

ANNOUNCING...

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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.



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- 1) Online <https://www.effectivetraining.com/calendar/>
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June

- Wed. 3 **Managing Time and Multiple Priorities** – 2 hours - LIVE
- Thur. 11 **Preparing Content for Powerful Presentations** – 2 hours - LIVE

July

- Wed. 15 **Know Your Communication Style and Impact on Others** – 2 hours **New - LIVE**
- Thur. 23 **Giving Feedback and Handling Difficult Conversations** – 2 hours **New - LIVE**
- Wed. 29 **Delegating Effectively and Setting Clear Expectations** – 2 hours **New - LIVE**

Effective Training delivers over 60 instructor-led and interactive live webinar courses worldwide.
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[Managing Time and Multiple Priorities](#)

Wed., June 3 10AM– 12 PM PST \$225/person

Stay organized all day and manage time and paperwork to increase productivity without working harder or longer. This webinar shows how to focus on high-payoff activities and eliminate time-wasting behavior and procrastination.

[Preparing Content for Powerful Presentations](#)

Thur., June 11 10AM– 12 PM 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.

[Know Your Communication Style and Impact](#)

Wed. July 15 10AM– 12 PM 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.

[Giving Feedback and Handling Difficult Conversations](#)

Thur. July 23 10AM– 12 PM 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.

[Delegating Effectively and Setting Clear Goals](#)

Wed. July 29 10AM– 12 PM 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.

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

All webinars, plus many more, are available for global delivery and tailored to your audience and objective.

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