

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 SLII™ Experience
- Strengths-Based Leadership *New*
- Strengths-Based Teams *New*
- Thriving Through Change *New*
- Transitioning from Indiv. Contributor to Manager

Business Skills

- Aspiring Manager *New*
- 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
- Stress Management
- Working on a Virtual Team

Project Management

- Project Management Essentials

Interpersonal Communication Skills

- Assertive Communication
- Building Professional Networks and Influence
- Communicating Across Cultures
- Dealing with Yourself and Others in Difficult Situations
- Effective Communication: 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 Power 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

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

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