

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



Learn Today. Lead Tomorrow.

People Skills Training for
Managers, Engineers, Developers,
and Technical Professionals

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.

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

Six Areas We Train and Develop



Management and Leadership



Presentation Skills



Writing Skills



Interpersonal Communication



Business Skills



Project Management