Management Essentials for People Managers – A Four-Part Interactive Live Webinar Series

- Transitioning to Manager
- Communicating as a Manager
- Managing Performance
- Engaging Your Employees

Management and Leadership Development
Diplomacy, Authenticity & Harmony in the Workplace
Effective Mentoring Relationships
Insight into Leadership
Leadership Skills in a Culturally-Diverse Environment
Leading and Communicating in Times of Change
Leading Cross-Functional Teams
Leading without Authority
Managing and Preventing Unconscious Bias
Managing High-Performance Remote Teams
Managing the Millennials Workforce
Recognition and Acknowledgement
Straight Talking-Delivering Tough Messages

Presentation Skills
- Audience-Based Presentations
- Get to the Point
- Preparing Your Content for Powerful Presentations
- Strengthen Your Personal Presence

Writing Skills
- Clear Business and Email Writing
- Clear Technical Writing
- Customer Service Excellence in Email

Interpersonal Communication Skills
- Assertiveness Skills
- Communicating Across Cultures
- Communication Essentials
- Conflict Resolution
- Cultural Adaptability
- Dealing with Yourself and Others in Difficult Situations
- Developing Interpersonal Skills
- Emotional Intelligence at Work
- Giving and Receiving Feedback
- Great Internal Client Service
- Professionalism in the Workplace
- Strengths-Based Development
- Stress Management
- Success in Global Teams
- The Art of Persuasion and Building Rapport
- Thriving on Change—Accelerating Personal Transition
- Winning by Influencing

Business Skills
- Achieving Meeting Excellence
- Collaborative Consulting Skills
- Developing a Customer Service Attitude
- Making Meetings Matter
- Managing Time and Multiple Priorities
- Maximizing Project Revenue and Profitability
- Problem Solving and Decision Making
- Strategic Thinking
- Think Like a CIO

** These webinars can be taken separately, or as a four-part Management Essentials series

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

Learn Today. Lead Tomorrow.

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

Six Areas We Train and Develop

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

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