

# Annual Pass

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## AMA SEMINARS (LIVE ONLINE OR IN PERSON)

| SEMINAR #                          | SEMINAR TITLE   | ANNUAL PASS ELIGIBLE |
|------------------------------------|---|----------------------|
| <b>ANALYTICAL SKILLS</b>           |   |                      |
| 2006                               | Advanced Tools and Techniques for Data Analysis   | ✓                    |
| 2558                               | Analytical Thinking, Problem Solving and Decision Making                                | ✓                    |
| 2533                               | Critical Thinking <b>Best Seller</b>  | ✓                    |
| 1112                               | Data Analysis Fundamentals: A Hands-On Workshop   | ✓                    |
| 2162                               | Developing Your Analytical Skills: How to Research and Present Information              | ✓                    |
| 2012                               | How to Turn Data Into Compelling Visual Presentations                                   | ✓                    |
| 2034                               | Innovation and Design Thinking Certificate Program                                      | ✓                    |
| 6108                               | LEAN Process Improvement: Delivering More with Less                                     | ✓                    |
| 6531                               | Process Management: Applying Process Mapping to Analyze and Improve Your Operation      | ✓                    |
| 2018                               | Strategic Thinking <b>Best Seller</b>   | ✓                    |
| <b>ARTIFICIAL INTELLIGENCE</b>     |   |                      |
| 2563                               | Artificial Intelligence (AI) Business Essentials Certificate Program <b>Best Seller</b> | ✓                    |
| 2554                               | Taking the Lead with Artificial Intelligence (AI) <b>New!</b>                           | ✓                    |
| 2609                               | Winning with Artificial Intelligence (AI): An Immersive Experience <b>New!</b>          | ✓                    |
| <b>BUSINESS ENHANCEMENT SKILLS</b> |   |                      |
| 2914                               | Adaptability: The Key for Mastering Change  | ✓                    |
| 2561                               | AMA's 5-Day "MBA" Certificate Program <b>Best Seller</b>                                | x                    |

x Not eligible for Annual Pass redemption

For a complete description of all AMA seminars and schedules, visit [amanet.org](http://amanet.org)

| SEMINAR #                                   | SEMINAR TITLE   | ANNUAL PASS ELIGIBLE |
|---|---|----------------------|
| 2188  | Assertiveness Training  | ✓                    |
| 2527  | Assertiveness Training for Managers   | ✓                    |
| 2610  | Building a Resilient Mindset  | ✓                    |
| 2144  | Developing Your Emotional Intelligence <b>Best Seller</b>   | ✓                    |
| 2118  | Doing It All: How to Stay Focused and Engaged   | ✓                    |
| 2187  | High Performance Collaboration: 5 Proven Strategies for Success                                     | ✓                    |
| 2261  | Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure <b>Top 10</b>             | ✓                    |
| 2540  | Managing Emotions in the Workplace: Strategies for Success  | ✓                    |
| 2132  | Taking On Greater Responsibility: Step-Up Skills for Non-Managers                                   | ✓                    |
| 2605  | The 5 Choices to Extraordinary Productivity® <b>Best Seller</b>                                     | ✓                    |
| 2601  | The 7 Habits of Highly Effective People® <b>Top 10</b>  | ✓                    |
| 2233  | Time Management <b>Best Seller</b>  | ✓                    |
| <b>BUSINESS EXCELLENCE FOR WOMEN</b>        |   |                      |
| 2528  | Assertiveness Training for Women in Business <b>Best Seller</b>                                     | ✓                    |
| 2179  | Executive Presence for Women <b>Best Seller</b>   | ✓                    |
| 2010  | Leadership Development for Women  | ✓                    |
| 2961  | Resilience and Strategic Risk Taking for Women Leaders  | ✓                    |
| 2959  | Women Redefining Perfectionism: Embracing Flexibility to Achieve Progress <b>New!</b>               | ✓                    |
| 2960  | Women's Leadership Certificate Program <b>Top 10</b>  | ✓                    |
| 2874  | Women's Leadership Workshop   | ✓                    |
| <b>CERTIFIED PROFESSIONAL IN MANAGEMENT</b> |   |                      |
| 2966  | Certified Professional in Management Exam Prep Course   | ✓                    |
| <b>COMMUNICATION</b>                        |   |                      |
| <b>BUSINESS WRITING</b>                     |   |                      |
| 2211  | AMA's 2-Day Business Writing Workshop   | ✓                    |
| 2121  | AMA's Business Grammar Workshop   | ✓                    |
| 2829  | Business Writing Made Simple  | ✓                    |
| 2216  | Effective Technical Writing   | ✓                    |
| <b>INFLUENCING</b>                          |   |                      |
| 2204  | Expanding Your Influence: Tapping Into the Power of Persuasion <b>Best Seller</b>                   | ✓                    |
| 2532  | Getting Results Without Authority <b>Best Seller</b>  | ✓                    |
| 2513  | Negotiating to Win  | ✓                    |
| <b>INTERPERSONAL SKILLS</b>                 |   |                      |
| 2575  | 7 Interpersonal Skills of Great Managers  | ✓                    |
| 2235  | Building Better Work Relationships: New Techniques for Results-Oriented Communication <b>Top 10</b> | ✓                    |

