

July 10 **Communication Skills for Supervisors**

July 12 **Managing Time & Multiple Priorities**

July 24-25 **Essential Skills for Effective Leaders**

SAVE THE DATES



SEPTEMBER 12 - OCTOBER 31, 2018

SAVE THE DATES



SEPTEMBER 12 - NOVEMBER 14, 2018

SAVE THE DATES



SEPTEMBER 18 - NOVEMBER 27, 2018

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### Communication Skills for Supervisors

July 10, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ \$249

Led by: Dr. Don Hackett



Improving your communication skills can help turn teeth-clenching tasks into noteworthy accomplishments. It will also help you clearly deliver your expectations to your employees. This class will give you concrete skills you can use to take away the barriers to effective communication in your work.

#### on track to learn...

- Understanding Communications
- How to Improve Your Communications
- Receiving Feedback
- How to Give Constructive Feedback
- The Business of Listening
- Special Situations in Communication

*“As a former teacher, the class was really the perfect blend of teacher led instruction intermixed with individual and group activities. Kept me engaged the whole time.”*

Jeff Maddox, IT Help Desk Manager, Meritrust Credit Union

### Managing Time & Multiple Priorities

July 12, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ \$249

Led by: Dr. Don Hackett



You will learn practical techniques you can use to better plan your time, prioritize your decision-making and take control of common interruptions. You will also come away equipped with tools you can use to take control of your day.

This seminar is designed for people that have demanding schedules and seemingly have too many tasks on their plate. Employees from any level including supervisors, project managers, administrative staff, support personnel and team facilitators in both the public and private sectors will enjoy Dr. Hackett’s useful insights that help you take control of a world with too little time.

#### on track to learn...

- Time Management Introduction
- Performing a Meaningful ‘Time Audit’
- Developing Skills for Effective Time Management
- Three Tools for Managing Multiple Priorities

*“Program was great – easy ideas and ways to be able to do things. Not overwhelming. Very engaging and fun! Had the knowledge to be talking about this subject. The materials were very applicable to work! Not a long class but long enough that you get what you need. Like not having to go anywhere for lunch. Snacks in the AM was great too! Just a perfect day.”*

Elizabeth Spencer, City of Lindsborg, Lindsborg KS

*“This was a great class – it was beneficial for me both professionally and personally. I will be recommending this class to my colleagues. Dr. Hackett was great. This was a great class – extremely well done. Very professional and not wasted time.”*

Matthew Neal, Rose Hill Police Department, Rose Hill KS

*“The program was of great benefit to help me identify those issues with my time, and make sure that I neutralized the issues. The length of the seminar was excellent, as was the format and structure of what we learned, and how long it was taught.”*

Tony Applegate, Wichita Grand Opera, Wichita, KS

Register: [www.cmd.wichita.edu](http://www.cmd.wichita.edu) or 800-992-6345

#### GENERAL INFORMATION

**Location:** Seminars are held at the CMD Training Center, WSU Campus, Woodman Alumni Building, 4205 E. 21st Street, Wichita KS, unless otherwise noted. CMD offices are located in Room 009, Devlin Hall. WSU is a smoke-free campus.

**Parking:** Refer to the CMD map for parking locations and regulations. Bring your car license tag number to class, and place the confirmation letter on your dash as a parking permit.

**Check-in Time:** 7:30 a.m. to 7:55 a.m.

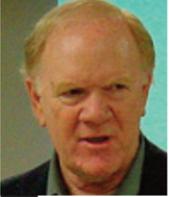
**Seminar Fee Includes:** All training materials, Continuing Education Units (CEUs/PDUs/contact hours), credit towards a CMD Certificate, parking, refreshments and a delicious lunch.

For more information about all CMD programs go to: [www.cmd.wichita.edu](http://www.cmd.wichita.edu)



**Essential Skills for Effective Leaders**

July 24-25, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ \$849  
 Led by: Dr. Gerald Graham



This course offers proven and effective leadership techniques that are practical and useful. Dr. Graham will emphasize the role of leadership, decision-making and communication in coordinating a team that enthusiastically supports your vision and mission. His lively use of exercises, examples and humor gives you management techniques that equip you with the skills necessary to begin your transition from manager to an effective leader.

**2-DAY SEMINAR**

**on track to learn...**

- Leadership and vision
- What is my leadership style?
- How effective leaders make decisions
- How great leaders communicate
- How successful leaders improve teamwork
- How to negotiate conflicts
- How successful leaders motivate others

This seminar works out of Dr. Graham's latest book "LEAD: How Effective Leaders Get Things Done". You will have reading assignments and review questions to complete prior to coming to class. Register early so that there is enough time to send you the book, as well as enough time for you to read and work the assignment.

**On-line Programs**

The Center for Management Development offers a variety of self-paced on-line classes for you to choose from.



**TOPICS INCLUDE:**

- Leadership
- Human Resources Certificate
- Preventing Sexual Harassment
- Six Sigma
- Agile Project Management
- LEED Green/Sustainability

Find out more at: [cmd.wichita.edu](http://cmd.wichita.edu)

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**3** of our signature Certificate Programs are offered this fall. Make plans now to be part of the one best suited to your needs.

SAVE THE DATES  SEPTEMBER 12 - OCTOBER 31, 2018

Leadership is the most important aspect of organizational success. This learning experience, led by Dr. Gerald Graham, will give you ideas and advice you can clearly and practically apply.

SAVE THE DATES  SEPTEMBER 12 - NOVEMBER 14, 2018

Looking for a way to advance your career? The Mini MBA<sup>®</sup> provides a practical foundation in current business theory and practices in an intensive, 10-week format. Enhanced for 2018 – Check us out.

SAVE THE DATES  SEPTEMBER 18 - NOVEMBER 27, 2018

This certificate program provides you practical supervisory training focused on meeting every day challenges. This class fills up quickly. Don't wait to register.

CMD can help you get that next promotion. Go on-line to learn more about these multi-week programs, as well as our public classes. Decide which program will assist you in your career goals.

Enroll today.

[cmd.wichita.edu](http://cmd.wichita.edu)

For more information about all CMD programs go to: [www.cmd.wichita.edu](http://www.cmd.wichita.edu)



[cmd.wichita.edu](http://cmd.wichita.edu)  your training track

WICHITA STATE UNIVERSITY

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