



## Become a Effective Training Associates, Inc. & IEEE Bay Area\* Host Company

*Maximize your training dollars at NO COST or OBLIGATION!*

### Host Company Benefits

1. Host company can **select class** from the list of ETA courses (see the examples on the next page).
2. All employees receive the Host company **discount rate on all public courses** (see our public calendar on our [website](#)) and the **opportunity for a deeper discount on courses hosted**.
3. Host companies receive **extensive recognition** and **advertising** for supporting professional development programs for engineers & managers. Acknowledgment goes to over 20,000 engineers and managers through the IEEE grid.
4. All benefits accrue to Host Company Partners at **NO COST TO THE COMPANY**.

### IEEE\* & ETA provide:

- **Subject matter expert instructors** who receive the highest ratings.
- An **e-mail attachment of the monthly calendar** of the public courses and locations to the internal contact to forward to the appropriate technical professionals & managers.
- **Course registration** through phone, fax, e-mail or online.
- **Student invoicing**. Students can pay by check or credit card.
- **Catering** for morning and afternoon snacks and drinks.
- **Course announcements** in e-mail, PDF and HTML formats.
- **Monthly report** of who attended which courses along with student evaluations.

### Host Company Responsibilities

1. Provide a **training room and presentation materials** (LCD, flip chart, etc.) and class **set-up room** for approximately 24 participants.
2. Host company provides an **internal contact** to receive the morning of the class to escort the instructor in 45 before the course.
3. Work with an ETA Account Manager to **select a course topic and date** for public course.
4. Advertise courses to internal employees. ETA can provide materials and links. RSS feed available.
5. **Host 2-3 courses per quarter** (only recommended, not mandatory).

“ *There is no reason not to become a corporate training partner  
... you get a great discount at no cost or obligation.* ”

\*Bay Area Chapters of the Institute of  
Electrical and Electronic Engineers (IEEE)

**Examples of Public Courses Host Company can select from**

Title	Days
5 Habits of Intentional Leadership	2
Breakthrough Project Management	2
Clear Business, Technical, & E-Mail Writing	1
Collaborative Negotiating	1
Communication & Conflict Using MBTI	1
Finance for Non-Finance Professionals	½
Getting Things Done Across Organizational Borders	1
Influential Communication	1
Management Essentials	2
Managing Managers	2
Managing Time & Multiple Priorities	½
Preparing Powerful Presentations	1
Presentation Skills	1
Project Management: A Team Approach for Accountability & Results	2
Strategic Thinking	1
Transitioning from Individual Contributor to Manager	1
Virtual Teams: Working Together Apart	1

**Two pricing tiers available:**

**Host** – in consideration of hosting a program, receive discounted tuition on any program attended by your employees at ANY location.

**Super Host** - Guarantee at least 5 seats in programs hosted by your company and receive a deeper discounted per person tuition price.

**Yes, I'm interested in being considered for a Host Company.**

**Company** \_\_\_\_\_

**PRIMARY CONTACT**

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City-St-Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_



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