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| SEMINAR #   | SEMINAR TITLE  | ANNUAL PASS ELIGIBLE |
|---|--|----------------------|
| 2962  | Business Communication Certificate Program                                       | ✓                    |
| 2203  | Communicating Up, Down and Across the Organization <b>Best Seller</b>            | ✓                    |
| 2210  | Communicating with Confidence <b>Best Seller</b>                                 | ✓                    |
| 2576  | Communication and Interpersonal Skills for Technical Professionals               | ✓                    |
| 2109  | Developing Effective Business Conversation Skills                                | ✓                    |
| 2031  | Effectively Communicating in the Moment  | ✓                    |
| 2206  | How to Communicate with Diplomacy, Tact and Credibility <b>Top 10</b>            | ✓                    |
| 2146  | Mastering the Art of Critical Conversations                                      | ✓                    |
| 2255  | Moving Ahead: Breaking Behavior Patterns That Hold You Back                      | ✓                    |
| 2115  | Responding to Conflict: Strategies for Improved Communication <b>Best Seller</b> | ✓                    |
| 2102  | Storytelling Power: Secrets for Exceptional Communication                        | ✓                    |
| 2578  | The Effective Facilitator: Maximizing Involvement and Results                    | ✓                    |
| <b>PRESENTATION SKILLS</b>                                      |  |                      |
| 2522  | Effective Executive Speaking <b>Best Seller</b>                                  | ✓                    |
| 2868  | Presentation Skills Workshop   | ✓                    |
| 2519  | Strategies for Developing Effective Presentation Skills <b>Best Seller</b>       | ✓                    |
| <b>DIVERSITY, EQUITY, INCLUSION &amp; BELONGING (DEI&amp;B)</b> |  |                      |
| 2965  | Diversity, Equity and Inclusion Certificate Program <b>Best Seller</b>           | ✓                    |
| 8802  | Finding Common Ground: How to Overcome Unconscious Bias                          | ✓                    |
| 2151  | Leadership Strategies for Creating a Respectful Workplace                        | ✓                    |
| 2925  | Leading in a Diverse, Equitable and Inclusive Culture                            | ✓                    |
| 2931  | Psychological Safety: An Imperative for High-Performing Teams                    | ✓                    |
| <b>FINANCE &amp; ACCOUNTING</b>                                 |  |                      |
| 2259  | AMA's Comprehensive Budgeting Workshop   | ✓                    |
| 1552  | AMA's Course on Financial Analysis   | ✓                    |
| 1104  | AMA's Finance Workshop for Non-Financial Executives                              | ✓                    |
| 1110  | Financial Forecasting  | ✓                    |
| 1224  | Fixed Asset Management   | ✓                    |
| 1201  | Fundamentals of Cost Accounting  | ✓                    |
| 2218  | Fundamentals of Finance and Accounting for Non-Financial Managers <b>Top 10</b>  | ✓                    |
| 1206  | The Strategic Controller: Adding Value to Your Organization                      | ✓                    |
| <b>HUMAN RESOURCES &amp; TRAINING</b>                           |  |                      |
| 8502  | AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA    | ✓                    |
| 8507  | AMA's Training Certificate Program <b>Best Seller</b>                            | ✓                    |
| 8115  | AMA's Virtual Training Certificate Program                                       | ✓                    |

