

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/2132](http://www.amanet.org/2132)

# Taking On Greater Responsibility: Step-Up Skills for Non-Managers

## Gaining new skills is the first step to meeting new job demands!

Do you have what it takes to step up to the plate to lead, work in teams and juggle new assignments with your current responsibilities? What about having a "can-do" attitude that prepares you for additional growth?

Now you can acquire new skills and prepare to make a positive difference at work. In this career development course, you will lay the foundation to achieve good performance now and integrate additional skills to exceed present role expectations. You will develop a customized approach to think strategically, to solve problems and to make sound decisions so you can adapt to change and grab new opportunities.

## How You Will Benefit

- Feel confident when asked to "step up to the plate" with new projects outside your regular work activities
- Take your skills and potential to new heights with proven-in-action, "get-ahead" career development strategies
- Understand your role in today's new workplace...and gain the new skills and competencies required for success
- Meet the rising pressure of tight budgets and lean organizations
- Map out a plan of action to enhance your efficiency and career development potential

## What You Will Cover

### Identifying and Assessing Your Strengths/Liabilities in the Five Key Skill Areas

- Discovering the must-have skills to help you get and stay competitive
- Identifying barriers that could be holding you back

### First Key to Success: Being Business Smarts and Savvy

- Identifying ways to support your organization's mission, vision and strategy
- Monitoring internal/external factors and trends that impact your business operations
- Positioning yourself as an indispensable asset with valuable insights and skills

### Second Key to Success: Communicating Strategically

## **Second Key to Success: Communicating Strategically**

- Flexing your communication style to achieve more productive business outcomes
- Developing, communicating and projecting a winning personal “brand”
- Positively propelling yourself forward by applying strategic communication skills

## **Third Key to Success: Managing Change**

- Developing resiliency in a constantly changing workplace
- Adjusting and practicing coping strategies to adapt and thrive in a vigorous and changing work environment
- Crafting your unique “brand” to project a proactive, can-do attitude

## **Fourth Key to Success: Working in Teams**

- Identifying your various roles when working in different teams
- Acquiring the skills to deal with group tensions, participation, and productivity
- Using analytic thinking, communication and decision-making skills to increase team productivity

## **Fifth Key to Success: Managing Time**

- Taking personal responsibility for time management
- Using technology solutions to get more work done in less time
- Practicing communication skills to tactfully say “no” to help you manage your work flow

## **Planning for Greater Responsibility**

- Confidently presenting a coherent plan using your performance goals
- Creating a plan to work more collaboratively with your manager to take on new responsibilities

## **Who Should Attend**

Those interested in professional development training and getting the skills to improve their performance and growth within their organization should attend this course.

## **Schedule**

- [2] days - \$1,995 Non Members
- [2] days - \$1,795 AMA Members
- [2] days - \$1,586 GSA

## **Credits**

1.2 CEU /12 PDU/8 PDU\_L  
A D D U C E D

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