

5 reasons to consider CMD's ON-SITE TRAINING



"Essential Skills for Management and Leadership"

6 one-hour Zoom sessions

presented by Dr. Gerald Graham,

Regardless of where you are physically located, you can benefit from Dr. Graham, known throughout the country for his consulting skills and management workshops, while working with your team and benefiting from real-time interactions. Spend 1-hour a week with Dr. Graham, and walk away with steps that will strengthen your leadership and give you an edge in these anxiety-ridden times.

CONTACT GERALD GRAHAM
AT 316-706-8346 OR

PAULA SEIWERT AT 316-519-1347
FOR DETAILS.



// MORE INFO //

CMD.WICHITA.EDU

// REGISTER //

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



WICHITA STATE
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Center for
Management
Development

CMD

1845 FAIRMOUNT
WICHITA, KS 67260

January 2021 • CMD SEMINARS CALENDAR

12	Dealing with Conflict & Problem Behaviors Live via ZOOM
21	Understanding Human Behavior
22	Overcoming Negativity in the Workplace
26	Communication Skills for Supervisors
28-29	Project Scope and Requirements Management

For more information, go to cmd.wichita.edu

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January 2021



Woolsey Hall Ground Beaking



On a Thursday October 22, 2020 Dean Larisa Genin, Elizabeth King, WSU Foundation president and CEO, and distinguished guests broke ground on Woolsey Hall, a \$60 million, 125,000-square-foot facility to be built in the heart of the WSU Innovation Campus that will house the W. Frank Barton School of Business.

Woolsey Hall takes its name from Wichita oil producer Wayne Woolsey and his wife, Kay, who generously contributed to make the building a reality. When completed in mid-2022, the business school will move to the new building from Clinton Hall, which has been its home since 1970.


Woolsey Hall will be a three-level, LEED-certified building, with the latest technology and a state of the art conference center. This means that for the first time in it's 53 year history, CMD will have the training center and the staff offices in the same building! When you attend a CMD training you will be a beneficiary of the investment the community and WSU has made. We can't wait!

January SEMINARS



Dealing with Conflict & Problem Behaviors - Live via Zoom

January 12, 2021 • 1 –4 p.m. • \$249
Mike Murillo, PMP • 80% ★★★★★

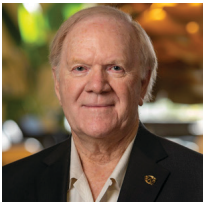


Supervising offers a unique set of challenges. In this hands-on, interactive session you will identify the causes and consequences of conflict in the workplace. You will have the opportunity to practice techniques to reduce conflict and address problem behaviors, including:

- How to handle myself in conflict situations.
- What is my preferred conflict style?
- Getting clear on the problem.
- Progressive discipline.

Understanding Human Behavior

January 21, 2021 • 8 a.m.–3 p.m. • \$399
Gerald Graham, PMP • 100% ★★★★★




This seminar will improve your leadership and management abilities by understanding yourself and others better.

- What you will learn:**
- How attitudes influence employee behavior
 - How employee needs influence behavior
 - How to deal with employee frustration
 - How to understand people through giving and receiving
 - How perception influences behavior
 - How to understand self

Overcoming Negativity in the Workplace

January 22, 2021 • 8 a.m.–3 p.m. • \$399
Dotty Harpool, MBA • 85% ★★★★★



In this seminar you will explore negative attitudes and how they affect you and your organization. You will learn to live and work more effectively in an environment where the phrases “that can’t be done” or “we’ve tried that before and it didn’t work” are commonly heard. After examining the root causes of negativity, you will be introduced to methods of reversing negative attitudes of others and learn how to turn your own thoughts of negativity into positive results.

Communication Skills for Supervisors


January 26, 2021 • 8 a.m.–3 p.m. • \$399
Don Hackett, DBA • 100% ★★★★★



- Improving your communication skills can help turn teeth-clenching tasks into noteworthy accomplishments.** It will also help you clearly deliver your expectations to your employees.
- Understanding communication
 - How to improve your communications
 - Receiving feedback
 - How to give constructive feedback
 - The business of listening

Project Scope & Requirements Management

January 28-29, 2021 • 8 a.m.–3 p.m. • \$899
Anita Barrett, PMP • 82% ★★★★★



Managing scope on a project is one of the most difficult and demanding jobs of a project manager. Pinning down the project scope starts with a clear understanding of the needs and expectations of the key stakeholders. It involves more than just knowing what needs done, but what not to do and how to manage the changes that inevitably come up during a project. Students will work in teams to develop a project charter, gather requirements, write a scope statement and create a WBS as well as learn to manage scope once the work begins.

ZOOM OFFERINGS FROM CMD

- Project Management Essentials - Live via Zoom**
Delivered to your team by DeAnn Sullivan, PMP
Your choice of delivery timing:
- Two 6-hour sessions
 - Three 2-hour sessions
 - Four 3-hour sessions

Call today & let CMD bring the training to you!

SPRING 2021 CERTIFICATE PROGRAMS

SuperVision <i>10 sessions • Thurs. 4:30-7:30 p.m.</i> Strengthen and develop the skills you need to do your job right.	Feb. 25-May 6, 2021 \$1,495
Leadership Elite - via ZOOM <i>8 sessions • Mon. 8:30-11:30 a.m.</i> Leadership is the most important aspect of organizational success.	Mar. 1-Apr. 26, 2021 \$2,295

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.

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, pregnancy, 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, 1845 Fairmount, Wichita, KS 67260, 316-978-3187.

➔ GENERAL INFORMATION

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

Masks required

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.