

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.

## Organizing Your Time and Priorities

**Are you barely muddling through to meet deadlines or missing them altogether? Overwhelmed by “information overload”? Unsure what to tackle first?**

Did you know that better managing your time will give you a better shot at getting what you want out of your professional life? In this course, you will become more aware of your priorities and how to meet them, while still completing other required tasks. Discover how to respond to colleagues assertively, and learn how to delegate effectively.

### How You Will Benefit

- Clarify your priorities and organize your time accordingly
- Manage the ways you waste time to gain time back
- Set truly attainable goals
- Formulate a request or express a refusal assertively
- Delegate better
- Spend more time on tasks that matter to you and your company
- Increase your responsiveness to internal and external customers and deliver higher quality services
- Empower your team and develop their skills