Anita believes everyone can make the world a better place by reaching out to others. Anita calls herself a ‘social’ cook, the more people in the kitchen the better as ‘flour on the floor means the next generation is learning to bake!’ This strong belief in connecting people is the number one reason why she loves teaching classes at CMD – she connects people across companies into a strong peer network from an interactive learning environment.

Instructor Spotlight

Anita calls herself a ‘social’ cook, the more people in the kitchen the better as ‘flour on the floor means the next generation is learning to bake!’ This strong belief in connecting people is the number one reason why she loves teaching classes at CMD – she connects people across companies into a strong peer network from an interactive learning environment.

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 Pat McLeod at 316-259-5047 for details.

More Info: cmd.wichita.edu

Register: 316-978-3118 or 1-800-992-6345

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JANUARY 2020

January 2020 - CMD SEMINAR CALENDAR

22 Communication Skills for Supervisors
23 Coaching Your Employees to Greatness
24 Overcoming Negativity in the Workplace
28 Influencing without Authority
29 Agile Project Management for Today’s Project Leader
**Jan 2020 Seminars**

**Communication Skills for Supervisors**  
January 22, 2020 • 8 a.m.–3 p.m. • $299  
Don Hackett, DBA  • 98%  
**Understanding your communication style and reflecting on the perceptions of people around you gives you the ability to eliminate the barriers that keep you from being successful.**

- How to improve your communications  
- Receiving feedback and giving constructive feedback  
- Special situations in communication

**Coaching Your Employees to Greatness**  
January 23, 2020 • 8 a.m.–3 p.m. • $399  
Tammy Fellers  • New Instructor!  
**This class provides essential tools for coaching employee individually or as a team. You will leave this course with guidance to help your team explore issues to seek solutions rather than pointing out problems and toxic behaviors.**

- Identify when to coach and when to manage  
- Learn how to gauge the T.E.A.M.  
- Structure coaching conversations for performance

**Overcoming Negativity in the Workplace**  
January 24, 2020 • 8 a.m.–3 p.m. • $299  
Dotty Harpool, MBA  • 94%  
**In this class, explore negative attitudes and how they affect you and your organization. After examining the root cause of negativity, you will be introduced to methods of reversing negative attitudes of others.**

- Sources and effects of negativity  
- Working with a negative environment and negative people  
- Rediscover the positive you

**Influencing without Authority**  
January 28, 2020 • 8 a.m.–3 p.m. • $399  
Gerald Graham, PhD  • 100%  
**Identify techniques and strategies that you can use to influence others where you do not have direct line 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 work environment  
- How to influence change  
- Exchange as a basis of influence

**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 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.

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**UPCOMING CERTIFICATE PROGRAMS**

**Leadership Elite**  
Feb. 10-April 13, 2020  
8 sessions • Mon. 1:30-4:30 p.m.  
Based on First, Break All the Rules, Dr. Graham leads exercises and discussion.  
**$2,295**

**SuperVision**  
Feb. 27-May 7, 2020  
10 sessions • Thurs. 4:30-7:30 p.m.  
Strengthen and develop the skills you need to do your job right.  
**$1,495**

**Certificate in Human Resource Management**  
On-line  
7 sessions  
**$399**

**Certificate in Cybersecurity**  
On-line  
8 sessions  
**$499**

**Digital Marketing Certificate**  
On-line  
9 sessions  
**$549**

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**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 less than two business days’ notice is subject to a $50 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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