

## Getting Down to Business ... the Easy Way!

Back by popular demand, the "Getting Down to Business Series" hosted by the John N. Harms Advanced Technology Center at Western Nebraska Community College, will place your business on the fast-track to success! In its fourth year, this series has been revamped once again to meet your needs, including updated sessions and new topics for managers.

Each class will run from 8 a.m. to 5 p.m. on the first Wednesday of each month beginning in October.

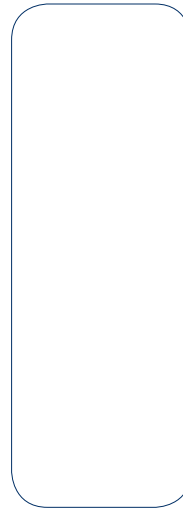


*"The Getting Down to Business series is really important to our management team. These classes give us the opportunity to have some true management training at little cost and with fellow managers. We're able to share ideas and success stories with one another and get advice on handling difficult or sensitive issues."*

**Kim Ferguson**  
*Human Resources Manager*  
Kelley Bean Company

Non-Profit  
Organization  
U.S. Postage Paid  
Scottsbluff, NE  
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**WESTERN  
NEBRASKA  
COMMUNITY COLLEGE**  
1601 E. 27th Street  
Scottsbluff, NE 69361

# Getting Down To Business



**Bobbi Turner**  
*Nurse Liaison*  
Heritage Estates

**WN** **WESTERN  
NEBRASKA  
COMMUNITY COLLEGE**  
SCOTTSBLUFF CAMPUS

# Getting Down To Business Series

October 6, 2010 - September 7, 2011

8 a.m. to 5 p.m. - First Wednesday of Each Month

John N. Harms Advanced Technology Center

## OCTOBER 6, 2010: Workplace Communication Skills

Learn to harmonize communication styles in the workplace, use active listening, and resolve conflict. Stop being stuck in an interpersonal box and create an environment of open, honest communication.

## NOVEMBER 3, 2010: Boot Camp for New Supervisors

New to the supervisory role? Learn the common mistakes new supervisors make when dealing with people. Delegation is key and the transfer of knowledge will make you and your employees successful.

## DECEMBER 1, 2010: QuickBooks for Businesses ~ NEW!

Is your Business Bookkeeping getting you down? Are you a new or existing business wanting to organize your paperwork better and improve your bookkeeping skills to get fast and accurate reports? Have you considered QuickBooks accounting software and wish you knew more about it? Then this is the class for you! This class will touch on basic accounting principles, accounting terminology, and how you enter your information to track your income and expenses, monitor your accounts receivable and accounts payable for better cash flow management and larger profits, while providing you fast - detailed reports. We will also touch briefly on "basic payroll setup".

*Please Note: We will not cover tax education.*

## JANUARY 5, 2011: Performance Appraisals & Documentation

Tracking employee performance benefits both the employee and employer. Learn a simple method for writing employee goals and expectations and documenting performance on a continuing basis. You will practice using a foolproof process for giving meaningful performance appraisals and keeping accurate employee records.

## FEBRUARY 2, 2011: Coaching for Performance Improvement

Coaching isn't just for athletics. This session will define workplace coaching and the coach's role, discuss ways to set and monitor goals, and identify effective methods of giving and receiving feedback.

## MARCH 2, 2011: Leadership ~ NEW!

As the last few years have proven, leaders in today's society are needed to move to and through new heights, as well as to bring their organizations through frightening and unpredictable times. As economic times fluctuate, business strategies and leadership tactics must change as well. This course offers instruction in an array of leadership skills that can be used to steer organizations and businesses through calm seas or rocky waters.

APRIL 6, 2011:

## Building High-Performance Teams

We all talk about teamwork, but how do you create it at your business? You will identify the four elements of successful teamwork, learn how to work with people with different communication and personality styles, and create a plan to build a team at your business through a five-step process.

