

Management Development

Management Essentials 2 days
 Coaching for Results 1 day **New**
 Delegation, Coaching, and Employee Engagement 1 day
 Emotional Intelligence at Work 1 day **New**
 Interviewing and Hiring the Best Talent 1 day
 Managing and Leading Change 1 day **New**
 Managing and Preventing Unconscious Bias ½ day **New**
 Situational Leadership II™ 1 or 2 days
 StrengthsFinder™ for Managers: ½ - 1 day **New**
 Transitioning from Individual Contributor to Manager 1 day

Interpersonal Communication Skills

Communicating Across Cultures 1 day
 Communicating to Influence: The Art and Science 1 day **New**
 Communicating Using Myers Briggs Type Indicator 1 day
 Conflict Resolution 1 day
 Effective Communication 1 day
 Managing Difficult Conversations 1 day
 Overcoming Five Dysfunctions of a Team 1 or 2 days
 The ART of Productive Conflict 1 day **New**
 Working Through Conflict and Differences 1 day

Presentation Skills

Presentation Skills for Engineers 1 day
 Presentation Skills for Managers 2 days
 Effective Technical Presentations 2 days
 Effective Sales Presentations 2 days
 Preparing Your Content for Powerful Presentations ½ day
 Presenting Compelling Business Stories 1 day
 Presenting to Executives or Customers 1 or 2 days
 Preparing Customer-Focused Presentations 1 day **New**

Business Skills

Collaborative Negotiating 1 day
 Getting Things Done Across Organizational Borders 1 day
 Managing Time and Multiple Priorities ½ day
 Meeting Management ½ or 1 day
 Negotiating to Win-Win 1 day
 Negotiating Value with Customers 1 day
 StrengthsFinder™ for Individuals ½ day **New**
 Team-Based Problem Solving 1 day

Writing Skills

Clear Business and Email Writing 1 or 2 days
 Clear Email Writing ½ day
 Clear Policy, Process and Procedure Writing 2 days
 Clear Report Writing for Auditors 1 or 2 days
 Clear Technical Writing 1 or 2 days

Project Management

Advanced Project Management 2 days
 Breakthrough Project Management 2 days
 Problem Solving and Decision Making 1 day
 Project Management: Executive Overview 2 hours
 Project Management: A Team Approach for Accountability and Results 2 days

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