

### **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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## Learn Today. Lead Tomorrow.

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**