

## 6 reasons to consider CMD's ON-SITE TRAINING



- ① **COST-EFFECTIVE** Training a team of people simultaneously can cost significantly less than sending employees to individual classes.
- ② **TEAM-BUILDING** Employees trained together share common points of reference and strategies for implementing improvements.
- ③ **CUSTOMIZED** CMD instructors tailor the information to make the class relevant to your business and to target your goals.
- ④ **FLEXIBLE** You choose the dates, the times and the hours that best fit your organization and your employee's schedules.
- ⑤ **EASY** CMD will coordinate the instructor, customize the materials, prepare and transport the equipment and introduce the instructor.
- ⑥ **QUALITY** Participants learn skills that can be used immediately with group exercises, case studies, real-life examples and videos.



**CONTACT ANN BUCKENDAHL  
AT 316-978-6152 FOR DETAILS.**

**// MORE INFO //**

[CMD.WICHITA.EDU](http://CMD.WICHITA.EDU)

**// REGISTER //**

316-978-3118 Or 1-800-992-6345



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**Center for  
Management  
Development**

**CMD**

1845 FAIRMOUNT  
WICHITA, KS 67260

### August 2019 • CMD SEMINARS CALENDAR

5	Risk Management
14	How to Become a Better Team Member
15	Leadership & Communication Skills for Women
20	Influencing without Authority
21	How to Criticize; How to Praise
26	Improving Supervisory Skills

For more information, go to [cmd.wichita.edu](http://cmd.wichita.edu)

**AUGUST 2019**



## Why invest in PROFESSIONAL DEVELOPMENT



**The most important asset of any organization is the knowledge, skills and abilities of its employees.** Professional training demonstrates to your employees that you value them and want to improve their personal and professional effectiveness. It also demonstrates that you are serious about the success of your organization.

The Center for Management Development wants to help you achieve that success.



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# AUGUST SEMINARS

## Risk Management

August 5, 2019 • 8 a.m.–3 p.m.  
\$395  
Michael D. Green, PMP



Walk away from this class with a Risk Management process that can provide immediate impact to your schedule and budget expectations. You will learn real solutions to handle and mitigate project risk.

- Learn to identify and qualify project risks
- Identify actions required to minimize negative outcomes
- Learn methods to address schedule & budget risks



## How to Become a Better Team Member

August 14, 2019 • 8 a.m.–3 p.m.  
\$299  
Don Hackett, DBA



Improving your skills as a teammate is valuable at any level within an organization. This seminar will provide you with the skills necessary to create harmony when working with a team.

- Defining a team vs. a group
- Team exercise in decision-making
- Lessons learned in team based organizations

## Leadership & Communication Skills for Women

August 15, 2019 • 8 a.m.–3 p.m.  
\$299  
Esther Headley



A comprehensive course dealing with the unique challenges women confront in the organizational landscape. This course offers practical techniques and proven strategies for success.

- Women in management
- It's not so much what you say
- Stress and the working woman

## Influencing without Authority

August 20, 2019 • 8 a.m.–3 p.m.  
\$299  
Gerald Graham, PhD

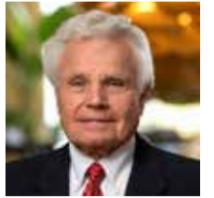


Identify techniques and strategies that you can use to influence others where you do not have direct authority. You will also address the situation where you do have line authority, but prefer to influence the actions and decisions of subordinates rather than direct them.

- How to build a collaborative environment
- Exchange as a basis of influence
- Project your self-image as an influencer

## How to Criticize; How to Praise

August 21, 2019 • 8 a.m.–3 p.m.  
\$299  
John Belt, PhD



A fundamental responsibility of all managers and supervisors is to give feedback to subordinates. Properly done, telling people how they are doing can be a powerful management tool.

- When to praise, when not to praise
- Effective criticism and its benefits
- Practice exercises

## Improving Supervisory Skills

August 26, 2019 • 8 a.m.–3 p.m.  
\$299  
Gerald Graham, PhD



Gain practical insights into common supervision mistakes and solutions to put you on the road of successful leadership. Dr. Graham will coach you in analyzing the differences that can make you an effective or ineffective supervisor.

- Establishing objectives
- Motivating employees
- Improving leadership ability

## UPCOMING CERTIFICATE PROGRAMS

**Leadership Elite** Sept. 16-Nov. 4, 2019  
**8 sessions • Mon. 8-11 a.m.** \$2,295

Based on *First, Break All the Rules*,  
Dr. Graham leads exercises and discussion.

**Mini MBA®** Sept. 9-Nov. 18, 2019  
**10 sessions • Mon. 1-4:30 p.m.** \$2,495

Learn current business practices and how areas within a business interrelate.

**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 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.

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## GENERAL INFORMATION

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

**CMD Training Center**  
Woodman Alumni Building  
WSU Campus  
4205 E. 21st Street  
Wichita, Kansas

**CMD Office**  
Room 009, Devlin Hall  
WSU Campus  
2020 Perimeter Road  
Wichita, Kansas

**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.

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