

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

1. Transitioning to Manager \*
2. Communicating as a Manager \*
3. Delegating, Goal Setting, and Engagement \*
4. Giving Feedback and Having Difficult Conversations \*



## Management and Leadership Development

- Coaching for Results
- Communicating as a Manager
- Delegating, Goal Setting, and Engagement
- Effective Mentoring Relationships
- Giving Feedback and Having Difficult Conversations
- Managing Remote Teams
- Managing Your Millennial Workforce
- The SL II™ Experience
- Strengths-Based Leadership *New*
- Strengths-Based Teams *New*
- Thriving Through Change *New*
- Transitioning from Individual Contributor to Manager

## Business Skills

- Achieving Meeting Excellence
- Be a Trusted Advisor
- Cross-Functional Collaboration and Influence *New*
- Customer Centric Mindset *New*
- Interviewing and Hiring the Best Talent
- Making Virtual Meetings Matter
- Managing Time and Multiple Priorities
- Negotiation Skills
- Problem Solving and Decision Making
- Strategic Thinking
- Working on a Virtual Team

## Project Management

- Project Management Essentials –  
A Four-Part Interactive Live Training Series

*\* These webinars can be taken separately or as a four-part management development series.*

## Interpersonal Communication Skills

- Assertive Communication
- Building Professional Networks and Influence
- Communicating Across Cultures
- Dealing with Yourself and Others in Difficult Situations
- Effective Communication Skills: Listen, Question, and Respond
- Emotional Intelligence at Work *New*
- Know Your Communication Style and Impact *New*
- Practicing Difficult Conversations *New*
- Skillful Communication
- Strengths-Based Development for Individuals *New*
- Success in Global Teams
- Winning by Influencing

## Presentation Skills

- Presentation Skills Virtual Series
- Adapting to Diverse Listeners
- Cultivating the “Intangibles”: Presence and Natural Style
- Get to the Point: Generating Content for Speaking and Writing
- Mastering the Dynamics of Interactions
- Preparing Content for Powerful Presentations
- Presenting to Customers
- Strengthen Your Virtual Presence

## Writing Skills

- Clear Business and Email Writing
- Clear Policy, Process, and Procedure Writing
- Clear Technical and Report Writing
- Customer Service Excellence in Email
- Storytelling: Turning Information and Data Into Compelling Narrative