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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

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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.

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