FEBRUARY 2016 SEMINARS

Project Scheduling & Cost Management
Feb. 3 – 4, 2016 8:30 a.m. – 3:30 p.m.  $395
Led by: Ms. DeAnn Sullivan, PMP

Cost management and a well-constructed schedule are the backbone of any successful project. A project’s schedule brings the entire picture of the project lifecycle into focus, giving clear and concise expectations of project milestones and completion date. Managing costs is more than tracking expenses: it considers how much work was done for the amount spent.

Solving Problems with Root Cause Analysis
Feb. 5, 2016 8:30 a.m. – 3:30 p.m.  $395
Led by: Mrs. Anita Barrett, PMP

Experienced leaders know that problem resolution comes from a concrete method of questioning and evaluation of the entire problem environment to bring about the needed change quickly, solving the problem sooner is everyone’s goal. Root Cause Analysis is best addressed by knowing how and when to use various tools.

Operations Management Strategy
Feb. 10, 2016 8:30 a.m. – 3:30 p.m.  $395
Led by: Dr. Sue Abdinour

This seminar gives you a quick introduction to three key respectable operations-based strategies that have helped many companies become competitive in the global market place. You will be exposed to the theory, how it is applied in service and manufacturing, common tools, and many other useful topics. At the end of each strategy, there will be a discussion and an assessment of how the strategy applies to your company.

Powerful Business Writing Skills
Feb. 9, 2016 8:30 a.m. – 3:30 p.m.  $249
Led by: Ms. Lee Schmucker, MBA

Business correspondence influences judgments about competence and professionalism. However, effective business writing differs from other types of writing. Learn guidelines to increase positive results from every business letter, newsletter or report. Apply these techniques immediately to help you be more persuasive, clearer, more powerful and more professional each time you put words on paper.

Emotional Intelligence
Feb. 11, 2016 8:30 a.m. – 3:30 p.m.  $249
Led by: Ms. Dotty Harpool, MBA

Building strong, cohesive working relationships is an important part to maintaining an efficient and productive workplace. Building, strengthening and managing your emotions is an important component in developing better interaction and success on the job. This program will give you tools to enhance the way you work, communicate and build cooperative networks in the workplace.

www.cmd.wichita.edu
Increasing Your Sales through Persuasive Selling
Feb. 12, 2016 8:30 a.m. – 3:30 p.m. $249
Led by: Dr. Don Hackett

Regardless of the business you’re in, sales is one of the most critical functions for maintaining health and vitality. The ability to sell is one of the most coveted skill sets in organizations.

In this class you will be exposed to the basics of persuasive selling and integrate these basics with practical exercises based on your company’s products and services. Using practical, hands-on exercises, you’ll receive training in a secure and risk free environment making learning comfortable, yet practical.

on track to learn...
- Introduction to the Sales Process
- How to Sell: The 5 steps in the sales interview
- Prospecting methods
- Discovering your customers needs and values
- Strategies for overcoming objections
- How to close the sale

Increasing Influence for Project Managers
Feb. 23-24, 2016 8:30 a.m. – 3:30 p.m. $849
Led by: Dr. Gerald Graham

How do we establish enough influence over key stakeholders to get our work done when we have no “real” authority over them? We know what needs to be done and we know how to do it, yet we can’t get our boss, our colleagues, and yes, even the people who report to us, to do “the right thing.” Some days it feels like we’re just banging our head against the wall.

The result… a whopping headache!

on track to learn...
- How to identify and analyze key stakeholders on your projects
- The importance of defining clear roles and responsibilities
- How to establish and maintain trust-based relationships
- How to install credibility or self-trust
- Decision-making styles and how to influence each
- Appropriate media for the communications
- What difficult stakeholders really want from you
- Language and ways to verbally manage difficult stakeholders
- How to proactively manage stakeholders
- How to effectively influence stakeholders
- How to use negotiations as a Project Manager

Communication Skills for Supervisors
Feb. 26, 2016 8:30 a.m. – 3:30 p.m. $249
Led by: Dr. Don Hackett

Improve your communication skills can help turn teeth-clenching tasks into noteworthy accomplishments by helping you clearly deliver your expectations to your employees. This class will give you concrete skills you can use to take away the barriers to effective communication in your work.

on track to learn...
- Understanding Communications
- How to Improve Your Communications
- Receiving Feedback
- How to Give Constructive Feedback
- The Business of Listening
- Special Situations in Communication

Certificate in SUPERVISION
THURSDAY EVENINGS – 4:30 TO 7:30 P.M.
10 SESSIONS FEBRUARY 25 THROUGH MAY 5

- Communication Skills
- Delegating
- Conflict & the Problem Employee
- Solving Problems & Making Decisions
- Understanding Legal Issues

The Certificate in Supervision has been designed to build your skills in the basic areas that you need most in supervising and leading your employees. Each session focuses on unique challenges and offers solutions to help you become a successful supervisor.

Nobody in your organization has a more immediate impact on productivity and performance than you! Are you prepared for the challenge?

Register: www.cmd.wichita.edu or 800-992-6345

GENERAL INFORMATION
Location: Seminars are held at the CMD Training Center, WSU Campus, Woodman Alumni Building, 4205 E. 21st Street, Wichita KS, unless otherwise noted.

Parking: Refer to the CMD map for parking locations and place the confirmation letter on your dash as a parking permit.

Check-In Time: 8:00 a.m. to 8:25 a.m.

Seminar Fee Includes: All training materials, Continuing Education Units (CEUs/PDUs/contact hours), credit towards a CMD Certificate, parking, refreshments and a delicious lunch.