

# Re-Imagining U

Employee  
Skill  
Development

Leadership  
Capability  
Building

Equity,  
Diversity and  
Inclusion

Team  
Dynamics  
Coaching

COURSE CATALOG | FALL 2018



## 100 & 200 Level Courses

Open to all employees of UNMC & UNO. Content specific to one campus is indicated in the “Intended For” column. These courses are offered in both the Fall and Spring semesters repetitively. Some courses target those who lead people, however, all of these courses are open to all employees. For courses with Zoom Room Video Conferencing capability, contact Diane Kortus to host a remote viewing room in your location.

100 & 200 Level Courses	Description	Facilitator	Campus	Intended For	Date	Time
<b>Administrative Assistant Excellence 101: Tracking Progress &amp; Documenting for Success</b>	Learn how easy it is to prepare for your annual review and to create a career portfolio and procedures manual for your role as an assistant. Feel free to BYOB – Bring Your Own Bag for lunch.	Robin Jaeckel	UNMC	Administrative Assistants @ UNMC or UNO	Wed Oct 17	12:00 – 1:00
<b>Administrative Assistant Excellence 102: PowerPoint Essentials &amp; Outlook</b>	Learn some technical efficiency tips and tricks with both Microsoft Powerpoint & Outlook.	NBDC's Beth Giesbrecht	UNMC Computer Lab in College of Public Health	Administrative Assistants @ UNMC or UNO	Thur Nov 15	1:00 – 2:30
<b>Administrative Assistant Excellence 103: Optimizing Data through Microsoft Excel Essentials</b>	Learn some technical efficiency tips and tricks with Microsoft Excel.	NBDC's Beth Giesbrecht	UNMC Computer Lab in College of Public Health	Administrative Assistants @ UNMC or UNO	Thur Nov 15	9:30 – 11:00
<b>Business Services Training 101</b>	Administrator's Guide Deep Dive and Fiduciary Responsibility Overview	Business & Finance Leaders	UNMC	UNMC Specific Business & Finance Processes	Tues Nov 6	2:00 – 3:30
<b>Change Management 101</b>	Explore Change Management methods and learn how to evaluate individuals and groups for levels of adoption of a communicated change.	Diane Kortus	UNMC & Zoom Rooms	All	Tues Nov 27	10:00 – 11:30
<b>Change Management 101</b>	Exploring Change Management methods and learn how to evaluate individuals and groups for levels of adoption of a communicated change.	Diane Kortus	UNO	All	Tues Nov 27	2:00 – 3:30

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100 & 200 Level Courses	Description	Facilitator	Campus	Intended For	Date	Time
<b>Connecting to Our Values 101</b>	Immerse yourself in the UNMC / Nebraska Medicine Values and make them real for your world.	Aileen Warren	UNMC	UNMC Specific Values	Tues Dec 4	10:00 – 11:00
<b>Corrective Action Plans 101</b>	Learn how to address gaps in a specific skill or responsibility using a corrective action plan, including how to document coaching and guidance for success.	Deb Motl	UNMC	UNMC Specific Employee Relations Processes	Thur Nov 8	10:00 – 11:30
<b>Corrective Action Plans 101</b>	Learn how to address gaps in a specific skill or responsibility with a corrective action plan including how to document coaching and guidance for success.	Laura Wakefield & Laura Schonlau	UNO	UNO Specific Employee Relations Processes	Thur Nov 8	1:30 – 3:00
<b>Development 101: Developing You</b>	Learn how a holistic, integrative and measurable Individual Development Plan will close skill gaps.	Diane Kortus	UNMC & Zoom Rooms	All	Wed Sept 12	1:30 – 3:00
<b>Development 101: Developing You</b>	Learn how a holistic, integrative and measurable Individual Development Plan will close skill gaps.	Diane Kortus	UNO	All	Thur Sept 20	9:00 – 10:30
<b>FMLA / ADA 101 for Employees</b>	In depth knowledge of the responsibilities, expectations, process and policies surrounding FMLA & ADA facilitated by UNMC Employee Relations experts.	Angela Hayes	UNMC	UNMC Specific Employee Relations Processes	Thur Oct 18	9:30 – 11:00
<b>FMLA / ADA 101 for Employees</b>	In depth knowledge of the responsibilities, expectations, process and policies surrounding FMLA & ADA facilitated by UNO Employee Relations experts.	Esther Scarpello & Charlotte Russell & Laura Schonlau	UNO	UNO Specific Employee Relations Processes	MOVED TO: Thur Oct 25	9:30 – 11:00
<b>FMLA / ADA 101 for Managers</b>	FMLA & ADA for Leaders facilitated by UNO Benefits, ADA and Employee Relations experts.	Esther Scarpello & Charlotte Russell & Laura Schonlau	UNO	UNO Specific Employee Relations Processes	Tues Oct 16	10:30 – 12:00
<b>Hiring Best Practices 101</b>	HR staffing experts share strategic recruitment, hiring and staffing best practices.	Kimberly Snow & Tina Johnson-Randle	UNMC & Zoom Rooms	UNMC Specific Recruiting Practices	Tues Oct 30	10:00 – 11:30
<b>Hiring Best Practices 101</b>	HR staffing experts share strategic recruitment, hiring and staffing best practices.	Laura Wakefield & Rachel Radel	UNO	UNO Specific Recruiting Practices	Tues Oct 30	1:30 – 3:00

