

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

An essential part of any successful business plan is to make sure that your employees have up-to-date training. Training can improve business performance, profit and employee morale. In a joint effort, provided by the Norfolk Area Chamber of Commerce and Northeast Community College Center for Enterprise, training is being offered to give business leaders and staff opportunities for personal and professional growth close to home. The cost per course is \$120/person. If you are interested in purchasing multiple seats at a discount, please contact Jim McCarville at jamesam@northeast.edu or 402-844-7238 for membership pricing.

Training Date	Course Title / Course Description	Time / Location
December 12	Big Picture Thinking: Big picture thinking can benefit any person in any profession. It brings "wholeness" and maturity to a person's thinking and it is inspired by open-mindedness and creativity. When a person is able to think outside the limits of their own mind, the world becomes a much bigger and brighter place. Learn the reasons and the techniques for nurturing big picture thinking in yourself, and begin exploring thinking that allows you to approach problems and embrace opportunities in ways that are "outside your proverbial box". CRN#60555	9 am - 12 pm Norfolk Area Chamber
January 21	Yesterday's Peer, Tomorrow's Leader: Leading people is challenging. It's even more challenging when leaders are not exposed to training and development opportunities. Would your leaders benefit from increasing their skills in collaboration, effective communications and driving top performance? Show your leaders you are committed to maximizing their potential by enrolling them in this powerful learning event. CRN#70064	9 am - 12 pm Norfolk Area Chamber
February 18	Change Management: Change is a constant in our lives. All around us, technologies, processes, people, ideas, and methods often change, affecting the way we perform daily tasks and live our lives. Having a smooth transition when change occurs is important, especially when you are tasked with managing the reactions and the acceptance to change. Gain helpful insight and tools to help you, your family, your business and your organization successfully prepare and implement change. CRN#70071	9 am - 12 pm Norfolk Area Chamber
March 3	Team Building: For most of us, teamwork is a part of everyday life. Whether it's at home, in the community, or at work, we are often expected to be a functional part of a performing team. Having a strong team will benefit any organization and will lead to more successes than not. In this training, participants will explore the different aspects of a team, as well as ways they can become a top-notch team performer. They will be given the details and concepts of what makes up a team, and explore the laws of team-building and traits that lead to team success. CRN#70074	9 am - 12 pm Norfolk Area Chamber
March 25	Engaging & Motivating Others: It's no surprise. Employees who feel they are valued and recognized for their contributions are more motivated and productive at their jobs. In this program, learn how to promote and grow a more dynamic, engaged and positive workforce. Understand what elements contribute to a positive work environment and set the stage for individuals to meet their goals and experience professional successes. CRN#70078	9 am - 12 pm Norfolk Area Chamber
April 7	Emotional Intelligence: Emotional Intelligence is our mind's ability to perceive, manage, and express our emotions effectively. It allows us to regulate our feelings and use them to guide our actions. While some people are naturally more attuned to their feelings and the feelings of others, some people may need help to understand and build their emotional skills. By becoming knowledgeable and confident in the awareness and management of emotions, we are able to sustain our relationships both personally and professionally. In this training you will learn the origins and the Goleman framework for emotional intelligence, you will assess your own personal emotional intelligence, and explore ways to strengthen your emotional intelligence for a more fulfilling and happier life. CRN#70079	9 am - 12 pm Norfolk Area Chamber
April 29	Taking Initiative: Taking the initiative is a crucial step in moving forward in our professional and personal lives. By showing initiative, it reflects us in a positive light to others as well as builds our own self-esteem. If you see opportunity in your life, you need to have the courage and the knowledge to seize it and make it happen. Learn what initiative is and how to embrace it, understand the advantages of initiative, how to handle setbacks and when to show restraint. This class will help you take the first steps towards making something positive happen. CRN#70082	9 am - 12 pm Norfolk Area Chamber
May 5	Coaching Basics: Many organizations and researchers have identified coaching as a fundamental leadership competency. Those that understand and utilize coaching within their organization and their lives know that it promotes creativity, breakthrough performance and resilience, giving an organization/individual a competitive advantage. Coaching is about relationship building and setting goals. It's essentially a conversation that encourages learning and fosters individual growth and development. Which is exactly what the next generation of workers is looking for; to be challenged and recognized for their efforts, and to be led and not micromanaged. Explore the value of coaching and examine various processes and components that will allow you, your organization, and your employees to be successful. CRN#70086	9 am - 12 pm Norfolk Area Chamber

**REGISTER
TODAY!**

CALL : (402) 844-7000 or (800) 348-9033, ext. 7000

IN PERSON: Registrar's Office in the College Welcome Center

Mon.-Fri. 8-5. Major credit cards accepted.

Tuition and fees for all non-credit classes must be paid at the time of registration. Registration into a class will not be made until tuition and fees have been received by the College. Requests to drop a class must be made through the Registrar's Office 24 hours prior to the day the class begins.