**Integrating Customizing Microsoft Project® for Seamless Reporting**

September 10, 2018  8:00 a.m. – 3:00 p.m.  $395

Led by: Michael D. Green, D.B.S./ PMP

**Requirements**

- Good working knowledge of MS Project®
- Aptitude for Programming
- A basic understanding of the capabilities of MS Office® Suite

**on track to learn...**

- Sort, filter, and extract data from MS Project® for use in other MS applications
- Understand the structure and rules for producing macros and Visual Basic for Applications (VBA) scripts
- Learn the basics of VBA
- Gain the ability to integrate MS Project® with the MS Office Suite
- Produce graphical output in MS Excel®
- Deliver task information through automating email notification via MS Outlook®

Laptops are provided for each participant so that the in-class exercises can be completed.

---

**Business Analytics: The New Competitive Advantage**

September 11, 2018  8:00 a.m. – 3:00 p.m.  $395

Led by: Dr. Sue Abdinnour

High performing companies are doing more than just collecting data, storing it, and generating reports. They are building competitive strategies using Analytics. They are using data-driven insights to differentiate themselves from other companies that are making the same product or delivering the same service.

Globalization and advances in technology has made it harder to compete and grow. There is no more room for “gut-feel” decisions in any area of the company. To stay competitive, Analytics must be used in Operations, Marketing, Finance, Customer Service, IT and Human Resources. A culture of Analytics will be the winning force that keeps companies profitable and alive.

**on track to learn...**

- What is analytics?
- Why compete on analytics?
- Who uses analytics and how?
- Excel - Analytics on spreadsheets
- Tableau - Specialized analytics software
- Web analytics - Google analytics
- How to build a culture focused on analytics

---

**Overcoming Negativity in the Workplace**

September 14, 2018  8:00 a.m. – 3:00 p.m.  $279

Led by: Ms. Dotty Harpool, MBA

This course will provide essential tools for coaching employees individually or as a team. These tools will be both practical and useful. You will leave this course with guidance to help your team explore issues to seek solutions rather than pointing out problems – and all the toxic behaviors that sometimes crop up. This hands on facilitated workshop will ensure you leave with a new understanding of your role as a Manager as a Coach. You will be provided with a road-map that will guide you to conduct effective coaching conversations that you can put to use immediately and with anyone.

**on track to learn...**

- Coach or Manage?
- Manager as a Coach
- Coaching Techniques

---

For more information about all CMD programs go to: www.cmd.wichita.edu
Solving Problems with Root Cause Analysis
September 20, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ $279
Led by: Mrs. Anita Barrett, PMP

Experienced leaders know that problem resolution comes from a concrete method of questioning and evaluation of the entire problem environment to bring about the needed change quickly. Solving the problem sooner is everyone’s goal. Root Cause Analysis is best addressed by knowing how and when to use various tools.

Root Cause Analysis equips you with the tools to drill to the core of a problem, preventing band-aid fixes that don’t solve the real problem.

on track to learn…
- Assess the situation with key questions
- Build clearly defined problem statements
- Understand and confirm root causes
- Decision analysis to select best alternative
- Review 7 constraints on planned solutions
- Implement, monitor and close

The PMI-Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.

Increasing Influence for Project Managers
September 24 & 25, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ $899
Led by: Dr. Gerald Graham

How do we establish enough influence over key stakeholders to get our work done when we have no “real” authority over them? We know what needs to be done and we know how to do it; yet we can’t get our boss, our colleagues, and yes, even the people who report to us, to do “the right thing.” Some days it feels like we’re just banging our head against the wall. The result… a whopping headache!

on track to learn…
- How to identify and analyze key stakeholders on your projects
- The importance of defining clear roles and responsibilities
- How to work with and manage project stakeholders
- How to instill credibility or self-trust
- Decision-making styles and how to influence each
- Appropriate media for the communications
- What difficult stakeholders really want from you.
- Language and ways to verbally manage difficult stakeholders
- How to proactively manage stakeholders
- How to effectively influence stakeholders
- How to use negotiations as a Project Manager

Leadership ELITE
Sept. 12 - Oct. 31, 2018
Wednesday afternoons
8:00 - 11:00 a.m.
Leadership is the most important aspect of organizational success. This learning experience, led by Dr. Gerald Graham, is a game-changing experience.

