

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

# Carrying Out Effective Face-to-Face Meetings with Staff

**Can you conduct difficult meetings effectively?  
Individualize your management style? Balance listening  
and openness with determination to move forward?**

Companies today are increasingly interested in maximizing their human potential. The key to this is good management, which involves developing a management style you can flex according to each person, situation and type of meeting.

In this course, you will gain the communication skills to conduct a various types of meetings, handle delicate situations effectively and become a more successful manager.

## How You Will Benefit

- Conduct five types of management meetings more effectively
- Give constructive feedback
- Respond to poor performance
- Reign in an employee who is out of line
- Learn how to praise high achievers
- Discuss professional development opportunities
- Manage your team successfully and meet your objectives
- Encourage independence and initiative
- Gain commitment from your team
- Improve your leadership abilities and facilitate change