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## UNO News May 2016 Attend NBDC Professional Development Workshops

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# Attend NBDC Professional Development Workshops

date: 05/05/16 - 05/24/16

time: Times vary. See story for details.



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The **Nebraska Business Development Center** (NBDC) at UNO is hosting Professional Development workshops in May for faculty and staff.

## Excel Level 2:

Learn shortcuts and tips that will help you save time and frustrations.

- Thursday, May 5
- 8:30 A.M. - 4:30 P.M.
- \$93.75 for faculty and staff

## **Building Personal Resiliency:**

Increase your resiliency by learning how to build positive relationships with supervisors, coworkers and team members.

- Friday, May 6
- 1 P.M. - 4:30 P.M.
- \$93.75 for faculty and staff

## **Process Mapping:**

Learn the sequence and symbols commonly used to plan processes.

- Thursday, May 12
- 8:30 A.M. - 4:30 P.M.
- \$224.25 for faculty and staff

## **Building 4D Teams:**

Assess team members to discover and take advantage of their naturally strongest dimension. Discover how to create a well-balanced team.

- May 13 and 17
- 8:30 A.M. - 4:30 P.M.
- \$449.25 for faculty and staff

## **Enhancing Employee Engagement:**

Learn to create a culture in which employee are enthusiastic about their work and emotionally and intellectually connected to their organization.

- May 19
- 8:30 A.M. - 12 P.M.
- \$93.75 for faculty and staff

## **PMP Exam Prep:**

Learn techniques to help you pass the PMP exam prep to get your certification.

- May 19, 20, 26 & 27
- 8 A.M. - 6 P.M.
- \$1,274.75 for faculty and staff

## Excel Level 3:

Learn to work with date ranges, conditional functions and data validation.

- May 24
- 8:30 A.M. – 4:30 P.M.
- \$93.75 for faculty and staff

Register with Kim Harter at 402.554.4095  
or [kkharter@unomaha.edu](mailto:kkharter@unomaha.edu)

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If you have a story idea, news tip or inquiry please contact:

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