



Public Courses for Professional Development

February – April 2018

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 industry.

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

[Register Now](#)

To register online for a public course visit www.effectivetraining.com/calendar/ or call at 408-441-881 x119 or email registrar@effectivetraining.com

February

Managing Time and Multiple Priorities - 1/2 day
Thurs., 8th Location: Integrated Device Technology, San Jose, CA

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

March

Presentation Skills - 1 day
Wed., 7th Location: SEMI Global Headquarters, Milpitas, CA

Clear Business and Email Writing - 1 day
Thurs., 8th Location: Qualcomm, San Jose, CA

Preparing Content for Powerful Presentations - ½ day
Tues., 13th Location: Logitech, Newark, CA

Effective Communication - 1 day
Thurs., 15th Location: Integrated Device Technology, San Jose, CA

April

Problem Solving and Decision Making - 1 day
Thurs., 5th Location: Logitech, Newark, CA

Emotional Intelligence at Work - 1 day
Tues., 17th Location: Synopsys, Mountain View, CA

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

What are the benefits of a public course? At the organizational level, onsite courses allow companies to offer a variety of learning opportunities to smaller groups of employees at a lower cost. At the employee level, public course offer opportunities to address skill gaps and accelerate career growth.