

Management Essentials for People Managers – A Four-Part Interactive Live Webinar Series

Transitioning to Manager **
Communicating as a Manager **
Managing Performance **
Engaging Your Employees **

Management and Leadership Development

Diplomacy, Authenticity & Harmony in the Workplace
Effective Mentoring Relationships
Insight into Leadership
Leadership Skills in a Culturally-Diverse Environment
Leading and Communicating in Times of Change
Leading Cross-Functional Teams
Leading without Authority
Managing and Preventing Unconscious Bias
Managing High-Performance Remote Teams
Managing the Millennials Workforce
Recognition and Acknowledgement
Straight Talking-Delivering Tough Messages

Business Skills

Achieving Meeting Excellence
Collaborative Consulting Skills
Developing a Customer Service Attitude
Making Meetings Matter
Managing Time and Multiple Priorities
Maximizing Project Revenue and Profitability
Problem Solving and Decision Making
Strategic Thinking
Think Like a CIO

Presentation Skills

Audience-Based Presentations
Get to the Point
Preparing Your Content for Powerful Presentations
Strengthen Your Personal Presence

Writing Skills

Clear Business and Email Writing
Clear Technical Writing
Customer Service Excellence in Email

Interpersonal Communication Skills

Assertiveness Skills
Communicating Across Cultures
Communication Essentials
Conflict Resolution
Cultural Adaptability
Dealing with Yourself and Others in Difficult Situations
Developing Interpersonal Skills
Emotional Intelligence at Work
Giving and Receiving Feedback
Great Internal Client Service
Professionalism in the Workplace
Strengths-Based Development
Stress Management
Success in Global Teams
The Art of Persuasion and Building Rapport
Thriving on Change—Accelerating Personal Transition
Winning by Influencing

**** These webinars can be taken separately, or as a four-part Management Essentials series**

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