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Effective Training offers live, interactive public webinars for engineers, managers and technical professionals co-sponsored by IEEE Technology and Engineering Management Society. The internationally known presenters are engaging and entertaining.



Management Development – Live Interactive Webinars

[Giving Feedback and Handling Difficult Conversations](#)

September 11 10AM– Noon 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 webinar provides two repeatable model to provide feedback that improves performance and handles difficult employee conversations.

[Delegating Effectively and Setting Clear Goals](#)

October 2 10AM– Noon 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.

[Know Your Communication Style and Impact on Others](#)

October 16 10AM– Noon 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](#)

October 23 10AM– Noon 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.

Professional Development - Live Interactive Webinars

[Preparing Content for Powerful Presentations](#)

September 18 10AM– Noon PST \$225/person

Presenters far too often overload slides with data and content that is not meaningful or needed by the audience which results in mind-numbing presentations! This training helps participants identify what is important to present, how to organize content and ways to best deliver it through demonstrating before and after slide examples.

[Clear Business and Email Writing](#)

October 9 10AM– Noon 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 1000s of participants, this lively workshop provides two formats for writing clear emails business documents. Participants learn by doing, the only legitimate way to improve writing skills.

[Know Your Communication Style and Impact on Others](#)

October 16 10AM– Noon PST \$225/person

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