MAY 4, 2011:

## Beginning PowerPoint 2007

This course will focus on creating visually-pleasing and informative presentations, modifying a presentation, and enhancing a presentation that can be reproduced as handouts, or shown using a computer.

## JUNE 1, 2011: Generations Working Together ~ NEW!

For the first time in history, four (or five) distinctively different generations are working side-by-side in the workplace. Each of these age groups has a different set of expectations, needs, and demands. Employers who cannot recognize these differences may lose their best employees and see their workplaces in turmoil. This course brings practical techniques to help supervisors and managers avoid conflict, handle cross-generational communication problems, and truly maximize performance.

## JULY 6, 2011: Personal Effectiveness & Professionalism

OJT is more than a buzzword in today's highly competitive job market. Learn how to train adults who have varied work experiences and backgrounds. This session will also discuss proven methods for delivering, evaluating and modifying training.

## AUGUST 3, 2011: Writing for Business

Are you projecting the right image with your business writing skills? This session will help you decide when and what to write, and help you create business correspondence that engages your customers.

## SEPTEMBER 7, 2011: Hiring the Best

Your business is only as good as the people who work there. Find out how to define the type of workers your business needs and explore the personality traits of successful employees. Learn how to look through the cracks in a resume and use basic techniques for getting facts not fluff during an interview - along with a summary of interview principles that will help you stay on the right side of the law.



Kim Johns  
Community Relations  
Coordinator  
Heritage Estates

## Western Nebraska Community College

Return registration form to:

John N. Harms Advanced Technology Center

2620 College Park

Scottsbluff, NE 69361

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Workplace Communication Skills \_\_\_\_\_ x \$55 = \$ \_\_\_\_\_

October 6, 2010 ~ 8 a.m. to 5 p.m.

Boot Camp for New Supervisors \_\_\_\_\_ x \$55 = \$ \_\_\_\_\_

November 3, 2010 ~ 8 a.m. to 5 p.m.

QuickBooks for Businesses ~ NEW! \_\_\_\_\_ x \$55 = \$ \_\_\_\_\_

December 1, 2010 ~ 8 a.m. to 5 p.m.

Performance Appraisals & Documentation \_\_\_\_\_ x \$55 = \$ \_\_\_\_\_

January 5, 2011 ~ 8 a.m. to 5 p.m.

Coaching for Performance Improvement \_\_\_\_\_ x \$55 = \$ \_\_\_\_\_

February 2, 2011 ~ 8 a.m. to 5 p.m.

Leadership ~ NEW! \_\_\_\_\_ x \$55 = \$ \_\_\_\_\_

March 2, 2011 ~ 8 a.m. to 5 p.m.

Building High-Performance Teams \_\_\_\_\_ x \$55 = \$ \_\_\_\_\_

April 6, 2011 ~ 8 a.m. to 5 p.m.

Beginning PowerPoint 2007 \_\_\_\_\_ x \$55 = \$ \_\_\_\_\_

May 4, 2011 ~ 8 a.m. to 5 p.m.

Generations Working Together ~ NEW! \_\_\_\_\_ x \$55 = \$ \_\_\_\_\_

June 1, 2011 ~ 8 a.m. to 5 p.m.

Personal Effectiveness & Professionalism \_\_\_\_\_ x \$55 = \$ \_\_\_\_\_

July 6, 2011 ~ 8 a.m. to 5 p.m.

Writing for Business \_\_\_\_\_ x \$55 = \$ \_\_\_\_\_

August 3, 2011 ~ 8 a.m. to 5 p.m.

Hiring the Best \_\_\_\_\_ x \$55 = \$ \_\_\_\_\_

September 7, 2011 ~ 8 a.m. to 5 p.m.

Total Amount Enclosed: \$ \_\_\_\_\_

Register today! Visit [wncc.edu](http://wncc.edu) or call 308.635.6700.

Lunch on your own.