ANNOUNCING...

...To invest in continued learning and career growth opportunities...

Effective Training is introducing live, interactive public webinars for professional development of engineers, managers and professionals, co-sponsored by IEEE Technology and Engineering Management Society.

3 Ways to Register:  
1) Online https://www.effectivetraining.com/calendar/  
2) Call Elisa at 408-441-8881  
3) Email registrar@effectivetraining.com

- Time: 10:00 AM – 12:00 PM PST  
- Cost: $225 per person  
- Instructors: Engaging and entertaining industry experienced subject matter experts

April

Fri. 24  Know Your Communication Style and Impact on Others – 2 hours

Wed. 29  Managing Remote Teams – 2 hours  New

Thur. 30  Preparing Content for Powerful Presentations – 2 hours

May

Wed. 6  Giving Feedback and Handling Difficult Conversations – 2 hours  New

Thur. 7  Growth Mindset: Investing in Possibilities – 2 hours  New

Wed. 13  Delegating Effectively and Setting Clear Expectations – 2 hours  New

Thur. 14  Dealing with Yourself and Others in Difficult Situations – 2 hours

Thur. 21  Clear Business and Email Writing – 2 hours

Live Webinar Overviews Below

Effective Training delivers over 60 instructor-led and interactive live webinar courses worldwide. To receive a quote email Laura@effectivetraining.com or call 408-441-8881
Know Your Communication Style and Impact on Others  Fri., April 24  10AM–12PM PST  $225/person
Managing people demands a deep appreciation of different individual working styles and the flexibility to deal with those differences. Learn your preferred communication style along with your strengths and drawbacks and how to effectively influence other communication styles.

Managing Remote Teams  Wed., April 29 10AM–12PM PST  $225/person
Mastering the art of leading remote teams is more important now than ever. This webinar gives you the best practices to connect and communicate with remote employees to maintain engagement and productivity.

Preparing Content for Powerful Presentations  Thur., April 30  10AM–12PM PST  $225/person
In presentations, the audience won’t hear what you’re saying until they hear what they’re listening for. Presenters far too often overload slides with content that is not meaningful or needed by the audience. This results in mind-numbing presentations! This training helps participants identify what is important to present and how to deliver it in an impactful way to teams, executives and customers.

Giving Feedback and Handling Difficult Conversations  Wed., May 6  10AM–12PM PST  $225/person
Giving employee feedback is considered by many managers to be one of the most difficult parts of their job. A lack of frequent, helpful feedback is among the top reasons people quit their jobs. Studies show that communicative, honest cultures drive increased productivity, innovation, and employee satisfaction. This module provides a repeatable model to provide feedback that improves performance and enhances the relationship.

Growth Mindset: Investing in Possibilities Webinar  Thur., May 7  10AM–12PM PST  $225/person
Research shows that a growth mindset enables employees to accomplish more, produce better results and be happier! In this 2-hour interactive session, you will learn what a growth mindset is and how it impacts your current performance, and key tools on how to adopt a growth mindset so you can accomplish your best work.

Delegating Effectively and Setting Clear Goals  Wed. May 13  10AM–12PM PST  $225/person
Managing people’s productivity through effective delegation and goal setting is one of the toughest – and most rewarding – roles you’ll ever have. In this 2-hour webinar, you’ll learn to be a master delegator and clear goal setter to keep you growing as a leader who gets things done on time and in a friendly manner.

Dealing With Yourself and Others in Difficult Situations  Thur., May 14  10AM–12 PM PST  $225/person
Workplace volatility can bring out the best in some people and the worst in others. The truism, “the only person you can change is yourself,” is key in managing yourself and others through difficult situations. This 2-hour interactive webinars addresses – What makes difficult people difficult, how to work best with them along with stress management strategies.

Clear Business and Email Writing  Thur. May 21  10AM–12 PM PST  $225/person
The average employee spends 28 percent of his or her day on email alone. That’s 73 DAYS per year! Crafting documents only adds to the time spent writing. Delivered to over 100 organizations and 1000s of participants, this lively workshop provides a practical approach for business writing. Participants learn by doing, the only legitimate way to improve writing skills.

To Register Online Visit:  www.effectivetraining.com/calendar/

All webinars, plus many more, are available for global delivery and tailored to your audience and objective. To receive a quote, email Laura@effectivetraining.com or call 408-441-8881.