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 that success.

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**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 Paula Mary Seiwert at 316-978-5144 for details.**

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**OCTOBER 2019**

**CMD SEMINAR’S CALENDAR**

**October 2019**

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For more information, go to cmd.wichita.edu

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**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 that success.
Role of metrics in operations strategy

Comparison of Six Sigma, Lean & Theory of Constraints

Three main types of operations strategies
- Performance and experience growth.
- Whether your company is service or manufacturing, private or public, small or big, it is critical to assess your operations strategy to get good results.
- Whether your company is service or manufacturing, private or public, small or big, it is critical to assess your operations strategy to get good results.

Leading Project Teams

October 9-10, 2019 • 8 a.m.–3 p.m.
$899
DeAnn Sullivan, PMP

Participants in this program will learn practical, hands-on techniques for overcoming major “project team” dysfunctions while developing skill sets in team selection and formation, facilitating team meetings and effectively communicating within the team as well as with sponsors.

- Identify characteristics & behaviors of successful project team leaders and teams
- Facilitate a team through its life cycle from start to finish

The 10 Biggest Mistakes Managers Make (and How to Avoid Them)

October 11, 2019 • 8 a.m.–3 p.m.
$299
John Belt, PhD

You will gain an understanding of how these commonplace managerial actions are dysfunctional and practice more effective responses to these situations. Handling people successfully is no “big secret.” You can do it if you follow some very simple rules.

- Fairness, attitude, focus on people, goals & vision
- Motivation, communication, delegating & how you manage

Communicating for Results

October 15, 2019 • 8 a.m.–3 p.m.
$299
Dotty Harpool, MBA

You’ll gain a number of useful insights to identify areas of poor communication and logical, step by step techniques that help you eliminate barriers to productivity in your job and make you and your organization more productive and effective.

- Elements of productivity
- Characteristics & problems with communication in organizations
- Systematic approach to communicating

Project Management: Start Strong, Finish Strong

October 22-23, 2019 • 8 a.m.–3 p.m.
$899
Anita Barrett, PMP

This highly interactive class will help project managers think strategically as they lead projects and facilitate the decisions of their project teams.

- From vision to project
- Choosing the right tools and techniques
- Setting the team up for success

Increasing Your Sales through Persuasive Selling

October 24, 2019 • 8 a.m.–3 p.m.
$299
Don Hackett, DBA

This session is designed for individuals in need of understanding sales basics or for those who need to take a ‘refresher’ on sales skills.

- The 5 steps in the sales interview
- Six prospecting methods
- Two-step strategy for overcoming objections

Assessive Leadership Techniques

October 31, 2019 • 8 a.m.–3 p.m.
$299
Gerald Graham, PhD

This program gives participants practical techniques to improve their assertiveness in leadership positions and helps define the difference between assertive, aggressive, passive and devious leadership styles.

- Compliments, criticism, rejection
- Saying “NO”
- Constructive confrontations

Consultations/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 rescheduling 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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