Management Development

- Management Essentials: 2 days
- Coaching for Results: 1 day New
- Delegation, Coaching, and Employee Engagement: 1 day
- Emotional Intelligence at Work: 1 day New
- Interviewing and Hiring the Best Talent: 1 day
- Managing and Leading Change: 1 day New
- Managing and Preventing Unconscious Bias: ½ day New
- Situational Leadership II™: 1 or 2 days
- StrengthsFinder™ for Managers: ½ - 1 day New
- Transitioning from Individual Contributor to Manager: 1 day

Interpersonal Communication Skills

- Communicating Across Cultures: 1 day
- Communicating to Influence: The Art and Science: 1 day New
- Communicating Using Myers Briggs Type Indicator: 1 day
- Conflict Resolution: 1 day
- Effective Communication: 1 day
- Managing Difficult Conversations: 1 day
- Overcoming Five Dysfunctions of a Team: 1 or 2 days
- The ART of Productive Conflict: 1 day New
- Working Through Conflict and Differences: 1 day

Presentation Skills

- Presentation Skills for Engineers: 1 day
- Presentation Skills for Managers: 2 days
- Effective Technical Presentations: 2 days
- Effective Sales Presentations: 2 days
- Preparing Your Content for Powerful Presentations: ½ day
- Presenting Compelling Business Stories: 1 day
- Presenting to Executives or Customers: 1 or 2 days
- Preparing Customer-Focused Presentations: 1 day New

Business Skills

- Collaborative Negotiating: 1 day
- Getting Things Done Across Organizational Borders: 1 day
- Managing Time and Multiple Priorities: ½ day
- Meeting Management: ½ or 1 day
- Negotiating to Win-Win: 1 day
- Negotiating Value with Customers: 1 day
- StrengthsFinder™ for Individuals: ½ day New
- Team-Based Problem Solving: 1 day

Writing Skills

- Clear Business and Email Writing: 1 or 2 days
- Clear Email Writing: ½ day
- Clear Policy, Process and Procedure Writing: 2 days
- Clear Report Writing for Auditors: 1 or 2 days
- Clear Technical Writing: 1 or 2 days

Project Management

- Advanced Project Management: 2 days
- Breakthrough Project Management: 2 days
- Problem Solving and Decision Making: 1 day
- Project Management: Executive Overview: 2 hours
- Project Management: A Team Approach for Accountability and Results: 2 days

Contact: info@effectivetraining.com Ph: 1+(408)441-8881

1754 Technology Drive, Suite 145, San Jose, CA 95110 effectivetraining.com
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.

Six Areas We Train and Develop

- Management and Leadership
- Presentation Skills
- Writing Skills
- Interpersonal Communication
- Business Skills
- Project Management

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

Contact: Laura Hickerson, VP, Account Management | Laura@effectivetraining.com | Ph: +1.408.441.8881 x112
Effective Training Associates, Inc. 1754 Technology Drive Suite 145, San Jose, CA 95110 effectivetraining.com