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.

Contact Ann Buckendahl at 316-978-6152 for details.

August 2019

CMD SEMINARS CALENDAR

- Risk Management
- How to Become a Better Team Member
- Leadership & Communication Skills for Women
- Influencing without Authority
- How to Criticize; How to Praise
- Improving Supervisory Skills

For more information, go to cmd.wichita.edu
Learn methods to address schedule & budget risks
Identify actions required to minimize negative outcomes
Learn to identify and qualify project risks

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

Entry Level Seminars

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 toward a CMD Certificate, parking, refreshments and a light lunch.

Stress and the working woman
- It’s not so much what you say
- Techniques and proven strategies for success

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UPCOMING CERTIFICATE PROGRAMS

Leadership Elite
8 sessions • Mon. 8-11 a.m.
Sept. 16-Nov. 4, 2019
$2,295
Based on First, Break All the Rules,
Dr. Graham leads exercises and discussion.

Mini MBA®
10 sessions • Mon. 1-4:30 p.m.
Sept. 9-Nov. 18, 2019
$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. Complete attendance for all classes is required to receive credit.

SUBMISSION/CANCELLATION/RESCEDULE:
Any cancellation or rescheduling must be received in writing and 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. Complete attendance for all classes is required to receive credit.

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Visit Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age (40 years or older), ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, EAB 400, Wichita, KS 67260, 316-978-3187.