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100 & 200 Level Courses	Description	Facilitator	Campus	Intended For	Date	Time
<b>Recognition 101: Creating a Culture of Recognition</b>	Recognition is everyone's responsibility. Come learn how to create a culture of recognition for everyone.	Cecil Hicks	UNO	All	Wed Oct 3	2:00 – 3:00
<b>Service from the Inside Out 201</b>	Building on the strengths we have in Internal Customer Service at UNMC & UNO using Appreciative Inquiry with individual goal setting.	Jeff Shannon and Nicole Bianchi with Bravium	UNMC	All	Wed Nov 14	2:00 – 3:30
<b>Strategic Planning and Alignment 200</b>	Overview of the University Strategic Planning Process & how to strategically communicate organizational goals to your team.	Diane Kortus	UNMC	All	Thur Oct 11	10:00 – 11:30
<b>Talent Management 101: Performance Management</b>	Discover how to set individuals and the organization up for success with diligent attention to the performance management cycle.	Deb Motl	UNMC	UNMC Specific HR Processes	Wed Oct 24	2:00 – 3:30
<b>Talent Management 101: Performance Management</b>	Discover how to set individuals and the organization up for success with diligent attention to the performance management cycle.	Laura Wakefield & Laura Schonlau	UNO	UNO Specific Human Resources Processes	Wed Oct 24	9:00 – 10:30
<b>Talent Management 201: Coaching</b>	Coaching for higher performance.	Diane Kortus	UNMC	All	Wed Dec 12	1:00 – 2:30
<b>Talent Management 201: Coaching</b>	Coaching for higher performance.	Diane Kortus	UNO	All	Thur Dec 13	1:00 – 2:30
<b>The Power of Followership 101</b>	There is a critical side of the leadership story—followership! Why do I care to be a good follower and how does good followership transform and train me to become an effective leader?	Leah Georges	UNMC & Zoom Rooms	All	Wed Dec 5	10:00 – 11:30
<b>Trust &amp; Communication 101: Laying the Foundation</b>	Introduction to Whole Brain Thinking as it relates to Communication and how to communicate with your whole brain to earn trust in others.	Diane Kortus	UNMC	All	Wed Oct 10	10:00 – 11:30
<b>Trust &amp; Communication 101: Laying the Foundation</b>	Introduction to Whole Brain Thinking as it relates to Communication and how to communicate with your whole brain to earn trust in others.	Diane Kortus	UNO	All	Thur Dec 6	2:30 – 4:00

