



People Skills Roadmap to Success

Learn Today. Lead Tomorrow.

Senior Managers and Directors

Level 4 ▲

Align for Success	Communicate Clearly	Drive for Results	Lead People
Interviewing and Hiring the Best Talent	Presenting to Executives	Preparing Your Customer - Focused Presentations	Emotional Intelligence at Work
Communicating Across Cultures	Public Relations and Media Coaching	Overcoming the 5 Dysfunctions of a Team	Situational Leadership II
StrengthsFinder: Developing Strength-Based Leaders			Coaching for Results

Experienced Managers

Level 3 ▲

Align for Success	Communicate Clearly	Drive for Results	Lead People
Interviewing and Hiring the Best Talent	Presenting to Executives <i>OR</i> Presentation Skills for Managers	Project Management: A Team Approach and Accountability	Management Essentials
Getting Things Done Across Organizational Borders	Overcoming the 5 Dysfunctions of a Team	Advanced Project Management	Coaching for Results
StrengthsFinder: Developing Strength-Based Leaders	Collaborative Negotiating <i>OR</i> Negotiating to Win-Win	Managing Time and Multiple Priorities	Emotional Intelligence at Work
Communicating Across Cultures	Team-Based Problem Solving	Meeting Management	Managing and Leading Change
	The ART of Productive Conflict	Problem Solving and Decision Making	Managing Difficult Conversations

New Managers

Level 2 ▲

Align for Success	Communicate Clearly	Drive for Results	Lead People
Interviewing and Hiring the Best Talent	Presentation Skills for Managers	Breakthrough Project Management	Management Essentials
Getting Things Done Across Organizational Borders	Preparing Your Content for Powerful Presentations	Project Management: A Team Approach to Accountability	Managing Difficult Conversations
StrengthsFinder: Developing Strength-Based Leaders	Effective Communication	Managing Time and Multiple Priorities	Delegation, Coaching, and Employee Engagement
Communicating Across Cultures	Clear Business and Email Writing	Meeting Management	Conflict Resolution

Individual Contributors

Level 1 ▲

Align for Success	Communicate Clearly	Drive for Results	Lead People
Getting Things Done Across Organizational Borders	Presentation Skills for Engineers <i>OR</i> Effective Technical Presentations	Managing Time and Multiple Priorities	Transitioning from Individual Contributor to Manager
StrengthsFinder: Developing Strength-Based Leaders	Preparing Your Content for Powerful Presentations	Breakthrough Project Management	For descriptions go to: www.effectivetraining.com
Interviewing and Hiring the Best Talent	Effective Communication	Project Management: A Team Approach for Accountability	
Communicating Across Cultures	Clear Business and Email Writing <i>OR</i> Clear Technical Writing		

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People Skills Training for Managers, Engineers, Developers, and Technical Professionals

Who Are We?

Founded in 1989 in Silicon Valley, Effective Training is a global management and professional development company serving high tech companies. Effective Training specializes in developing managers, engineers, developers, and technical professionals in six key skill areas required for career success and organizational advancement.

We provide a People Skills Roadmap to Success which can be delivered through onsite, public, and interactive live webinar formats and customized to meet specific objectives.

What Sets Us Apart?

- Training provider to the Institute of Electrical and Electronics Engineers (IEEE), Technology and Engineering Management Society (TEMS) for over 18 years
- Delivering over 60 instructor-led and interactive live webinar courses
- Engaging and entertaining subject-matter-expert instructors
- Partnering with clients as a one-stop soft skills training provider
- Geographic presence throughout the United States, United Kingdom, Europe, Asia-Pacific, and India



- Clients (partial list): Qualcomm • Juniper Networks • SRI International • Synopsys • Veritas • Google • Infinera • Cognizant Technology Solutions • Maxim Integrated • SAP • Microsemi • Amazon Labs 126 • Nest Labs • Thermo Fisher Scientific • Dell • BMC Software • Renesas Electronics • Intuitive Surgical • Think Surgical • Varian Medical • Bio-Rad Laboratories • Nvidia

Six Areas We Train and Develop



Management and Leadership



Presentation Skills



Writing Skills



Interpersonal Communication



Business Skills



Project Management