 a.m. to 3:00 p.m.
 Market-Based Management **SPRING 2018** (3 sessions) Feb. 26, March 5, March 12, 2018 - Mondays, 8:00 a.m. to 12 noon
 Certificate in Supervision **SPRING 2018** (10 sessions) March 1 through May 10, 2018, Thursday's, 4:30 to 7:30 p.m.
 Manager's Toolbox **SPRING 2018** (7 sessions) February 21 through April 11, 2018, Wednesday's, 4:30 to 7:30 p.m.
 Leadership Elite **SPRING 2018** (8 sessions) February 26 through April 23, 2018, Monday afternoons, 1:30 to 4:30 p.m.
 Mini MBA® **FALL 2018** (10 sessions) Sept. 12 through Nov. 14, 2018, Wednesday afternoons, 1:00 to 4:00 p.m.

◇ **ONLINE TRAINING**

Leadership Training Agile Human Resources Management GREEN Building Six Sigma/Lean

For session outlines and registration visit www.cmd.wichita.edu