

Effective Training Associates Inc. is a world-class training enterprise that specializes in tailored onsite instructor-led courses and live webinars for leaders and professionals who work in the high-tech industries.

Some of our most popular onsite courses are offered on a public basis - a real plus for companies, large and small, that need to train one or two employees at a time.

### [Register Now](#)

To register online for a public course visit [www.effectivetraining.com/calendar/](http://www.effectivetraining.com/calendar/)  
call Marisa at 408.441.8881 or email [registrar@effectivetraining.com](mailto:registrar@effectivetraining.com)

### February

**Managing Time and Multiple Priorities** - ½ day  
Thurs., 8<sup>th</sup> Location: Integrated Device Technology, San Jose, CA

**Transitioning from Individual Contributor to Manager** - 1 day  
Wed., 28<sup>th</sup> Location: SEMI Global Headquarters, Milpitas, CA

### March

**Presentation Skills** - 1 day  
Wed., 7<sup>th</sup> Location: SEMI Global Headquarters, Milpitas, CA

**Clear Business and Email Writing** - 1 day  
Thurs., 8<sup>th</sup> Location: Qualcomm, San Jose, CA

**Preparing Content for Powerful Presentations** - ½ day  
Tues., 13<sup>th</sup> Location: Logitech, Newark, CA

**Effective Communication** - 1 day  
Thurs., 15<sup>th</sup> Location: Integrated Device Technology, San Jose, CA

### April

**Problem Solving and Decision Making** - 1 day  
Thurs., 5<sup>th</sup> Location: Logitech, Newark, CA

**Emotional Intelligence at Work** - 1 day  
Tues., 17<sup>th</sup> Location: Synopsys, Mountain View, CA

**Getting Things Done Across Organizational Borders** - 1 day  
Tues., 24<sup>th</sup> Location: Integrated Device Technology, San Jose, CA