

Sign up today for one of our signature
CERTIFICATE PROGRAMS

Mini MBA®

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

Delivering the essentials for business theory in a condensed, to-the-point format, this is an excellent course for anyone wanting an overview of the standard practices in business today.

Leadership Elite

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

Leadership Elite will open your eyes to practical methods to lead your people – by giving you ideas and advice you can clearly and practically apply. Take charge of the future of your organization by taking time to learn from the best.

SuperVision

10 sessions • Tues. 4:30-7:30 p.m.
Sept. 17-Nov. 19, 2019 • \$1,495

Each session of the Supervisor Certificate focuses on the unique challenges you face every day and offers solutions to help you achieve your goal of being a successful supervisor.



**CONTACT STACI BRYER
AT 316-978-5149 TO ENROLL.**

// MORE INFO //

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

September 2019 • CMD SEMINARS CALENDAR

6	Utilizing LinkedIn to Grow Your Network and Your Business
10	Managing Change in the Workplace
11	Managing Time & Multiple Priorities
12-13	Increasing Influence for Project Managers
19	Basic Writing & Grammar Skills
20	Business Analytics: The New Competitive Advantage
26-27	Project Management Essentials

For more information, go to cmd.wichita.edu

SEPTEMBER 2019



Why invest in
**PROFESSIONAL
DEVELOPMENT**



One way to prove your company is a great place to work and support employee retention is to offer learning and growth opportunities through professional development. Invest in training to help employees develop the skills for success in their roles. Give team members access to projects to practice new skills and team with more senior staff to help them envision a path toward advancement.

The Center for Management Development wants to help you achieve



**WICHITA STATE
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SEPTEMBER SEMINARS

Utilizing LinkedIn to Grow Your Network and Your Business



September 6, 2019 • 1 p.m.–4 p.m.
\$99
Lindsay L. Young, MBA

What is LinkedIn? How is it used? How will it benefit us as a company and you as a team member? We will discuss best practices and enhancing your LinkedIn profile.

- The benefits of utilizing LinkedIn
- How to use LinkedIn
- Enhancing individual profiles

Managing Change in the Workplace



September 10, 2019 • 8 a.m.–3 p.m.
\$395
Darian Bebout

This workshop reviews the challenges presented by change, helps participants understand underlying and inhibiting factors of managing change, and identifies the successes which only change can bring.

- Acknowledge change perspectives
- Outline keys to change
- Improve adaptability to change

Managing Time & Multiple Priorities



September 11, 2019 • 8 a.m.–3 p.m.
\$299
Don Hackett, DBA

You will learn practical techniques you can use to better plan your time, prioritize your decision-making and take control of interruptions. You will also be equipped with tools you can use to take control of your day.

- Perform a meaningful “time audit”
- How to control the “big seven” time wasters
- Three tools for managing multiple priorities

Increasing Influence for Project Managers



September 12-13, 2019 • 8 a.m.–3 p.m.
\$899
Gerald Graham, PhD

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.”

- Trust
- Stakeholder communications
- Negotiations



Basic Writing & Grammar Skills for Business



September 19, 2019 • 8 a.m.–3 p.m.
\$299
Lee Schmucker, MBA

Improve your writing skills by reviewing the essentials of good grammar, punctuation and business writing.

- Writing to be understood and increase readership
- Correct grammar increases understanding
- Ways to organize the message

Business Analytics: The New Competitive Advantage



September 20, 2019 • 8 a.m.–3 p.m.
\$395
Sue Abdinnour, PhD

“The Benefits of Data Talking to Data: Being able to use customer information as its being collected promises to transform a host of industries,” Robert Plant, Wall Street Journal.

- How do you compete on analytics?
- Excel and Tableau; analytics software
- How to build a culture focused on analytics

Project Management Essentials



September 26-27, 2019 • 8 a.m.–3 p.m.
\$899
DeAnn Sullivan, PMP

Having a common, shared model of “how” a project should progress, what tools to use, how to status progress, and how to plan for problems can literally save money and time.

- Managing scope, schedule, cost, quality and risk
- Procurement and resource management
- Communications and integration



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.