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100 & 200 Level Courses	Description	Facilitator	Campus	Intended For	Date	Time
<b>Trust &amp; Communication 201: Optimizing Trust and Communication</b>	Waves of Trust, Optimal Two-Way Communication and Managing Expectations	Diane Kortus	UNMC	All	Tues Nov 13	2:00 – 3:30
<b>Trust &amp; Communication 201: Optimizing Trust and Communication</b>	Waves of Trust, Optimal Two-Way Communication and Managing Expectations	Diane Kortus	UNO	All	Tues Nov 13	9:00 – 10:30
<b>Understanding the Job Description Process 101</b>	Explore how to create a new job description or update an existing job description with our HR Compensation experts.	Alice Weyant & Clyde Stackhouse Jr.	UNMC	UNMC Specific HR Processes	Thur Sep 18	10:00 – 11:30
<b>Understanding the Job Description Process 101</b>	Explore how to create a new job description or update an existing job description with our HR Compensation experts.	Lolita Schumacher & Jill Carnie	UNO	UNO Specific HR Processes	Wed Sep 26	9:30 – 11:00

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*For 100 & 200 Level courses that list a Zoom Room Video Conferencing Option, you must attend in one of the hosted rooms on our remote campuses (Scottsbluff, Norfolk, Lincoln or UNO). Courses cannot be viewed for credit from your desk at this time due to the dialogue components within the content.*

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## 300 Level Courses

300 Level courses are resources that are available for those who have completed the 100/200 level courses and are ready for an experiential learning experience through a cohort, pay for attendance or whole team formats. These solutions are targeted and address specific development needs. Schedule an appointment with Diane Kortus at UNMC or Laura Wakefield at UNO to help find your best solution.

300 Level Courses	Description	Intended For	Date	Facilitator
<b>Leadership Defined 301: Deep Dive into Your Perspectives</b>	<p>The MBTI Meyers Briggs Assessment and Debriefing with a certified MBTI Coach will elevate each participant understanding of how they can be a better leader.</p> <p>Cost per participant \$50 depending on registration numbers and can paid via a cost center transfer. This course will be offered once per year at the most based on interest.</p> <p><b>REGISTRATION CLOSES FOR THIS EVENT ON SEPTEMBER 28<sup>th</sup>!</b></p>	<p>This is the perfect session for either individuals or groups of leaders wanting to develop their skills to the next level by looking at themselves through the lens of their behavior and the perspective of others.</p>	<p>Register as soon as possible because if there is not enough interest in the course, it will be cancelled a month prior.</p> <p>Oct 16 1:00 – 5:00 PM</p>	<p>Brandon Grimm &amp; Katie Brandert</p>
<b>Trust &amp; Communication 301: HBDI Individual Assessment and Intensive Debrief for Individuals or Teams</b>	<p>Participants will be able to directly connect thinking preferences of the team to the overall performance and deliverables. Cost per participant is \$55 and the workshop is 4 hours.</p>	<p>This course is perfect for entire teams to take together but can also benefit individuals aspiring to be able to lead their teams in a transformational way.</p>	<p>Next session will be Spring 2019 Semester</p>	<p>Diane Kortus</p>
<b>Optimizing the Work 301: Creating Role Clarity and Team Optimization</b>	<p>Common symptoms of a team that doesn't have clear role clarity and expectations are:</p> <ul style="list-style-type: none"> <li>• Missed deadlines</li> <li>• Blaming of others for work falling through the cracks</li> <li>• Frustrated team members expressing lack of clarity about what they own and what they don't own</li> </ul> <p>This session will walk participants through how to organize work, assign ownership, communicate clearly in a sustainable way and create a work environment that is effective, collaborates, delegates and has optimal communication. Cost is charged by a 3<sup>rd</sup> party facilitator from NBDC.</p>		<p>None, Based on Team Needs</p>	<p>Diane Kortus &amp; Process Mapping Experts from NBDC</p>

