Leading Teams to High Performance
March 5, 2019  8:00 a.m. – 3:00 p.m.  $279
Led by: Dr. Don Hackett

This course is designed to give you tools to improve the effectiveness of team-based work environments. You’ll gain skills that will enhance your understanding of team dynamics and equip you with useful methods to improve the performance of your team. If you are in any type of leadership position that has you leading teams or departments, this class would be beneficial for you.

on track to learn...
• Team Dynamics
• Understanding Team Organization
• The Role of the Coach
• Ten “Lessons Learned” in Developing Teams

Assembling the tools you need to manage more effectively.
Managing employees in today’s workplace has never been harder. Stepping into a management position requires you to have the business tools to not only manage goals but also manage deadlines, projects & priorities, coach teams, coach for performance, deal with employee attitudes, run effective meetings and cope with middle management challenges.

This seven week certificate program will give you the crucial tools to help you shift from being an individual contributor to a manager who gets results. It can help managers and/or those on a management career path develop and enhance their management skills. Manager’s Toolbox is an interactive training program designed to provide managers with skills to increase their individual success and maximize the impact they have on their employees and organization.

Led by 6 acclaimed CMD instructors

Increasing Influence for Project Managers
March 7 & 8, 2019  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.” Sometimes 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 establish and maintain trust-based relationships
• 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

In this seminar you’ll be given a “mental toolkit” of economic concepts that provide powerful insight into business operations. You will also walk through the elements of a market system that promotes entrepreneurial behavior and learn how to develop similar elements inside your organization.

The unique concepts and methods detailed in this program have been proven to strengthen profits, spur innovation and drive business success. This workshop combines top-notch teaching with participant exercises, case studies, and numerous examples to make these important concepts practical and useful. Through the book “Good Profit”, by Charles Koch, it introduces the proven method of management applied by America’s largest, most successful, privately held corporation, Koch Industries.

March 6 - April 24, 2019
Wednesday evenings
4:30 - 7:30 p.m.
Assessing Leadership Techniques
March 26, 2019 | 8:00 a.m. – 3:00 p.m. | $279
Led by: Dr. Gerald Graham

Assessing leadership involves evaluating the performance of managers and leaders. This program gives participants practical techniques to improve their leadership skills and helps define the difference between assertive, aggressive, passive, and devious leadership styles. This program will also provide opportunities to use assertive techniques in problem solving and interpersonal workplace situations.

 Assertiveness is one of the most valuable skill sets leaders and managers can possess. It ensures that you are clear, consistent, and understood by those you lead. Assertiveness helps communicate the confusing and inconsistent messages that you convey intentionally to your employees and coworkers.

This program gives participants practical techniques to improve their assertiveness in leadership positions and helps define the difference between assertive, aggressive, passive, and devious leadership styles. This program will also provide opportunities to use assertive techniques in problem solving and interpersonal workplace situations.

 on track to learn...
- Assertiveness and Leadership
- What is My Communication Style?
- How to Be More Assertive
- How to Handle a Problem Boss
- Compliments, Criticism, Rejection
- Constructive Confrontations

“Exceeded my expectations. Really like the way that we jumped right into practical application case studies. Really like the efficient tool for surveying the class. It was all very instructive. Dr. Graham has excellent command of the material. Fully engaged. Very skilled. I would definitely enroll in more courses with Dr. Graham.”

Daniel M. Goodlet, Star Lumber

How to Criticize; How to Praise
March 20, 2019 | 8:00 a.m. – 3:00 p.m. | $279
Led by: Dr. John Belt

A fundamental responsibility of all managers and supervisors is to give feedback to subordinates. Unfortunately, most of us are not as effective as we should be in this important area. The purpose of this seminar is to show participants how to give and receive criticism and praise.

 on track to learn...
- Why Supervisors Don’t Praise
- When Not to Praise
- How to Praise Effectively
- Criticism
- Benefiting From Criticism
- Dealing with Constructive Criticism
- Criticizing Effectively

“Too many people overestimate the need for methods and tools to help us quickly assess, evaluate and provide resolution of the many problems that come up in the work environment.

Properly done, telling people how they are doing can be a powerful management tool. It can be disastrous when done wrong, or not at all.

This particular class was above excellent... If I was an Executive I would mandate all of my managers and leaders to participate in Dr. Belt’s class because it was tremendous. I look forward to completing my Certificate with CMD.”

Lawrence Young, Portfolio Recovery Associates, Hutchinson, KS

Digital Marketing Certificate

Digital marketing helps organizations promote and sell products and services through online marketing methods such as social media messaging, website ads, Facebook marketing campaigns, Google Ads, and more. It’s vital to develop a marketing strategy that keeps up with the technology. Strengthen your market presence today!