

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.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/2231](http://www.amanet.org/2231)

# Making the Transition to Management

## Gain the foundation for a new career!

Your former peers are now your direct reports. Do you know how to adopt the mindset of a manager, let go of your previous role and get work done through others? Can you communicate your priorities to your team? Or set mutual goals so you can increase productivity?

This basic management seminar provides you with easy-to-apply tools needed to make a successful transition into your new role. In just two days you will master the practical basic management know-how—and gain the confidence you want—to plan, organize, coach, motivate, delegate, and communicate in order to be an effective new manager.

## How You Will Benefit

- Understand your new managerial responsibilities—and make a quick, effective transition to your new role
- Establish credibility and effective work styles
- Build alliances with peer managers
- Master the basic management concepts of coaching, communication, motivation, delegation, and performance management
- Practice your listening and feedback skills
- Become an effective member of the management team

## What You Will Cover

- Adopting a new manager mindset
- Knowing the expectations of your boss, subordinates, peers, and clients
- Understanding the business, yourself, and others
- Building effective relationships
- Identifying communication approaches to flex with different styles and situations
- Using a structured approach to plan and organize work
- Setting SMART goals and initiatives
- Getting an overview of delegation techniques, knowledge, and attitudes
- Applying methods for setting priorities
- Creating solutions to management challenges

## Who Should Attend

Newly appointed or prospective managers with less than one year of management experience who are interested in mastering basic management skills.

## Schedule

- [2] days - \$2,095 Non Members
- [2] days - \$1,895 AMA Members
- [2] days - \$1,795 GSA

## Credits

1.2 CEU

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