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300 Level Courses	Description	Intended For	Date	Facilitator
<b>Development 301: Developing U Cohort</b>	<p>Course consists of four meetings, once a month, throughout the semester that are required for all participants. Each participant will complete their own Individual Development Plan and Evaluation of Development Intent as facilitated through the <i>FYI Book, For Your Improvement</i>. Registration is not limited for the course but having access to an <i>FYI</i> book is necessary. A limited number of books are available to borrow from the HR Organizational Development Library on a first come, first serve basis. Participants may also purchase their own <i>FYI</i> book. No cost for this session.</p>	<p>Individuals without an Individual Development Plan at Either Campus</p>	<p>Meeting Dates:  September 13   10 – 11:30 @ UNO  October 10   2 – 3:30 @ UNMC  November 6   10 – 11:30 @ UNO  December 6   10 – 11:30 @ UNMC</p>	<p>Diane Kortus</p>
<b>Getting Things Done Cohort</b>	<p>Course consists of four meetings throughout the semester. Each participant will complete a review, dialogue and tools for the book <i>Getting Things Done</i> by David Allen. Registration is not limited for the course but having access to the book is necessary. A limited number of books are available to borrow from the HR Organizational Development Library on a first come, first serve basis. Participants may also purchase their own book. No cost for this session.</p>	<p>Individuals Wanting More Structure to Get Things Done at Either Campus</p>	<p>Meeting Dates:  September 11   3 – 4:30 @ UNMC  October 9   3 – 4:30 @ UNO  November 6   3 – 4:30 @ UNMC  December 4   3 – 4:30 @ UNO</p>	<p>Phil Covington</p>

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## 400 Level Course Electives

These electives are offered once and will change each semester to provide all employees new development opportunities every semester. For courses with Zoom Room Video Conferencing capability, contact Diane Kortus to host a remote viewing room in your location.

400 Level Electives	Description	Facilitator	Campus	Intended For	Date	Time
<b>Three Keys to Unlocking Your Motivation and Understanding Others</b>	Some people love to be on every committee, while others shudder at the idea. Some of us want structure and direction from a manager, while others hope for space. Some want to discuss weekend plans with colleagues while others want us to just leave them alone! In this session, participants will be introduced to three sets of interpersonal needs, how they show up in the workplace, and how we can use the information to improve motivation and engagement in ourselves and our colleagues.	Katie Brandert	UNMC & Zoom Rooms	All	Wed Nov 7	2:00 – 3:30
<b>Aging: Imagining Your Future Self</b>	This session will engage attendees to think about their own aging experience. Whether 20, 40, or even 60, thinking about one's own aging is always in good form. Topics will include the physical, psychological/spiritual, social, financial and environmental aspects of aging.	Julie Masters of UNO	UNMC & Zoom Rooms	All	Wed Oct 17	9:00 – 10:00
<b>An Attitude of Gratitude BYOB (Bring Your Own Bag)</b>	An “attitude of gratitude” is more than a feeling. It is a practice and way of living that you can learn and use to enhance relationships, health, and resiliency. Learn specific actions you can take to enjoy the advantages of an “attitude of gratitude.”	UNO's Best Care EAP Experts	UNO	All	Thur Sep 13	12:00 – 1:00
<b>S'more Teamwork BYOB (Bring Your Own Bag)</b>	Given the complex challenges organizations face, teamwork is a must! However, teamwork only comes naturally to 10% of the population. The rest of us have to learn it the hard way. This program will help your team work together better by providing context to the true nature of collaboration, the necessity of diverse viewpoints, and the mechanics of innovation.	UNO's Best Care EAP Experts	UNO	All	Wed Oct 31	12:00 – 1:00
<b>Riding the Tiger: Serenity in the Age of Anxiety (Bring Your Own Bag)</b>	Does the state of the world leave you feeling anxious? Congratulations! You're normal. No emotion is more basic than anxiety. It alerts us to potential danger and motivates effective action. This program can free you to live the life you want by helping you: 1) pinpoint your anxieties 2) reclaim personal power and 3) channel the focus and energy that anxiety gives you into constructive problem solving.	UNO's Best Care EAP Experts	UNO	All	Thur Nov 29	12:00 – 1:00

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## 500 Level Course Electives

These courses focus on the elevation of Equity, Diversity and Inclusion. Some are offered each semester at both campuses while others are just once a semester. We will be creating new development opportunities available at the 500 level throughout the year. Cultural celebration events will be part of the 500 level courses.

