

Business & Community Education

BUSINESS SKILLS SERIES

About the Presenter



Jamie Weingart is a Gallup-Certified Strengths Finder Coach and Corporate Trainer. Through her business, JNW Consulting, Jamie specializes in helping clients and companies grow and develop more engaged and productive work teams. Before moving to Scottsbluff, Jamie was a Business Consultant for the State of Wyoming Department of Workforce Services. She has been certified in conflict resolution, mediation, agreement writing and ethics through the State of Nebraska Office of Dispute Resolution. The scope of her business includes executive coaching, training, speaking, and consulting with companies to address employee engagement and strategic planning initiatives. Jamie lives in Scottsbluff with her husband and their three children.

Intro to Supervision

Jan 25, 8:30 a.m. – 4:00 p.m., \$60

The transition from individual contributor to supervisor is often one of the most challenging and stressful transitions in anyone's career. This course provides people-managers with insight, tools, and best practices for making a successful and effective transition into a leadership role.

Conflict Resolution

Feb 9, 8:30 a.m. – 4:00 p.m., \$60

Conflict is an inevitable and sometimes invisible force on all teams, and supervisors must be well-equipped with resources to effectively manage it for organizational health and performance. Course objectives are to discuss and examine conflict in the workplace, assess individual conflict management styles, and identify effective ways to perform conflict resolution and mediation for co-workers and employees.

Communication in the Workplace

Mar 22, 8:30 a.m. – 4:00 p.m., \$60

Effective communication is a critical element of successful supervision and leadership. In this class, we will identify individual and team communication styles, as well as offer strategies and best practices for effectively communicating with employees. We will provide supervisors with tools to have conversations that encourage, empower, and engage employees through effective feedback, performance management, meeting facilitation, and when leading during times of change.

High Performance Teams and Team Building for Managers

Apr 24, 8:30 a.m. – 4:00 p.m., \$60

Managers often set the pace and define the pulse of an organization's culture. Objectives of this class are to offer insight for managers into the most common

and vital qualities of high-performance teams. Participants will leave with a clear model for maximizing team performance, including the use of effective team building activities as part of the ongoing effort in developing strong and healthy organizational cultures.

Leading an Engaged Workforce

May 9, 8:30 a.m. – 4:00 p.m., \$60

Employee engagement is the emotional attachment that workers feel to their workplace, and is highly impacted by the leadership a supervisor provides to his/her employees. This training will offer a better understanding of employee engagement and how it impacts productivity, turnover, safety, customer service, and team morale. Supervisors will leave with techniques for enhancing employee engagement and buy-in into an organization's vision and mission.

***Send three people to any Business Skills class,
and the fourth one is half price!***

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Bill Loring has been a full-time Information Technology Instructor at WNCC for eight years. His 20 years of experience as an IT consultant allows him to bring real world experience into the classroom. He completed his Masters of Science in Computer Information Systems from Bellevue University in 2016. Training in programming and databases laid a firm foundation for his new hobbies – programming robots, drones, and IoT devices.

Project Management

Jan 19, 8:30 a.m. – 4:00 p.m., \$60

In the past few decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size. The Project Management workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day. Working with project planning documents, such as needs assessments, risk management plans and communication plans will provide benefits throughout your organization.

Change Management

Feb 2, 8:30 a.m. – 4:00 p.m., \$60

Change is a constant in many of 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 in any situation and participants will gain some valuable skills through this workshop. The Change Management workshop will give any leader tools to implement changes more smoothly and to have those changes better accepted. This workshop will also give all participants an understanding of

how change is implemented and some tools for managing their reactions to change.

Presentation Skills

Mar 9, 8:30 a.m. – 4:00 p.m., \$60

Many studies have found that public speaking is the number one fear amongst most people, outranking flying, snakes, insects, and even death. Ironically, it is also one of the skills that can make or break a person's career. Your participants will be provided a strong set of skills that will complement their current presentation skill set. The Presentation Skills workshop will give participants some presentation skills that will make speaking in public less terrifying and more enjoyable. This workshop includes topics that participants can look forward to including: creating a compelling program, using various types of visual aids, and engaging the audience.

Public Speaking

Apr 6, 8:30 a.m. – 4:00 p.m., \$60

According to a 1973 survey by the Sunday Times of London, 41 percent of people list public speaking as their biggest fear. Forget small spaces, darkness, and spiders, standing up in front of a crowd and talking is far more terrifying for most people. Through this workshop participants will become more confident and relaxed in front of an audience, which will translate

into a successful speaking event. However, mastering this fear and getting comfortable speaking in public can be a great ego booster, not to mention a huge benefit to your career. The Public Speaking workshop will give participants some basic public speaking skills, including in-depth information on developing an engaging program and delivering their presentation with power.

Cybersecurity

May 18, 8:30 a.m. – 4:00 p.m., \$60

Every organization is responsible for ensuring cybersecurity. The ability to protect its information systems from impairment or even theft is essential to success. Implementing effective security measures will not only offer liability protection; it will also increase efficiency and productivity. With our Cybersecurity workshop, participants will discover the fundamentals of cybersecurity as well as the methods that should be implemented to make sure their computer systems are protected.



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