Solving Problems with Root Cause Analysis
September 20, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ $279
Led by: Mrs. Lee Schmucker, MBA

Business correspondence influences judgments about competence and professionalism. Improve your writing skills by reviewing the essentials of good grammar, punctuation and business writing. This seminar is designed for professionals at every level in the organization who want to improve their writing.

on track to learn…
- Writing as a Communication Form
- Write to Increase Readability
- Write to Be Understood
- Correct Grammar Increases Understanding
- Ways to Organize the Message
- Writing Hints

Increasing Influence for Project Managers
September 24 & 25, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ $899
Led by: Dr. John Belt

This seminar will expose you to exciting new findings in workplace behavior. You’ll immediately be able to use these findings to better understand, direct and motivate employees with lasting results.

on track to learn…
- Psychological Principles
- Using Psychological Methods
- Applying Psychology
- Dealing with Problem Employees
- Understanding Why People Act As They Do
- How to Deal With Defensive People
- Act as Counselor and Coach

Leadership ELITE
Sept. 12 - Oct. 31, 2018
Wednesday afternoons
8:00 - 11:00 a.m.
Leadership is the most important aspect of organizational success. This learning experience, led by Dr. Gerald Graham, is a game-changing experience.

Solving Problems with Root Cause Analysis
September 20, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ $279
Led by: Mrs. Lee Schmucker, MBA

Business correspondence influences judgments about competence and professionalism. Improve your writing skills by reviewing the essentials of good grammar, punctuation and business writing. This seminar is designed for professionals at every level in the organization who want to improve their writing.

on track to learn…
- Writing as a Communication Form
- Write to Increase Readability
- Write to Be Understood
- Correct Grammar Increases Understanding
- Ways to Organize the Message
- Writing Hints

Increasing Influence for Project Managers
September 24 & 25, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ $899
Led by: Dr. John Belt

This seminar will expose you to exciting new findings in workplace behavior. You’ll immediately be able to use these findings to better understand, direct and motivate employees with lasting results.

on track to learn…
- Psychological Principles
- Using Psychological Methods
- Applying Psychology
- Dealing with Problem Employees
- Understanding Why People Act As They Do
- How to Deal With Defensive People
- Act as Counselor and Coach

Leadership ELITE
Sept. 12 - Oct. 31, 2018
Wednesday afternoons
8:00 - 11:00 a.m.
Leadership is the most important aspect of organizational success. This learning experience, led by Dr. Gerald Graham, is a game-changing experience.

Solving Problems with Root Cause Analysis
September 20, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ $279
Led by: Mrs. Lee Schmucker, MBA

Business correspondence influences judgments about competence and professionalism. Improve your writing skills by reviewing the essentials of good grammar, punctuation and business writing. This seminar is designed for professionals at every level in the organization who want to improve their writing.

on track to learn…
- Writing as a Communication Form
- Write to Increase Readability
- Write to Be Understood
- Correct Grammar Increases Understanding
- Ways to Organize the Message
- Writing Hints

Increasing Influence for Project Managers
September 24 & 25, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ $899
Led by: Dr. John Belt

This seminar will expose you to exciting new findings in workplace behavior. You’ll immediately be able to use these findings to better understand, direct and motivate employees with lasting results.

on track to learn…
- Psychological Principles
- Using Psychological Methods
- Applying Psychology
- Dealing with Problem Employees
- Understanding Why People Act As They Do
- How to Deal With Defensive People
- Act as Counselor and Coach

Leadership ELITE
Sept. 12 - Oct. 31, 2018
Wednesday afternoons
8:00 - 11:00 a.m.
Leadership is the most important aspect of organizational success. This learning experience, led by Dr. Gerald Graham, is a game-changing experience.

Solving Problems with Root Cause Analysis
September 20, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ $279
Led by: Mrs. Lee Schmucker, MBA

Business correspondence influences judgments about competence and professionalism. Improve your writing skills by reviewing the essentials of good grammar, punctuation and business writing. This seminar is designed for professionals at every level in the organization who want to improve their writing.

on track to learn…
- Writing as a Communication Form
- Write to Increase Readability
- Write to Be Understood
- Correct Grammar Increases Understanding
- Ways to Organize the Message
- Writing Hints

Increasing Influence for Project Managers
September 24 & 25, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ $899
Led by: Dr. John Belt

This seminar will expose you to exciting new findings in workplace behavior. You’ll immediately be able to use these findings to better understand, direct and motivate employees with lasting results.

on track to learn…
- Psychological Principles
- Using Psychological Methods
- Applying Psychology
- Dealing with Problem Employees
- Understanding Why People Act As They Do
- How to Deal With Defensive People
- Act as Counselor and Coach

Leadership ELITE
Sept. 12 - Oct. 31, 2018
Wednesday afternoons
8:00 - 11:00 a.m.
Leadership is the most important aspect of organizational success. This learning experience, led by Dr. Gerald Graham, is a game-changing experience.

Solving Problems with Root Cause Analysis
September 20, 2018 ■ 8:00 a.m. – 3:00 p.m. ■ $279
Led by: Mrs. Lee Schmucker, MBA

Business correspondence influences judgments about competence and professionalism. Improve your writing skills by reviewing the essentials of good grammar, punctuation and business writing. This seminar is designed for professionals at every level in the organization who want to improve their writing.

on track to learn…
- Writing as a Communication Form
- Write to Increase Readability
- Write to Be Understood
- Correct Grammar Increases Understanding
- Ways to Organize the Message
- Writing Hints