500 Level Electives	Description	Facilitator	Campus	Intended For	Date	Time
<b>Appreciating Difference</b>	Ouch! That Stereotype Hurts- Explore the impact of bias and stereotypes and learn techniques to speak up without blame or guilt. Feel free to BYOB for lunch	Cecil Hicks & Charlotte Russell & Laura Wakefield & Giovanni Jones	UNO	All	Tues Dec 11	9:30 – 11:00
<b>Safe Space Training</b>	LGBTQIA experts from UNO's Gender and Sexuality Resource Center will be presenting a two part training on LGBTQIA Basics – Part 1 and Active Ally Training – Part 2	Jessi Hitchins & UNO Staff	UNMC	All	Thur Nov 1	8:00 – 12:30
<b>Safe Space Training</b>	LGBTQIA experts from UNO's Gender and Sexuality Resource Center will be presenting a two part training on LGBTQIA Basics – Part 1 and Active Ally Training – Part 2	Jessi Hitchins & UNO Staff	UNO	All	Tues Oct 16	8:00 – 12:30
<b>Valuing People</b>	Discover how people experience differences, explore the impact of unconscious bias, and learn how to develop more positive interactions across differences.	Linda Cunningham	UNMC	All	Thur Oct 11	2:00 – 4:00
<b>Valuing People</b>	Discover how people experience differences, explore the impact of unconscious bias, and learn how to develop more positive interactions across differences.	Cecil Hicks	UNO	All	Tues Oct 23	1:00 – 3:00

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## Pathways to Excellence Certificate Tracks

Development is for us and for the greater good of achieving our organizational goals. This track system is optional for employees and serves as a guide to the skills needed for each of the areas of focus.

The Leading Others tracks are all about increasing the capability of our leaders and preparing new leaders to excel in their role. All courses must be completed to earn the certificate in that track. However, all employees are welcome to attend any of the leadership courses to prepare for promotions and/or stretch opportunities at their own pace.

Employees can choose not to pursue a certificate and instead earn hours toward the Re-Imagining U Certificate at different levels based on the number of hours of training they have completed in the year rather than focusing on a specific skill or track. The General Professional Development track certificates will be awarded annually.

Tracks	Intended for	Courses Required	Availability
<b>Leading Others 1.0 Certificate</b>	Training for a newly hired leader or an employee promoted to a leadership position.	Understanding the Job Description Process FMLA/ADA Business Services Training Hiring Best Practices Appreciating Difference Trust & Communication 101: Laying the Foundation Talent Management 101: Performance Management Corrective Action Plans Connecting to Our Values 2 Hours of 400 Level Electives AND 2 Hours of 500 Level Electives	Both UNO and UNMC Both UNO and UNMC UNMC Only Both UNO and UNMC Both UNO and UNMC Both UNO and UNMC Both UNO and UNMC UNMC Only Both UNO and UNMC
<b>Leading Others 2.0 Certificate</b>	Anyone with direct reports or responsibility for other employees	Talent Management 201: Coaching Valuing People Change Management 101 Development 101: Developing You Recognition 101: Creating a Culture of Recognition at UNMC <b>Possible Additional Courses for this Certificate will be Launched in Fall 2018</b> 2 Hours of 400 Level Electives AND 2 Hours of 500 Level Electives	Both UNO and UNMC Both UNO and UNMC Both UNO and UNMC Both UNO and UNMC Both UNO and UNMC
<b>Leading Others 3.0 Certificate</b>	Anyone in a leadership role wanting to elevate their leadership capabilities	Trust and Communication 201: Optimizing Trust and Communication Strategic Planning 101: Intentional Vision Planning & Alignment <b>Additional Courses for this Certificate will be Launched in Fall 2018</b> 2 Hours of 400 Level Electives AND 2 Hours of 500 Level Electives	Both UNO and UNMC UNMC Only
<b>Pilot of Administrative Assistant Certificate</b>	Any individuals responsible for helping manage the daily flow of others work or coordinating projects and activities for several individuals or departments	This track is in pilot stage only. If you are a leader and want your Administrative Assistant included in this development opportunity, please contact Diane Kortus	Spring/Fall 2018

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## General Professional Development Certificate

Tracks	Intended for	Courses Required
Re-Imagining U Level 1 Certificate	All Employees	12 hours of any training class offered
Re-Imagining U Level 2 Certificate	All Employees	18 hours of any training class offered
Re-Imagining U Level 3 Certificate	All Employees	24 Hours of any training class offered

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