June 2019 SEMINARS

Forecasting and Capacity Planning
June 5, 2019 8 a.m. – 3 p.m. $395
Led by: Sue Abdinnour, Ph.D.

Effective capacity is the maximum amount of work that an organization can perform in a given period due to constraints such as quality problems, delays, material handling, etc. Forecasting is the process of making predictions on the future based on past and present data and analysis of trends.

what you will learn...
• Operations management
• Forecasting models
• Capacity planning

Laptops are provided for this class, and you will work in EXCEL on the class exercises.

Emotional Intelligence
June 7, 2019 8 a.m. – 3 p.m. $279
Led by: Dotty Harpool, MBA

Building strong, cohesive working relationships is an important part to maintaining an efficient and productive workplace. Building, strengthening and managing your emotions is an important component in developing better interaction and success on the job. This program will give you tools to enhance the way you work, communicate and build cooperative networks in the workplace.

• Become aware of the business case for learning and applying emotional intelligence (EQ) at work, understand why today’s leaders need to develop this important skill.
• Understand the nature of emotional intelligence and how the human brain works. Learn the four dimensions of EQ and the skills associated with them.
• Develop self-awareness and understand its impact on attitude, fulfillment and personality.
• Develop and apply self-management skills in ways that boost leadership and accomplishment.
• Develop and apply social awareness skills.
• Develop and apply relationship management skills in ways that enhance the ability to lead others, work collaboratively, resolve conflict and achieve dramatic results.
• Choose from an assortment of practical emotional intelligence techniques to use in a variety of work-related applications including communication, leadership, management, coaching, working with others, sales, customer service and supervision.

Coaching Your Employees to Greatness
June 13, 2019 8 a.m. – 3 p.m. $395
Led by: Brian Rawson, 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.

what you will learn...
• Gain insight into the role of the “manager as a coach”
• Identify when to coach and when to manage your team
• Learn how to gauge the T.E.A.M.
• Structure coaching conversations for performance improvement

Thinking Strategically in Your Leadership Role
June 14, 2019 8 a.m. – 3 p.m. $395
Led by: Brian Rawson, MBA

Never has the demand for leaders been greater or the supply lower. Leadership is not management. Most companies are over-managed and under-led. For those who choose to lead, the journey is exciting, rewarding, risky and transformational. This program draws upon some of the world’s greatest leadership minds including Kotter, Bennis, Kaplan, Christensen and Covey as well as case studies from the world’s top business schools. Participants will learn, or re-learn, what it takes to truly make a difference through transformational leadership.

what you will learn...
• Leadership foundations
• Principled leadership
• Leadership and strategy
• Leadership creativity, innovation, and change
• Leadership and time
• Leadership and vision
• Leadership and networking

The leadership tools explored in this class focus on understanding, preparing and developing your talent to achieve organizational success.

"The program successfully connected personal strategy with company strategy — reminding the attendees that the company is merely a group of people who need to know the strategy. The instructor focused on the needs of the group as determined at the beginning of the day and did not deviate significantly off-topic. Pertinence was always established.”

— Kevin W. Kelly, Senior Research Engineer, WSU-NAR Beech/Wind Tunnel, Wichita, Kansas

Register: cmd.wichita.edu or 800-992-6345
Strategies for Effective Presentations
June 20, 2019 8 a.m. – 3 p.m. $279
Led by: Don Hackett, DBA

Have you ever struggled with standing in front of a group, organizing your thoughts, and make a presentation understandable? The ability to deliver a professional, organized and engaging remarks is not only vital to your success, it can be a career booster! Whether your goal is to educate, ask for a decision, or inspire, delivering your message successfully takes preparation.

objectives...
• Tips on reducing the anxiety associated with presentations is a major objective of the program, as well as proper preparation and effortless delivery.
• Learners will be able to gain critical skills without standing in front of an audience.
• You will learn how to package your content and present in an engaging and professional way.
• Additional hallmarks of impactful presentations will be given to polish your skills giving you confidence and credibility.
• Success is attained when one focuses and gives appropriate attention to the basics covered in this session.

what you will learn...
• How to get the ‘butterflies’ in formation
• Three tips for dealing with anxiety
• Eight tips in delivering a professional presentation
• Organizing your presentation

"There are many concrete rules that, when followed, create the perfect equation for a successful presentation. I was unaware of many of those guidelines. Additionally, Dr. Hackett was exceptional. His experience was instrumental in delivering this course material. The course materials was interesting, easy to implement, and fully relevant."
Alicia Weiland, Service Network Specialist, Textron Aviation, Wichita, Kansas

Dealing Effectively with Workplace Conflict
June 25, 2019 8 a.m. – 3 p.m. $379
Led by: Lee Schmucker, MBA

Conflict triggers different behaviors in each person, from destructive to productive responses. While conflict can be very uncomfortable, it is a natural and inevitable part of relationships. Because conflict looks different depending on the people and situations involved, there is no one-size fits all answer to making it productive. Instead the solution starts with you.

This program includes the newest DISC® assessment tool designed to improve self-awareness around conflict behaviors. It isn’t about conflict resolution rather, it’s focused on helping you curb destructive thoughts and behaviors so that conflict can become more productive, improving your workplace results and relationships.

Each participant in this session will complete an Everything DISC® Productive Conflict assessment prior to attending class, so that the tool can be incorporated into the exercises done in the classroom.

what you will learn...
• Identify general perceptions and emotions about conflict
• Develop a broad conceptual understanding of conflict
• Discover your own style in conflict
• Learn about other styles in conflict
• Learn how automatic thoughts influence destructive behaviors during conflict
• Identify and understand destructive conflict behaviors that you use
• Recognize automatic thoughts that you typically have during conflict
• Practice catching and re-framing automatic thoughts

Leadership ELITE
Sept. 16 through Nov. 4 Monday mornings 8 - 11 a.m.

Leadership is the most important aspect of organizational success. This learning experience, led by Dr. Gerald Graham, is a game-changing experience.

GENERAL INFORMATION
Location: Seminars are held at the CMD Training Center, WSU Campus, Woodman Alumni Building, 4205 E. 21st Street, Wichita, Kansas, 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 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.

Substitutions/Cancellations/Reschedules: Substitutions are free and must be done prior to the start of the class or program. Cancellations or rescheduling must be received in writing and full refunds will be given up to four business days prior to the start of the class. Any cancellation or reschedule submitted with three or less business days’ notice is subject to a $35 charge on 1 or 2 day classes, and a $75 charge on Certificate programs. No refunds after the first day of the class or program.

The Center for Management Development offers a variety of first-class, self-paced on-line classes for you to choose from. Go to cmd.wichita.edu and find the ones that help you meet your career goals.

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