

### Management and Leadership Development



- Coaching for Results 1 day **New**
- Management Essentials 2 days
- Strengths-Based Leadership ½ day
- Strengths-Based Teams ½ day
- The SLII Experience™: Developing Leaders 2 days
- Thriving Through Change ½ day
- Transitioning from Individual Contributor to Manager 1 day

### Presentation Skills



- Advanced Presentation Skills 1 day
- Business-Focused Presentations 1 day
- Executive Presentation Skills 1:1
- Preparing Content for Powerful Presentations ½ day
- Presentation Skills 1 day
- Presenting to Executives and Customers 1 or 2 days
- Mastering Presentation Skills 2 days
- Technical Presentations Skills 2 days

### Writing Skills



- Clear Business and Email Writing 1 or 2 days
- Clear Technical Writing 2 days
- Customer Service Excellence in Email ½ day

### Interpersonal Communication Skills



- Communicating Across Cultures 1 day
- Effective Communication 1 day
- Effective Team Communication 1 day **New**
- Emotional Intelligence at Work 1 day
- Managing Bias through Messaging and Inclusion ½ day **New**
- Practicing Difficult Conversations ½ day
- Storytelling in Business ½ day
- Strengths-Based Development for Individuals ½ day
- Success in Global Teams 1 day
- Working Through Conflict and Differences 1 day

### Business Skills



- Be a Trusted Advisor for Customer-Facing Professionals 2 days **New**
- Cross-Functional Collaboration and Influence 1 day
- Interviewing and Hiring the Best Talent ½ day
- Making Meetings Matter ½ day
- Managing Time and Multiple Priorities ½ day
- Negotiating to Win-Win 1 day

### Project Management



- Advanced Project Management 2 days
- Problem Solving and Decision Making 1 day
- Project Management for Accountability and Results 2 days
- Project Management: Executive Overview ½ day

Contact: [laura@effectivetraining.com](mailto:laura@effectivetraining.com) | Ph: 408.441.8881