

**TAKING ON GREATER RESPONSIBILITY: STEP-UP SKILLS FOR NONMANAGERS**

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

Seminar #2132

**Overview**

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?

Acquire new skills and prepare to make a positive difference at work. In this seminar, 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.

**Schedule**

- [2] days

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- [2] days - \$1,795 Non Members
- [2] days - \$1,595 AMA Members
- [2] days - \$1,366 GSA

**Credits**

1.2 CEU /12 PDU

**Schedule**

We have 24 scheduled sessions located nationwide starting between 5/31/2012 - 2/14/2013

Date	Location	Duration
May 31, 2012 - Jun 1, 2012	Arlington/Washington DC, DC	2 Days
Jun 7, 2012 - Jun 8, 2012	San Francisco, CA	2 Days
Jun 14, 2012 - Jun 15, 2012	New York, NY	2 Days
Jul 9, 2012 - Jul 10, 2012	Los Angeles, CA	2 Days
Jul 16, 2012 - Jul 17, 2012	New York, NY	2 Days
Jul 19, 2012 - Jul 20, 2012	Chicago, IL	2 Days
Jul 23, 2012 - Jul 24, 2012	Boston, MA	2 Days
Aug 6, 2012 - Aug 7, 2012	Arlington/Washington DC, DC	2 Days
Aug 23, 2012 - Aug 24, 2012	San Francisco, CA	2 Days
Aug 27, 2012 - Aug 28, 2012	New York, NY	2 Days
Sep 6, 2012 - Sep 7, 2012	Arlington/Washington DC, DC	2 Days
Sep 24, 2012 - Sep 25, 2012	Denver, CO	2 Days
Oct 4, 2012 - Oct 5, 2012	Arlington/Washington DC, DC	2 Days
Oct 8, 2012 - Oct 9, 2012	New York, NY	2 Days
Oct 22, 2012 - Oct 23, 2012	Chicago, IL	2 Days
Nov 8, 2012 - Nov 9, 2012	New York, NY	2 Days
Nov 12, 2012 - Nov 13, 2012	San Francisco, CA	2 Days
Nov 15, 2012 - Nov 16, 2012	Philadelphia, PA	2 Days
Dec 3, 2012 - Dec 4, 2012	Arlington/Washington DC, DC	2 Days
Dec 6, 2012 - Dec 7, 2012	Atlanta, GA	2 Days
Dec 17, 2012 - Dec 18, 2012	New York, NY	2 Days
Jan 14, 2013 - Jan 15, 2013	Chicago, IL	2 Days
Jan 31, 2013 - Feb 1, 2013	Arlington/Washington DC, DC	2 Days
Feb 14, 2013 - Feb 15, 2013	San Francisco, CA	2 Days

Registering more than 4 people, please call 1-877-566-9441.

**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**

**Preparing for Greater Responsibility**

- Mastering competencies for performance excellence
- Coaching and feedback strategies for career development
- Relevant analytic thinking and problem-solving skills

**Identifying and assessing your strengths/liabilities in the five key skill areas**

- Five key skill areas: assessing your ability to fully understand and using each skill
- Completing the skill rating inventory
- Identifying your strengths, liabilities, transferable skills and attitude

**First Key to Success: Business Smarts and Savvy**

- Defining your organization's mission vision and strategy
- Articulating your role as a high-level contributor to business results
- Internal/external factors that impact your business environment
- Monitoring resources that enable you to create value-added contributions

**Second Key to Success: Managing Change**

- The link between dynamic business trends, accepting uncertainty and productively managing change
- Common reasons for resisting change, strategies for remaining resilient

- Assessing reasonable risk using a five-step process
- The value of maintaining a positive attitude toward change
- Applying creative idea generation to change management situations
- Leading others through change

**Third Key to Success: Communicating Strategically**

- How to flex your communication style to others' communication preferences
- Persuasion strategies to help you influence the way others feel, think and behave
- Applying communication skills in a context-specific situation

**Fourth Key to Success: Juggling New and Current Responsibilities**

- Taking responsibility for time management
- Setting goals and priorities
- Planning and organizing to avoid chaos
- Using low- and high-tech solutions to get more done in less time
- Negotiating to build commitment and creatively use time and resources

**Fifth Key to Success: Leading and Working with Teams**

- The roles you should bring into each team encounter
- Encouraging participation and idea sharing
- Motivating teammates through communication, cooperation and recognition
- Stepping up to leadership within the team
- Using analytic thinking, communication and decision-making skills with teams

**Planning for Greater Responsibility**

- Synthesizing strategic development and performance goals into a coherent presentation
- Overcoming potential barriers your manager may present to your career development plan

**Who Should Attend**

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

**Ways to Register**

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email [customerservice@amanet.org](mailto:customerservice@amanet.org)
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)