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| SEMINAR #  | SEMINAR TITLE  | ANNUAL PASS ELIGIBLE |
|------------|--|----------------------|
| 8506       | Fundamentals of Human Resources Management   | ✓                    |
| 8509       | Instructional Design Certificate Program   | ✓                    |
| 8266       | Recruiting, Interviewing and Selecting Employees   | ✓                    |
| 8110       | Succession Planning: Developing Talent from Within   | ✓                    |
| LEADERSHIP |  |                      |
| 2546       | Agile Leadership and Strategy  | ✓                    |
| 2104       | AMA's Advanced Executive Leadership Program  | ✓                    |
| 2250       | Building a Culture of Innovation for Hybrid and Virtual Teams                                  | ✓                    |
| 2917       | Building a Powerful Network: How Leaders Get Buy-in, Alignment and Commitment                  | ✓                    |
| 2506       | Coaching Certificate Program   | ✓                    |
| 2559       | Coaching from a Distance: Techniques for Developing Your Team in the Virtual World             | ✓                    |
| 2186       | Collaborative Leadership Skills  | ✓                    |
| 2134       | Communication Strategies for Experienced Leaders   | ✓                    |
| 2501       | Developing Executive Leadership <b>Top 10</b>  | ✓                    |
| 2239       | Leadership and Team Development for Managerial Success <b>Best Seller</b>                      | ✓                    |
| 2963       | Leadership Certificate Program   | ✓                    |
| 2569       | Leadership Skills and Team Development for Technical Professionals                             | ✓                    |
| 2604       | Leading at the Speed of Trust®   | ✓                    |
| 2916       | Leading Change: How to Rise to the Challenge and Inspire Others                                | ✓                    |
| 2705       | Leading Leaders: Achieving Organization Goals Through Others                                   | ✓                    |
| 2280       | Leading Virtual Teams  | ✓                    |
| 2133       | Leading with Emotional Intelligence <b>Best Seller</b>   | ✓                    |
| 2021       | Mastering Transformational Leadership to Drive Performance                                     | ✓                    |
| 2536       | Preparing for Leadership: What It Takes to Lead <b>Best Seller</b>                             | ✓                    |
| 2130       | The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results <b>Best Seller</b> | ✓                    |
| MANAGEMENT |  |                      |
| 2242       | Advancing from an Operational Manager to a Strategic Leader <b>Best Seller</b>                 | ✓                    |
| 2172       | AMA Business Boot Camp: Management and Leadership Essentials                                   | ✓                    |
| 2246       | Coaching for Optimal Job Performance   | ✓                    |
| 2861       | Conflict Management Workshop   | ✓                    |
| 2819       | Delegation Boot Camp <b>Best Seller</b>  | ✓                    |
| 2706       | Flexing Your Management Style for Maximum Impact <b>New!</b>                                   | ✓                    |
| 2517       | Leadership Skills for Supervisors  | ✓                    |
| 2243       | Making the Transition from Staff Member to Supervisor <b>Top 10</b>                            | ✓                    |
| 2231       | Making the Transition to Management <b>Best Seller</b>   | ✓                    |

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| SEMINAR #                                 | SEMINAR TITLE   | ANNUAL PASS ELIGIBLE |
|---|---|----------------------|
| 2508                                      | Management Skills for Experienced Managers  | ✓                    |
| 2238                                      | Management Skills for New Managers <b>Top 10</b>  | ✓                    |
| 2248                                      | Management Skills for New Supervisors <b>Best Seller</b>                                    | ✓                    |
| 2290                                      | Managing the "Unmanageable": Tough People, Tough Situations <b>Best Seller</b>              | ✓                    |
| 2611                                      | Ownership and Accountability: Building a Winning Team <b>New!</b>                           | ✓                    |
| 2295                                      | Successfully Managing People <b>Best Seller</b>   | ✓                    |
| 2602                                      | The 7 Habits for Managers®: Essential Skills and Tools for Leading Teams <b>Best Seller</b> | ✓                    |
| <b>MARKETING &amp; CUSTOMER SERVICE</b>   |   |                      |
| 5537                                      | AMA's Advanced Course in Strategic Marketing  | ✓                    |
| 5166                                      | Becoming a Trusted Advisor: How to Develop More Valuable Customer Relationships             | ✓                    |
| 5165                                      | Customer Service Excellence: How to Win and Keep Customers                                  | ✓                    |
| 5512                                      | Essentials of Marketing   | ✓                    |
| 5597                                      | Successful Product Management   | ✓                    |
| <b>OFFICE SUPPORT</b>                     |   |                      |
| 2294                                      | Management Skills for Administrative Professionals  | ✓                    |
| 2268                                      | Partnering with Your Boss: Strategic Skills for Administrative Professionals                | ✓                    |
| 2298                                      | Project Management for Administrative Professionals   | ✓                    |
| <b>PROJECT MANAGEMENT</b>                 |   |                      |
| 6595                                      | AMA's Comprehensive Project Management Workshop <b>Best Seller</b>                          | ✓                    |
| 6548                                      | Essentials of Project Management for the Non-Project Manager <b>Best Seller</b>             | ✓                    |
| 6503                                      | Improving Your Project Management Skills: The Basics for Success <b>Top 10</b>              | ✓                    |
| 6540                                      | Managing Risk and Uncertainty in Projects   | ✓                    |
| 6598                                      | PMP Exam Prep Course  | ✓                    |
| 6216                                      | Program Management  | ✓                    |
| 6585                                      | Project Team Leadership: Building Commitment Through Superior Communication                 | ✓                    |
| 4251                                      | Technical Project Management  | ✓                    |
| 6523                                      | The Successful Multi-Project Manager  | ✓                    |
| <b>PURCHASING &amp; SUPPLY MANAGEMENT</b> |   |                      |
| 4265                                      | Fundamentals of Purchasing for the New Buyer  | ✓                    |
| 4115                                      | Global Supply Chain Management: Best Practices in Import and Export Operations              | ✓                    |
| 4206                                      | Inventory Management Techniques: Planning, Replenishment and Activities Control             | ✓                    |
| <b>SALES</b>                              |   |                      |
| 5510                                      | Fundamental Selling Techniques for the New or Prospective Salesperson                       | ✓                    |
| 5520                                      | Principles of Professional Selling  | ✓                    |

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| SEMINAR #                                  | SEMINAR TITLE  | ANNUAL PASS ELIGIBLE |
|--|--|----------------------|
| 5227                                       | Sales Management Certificate Program                                 | ✓                    |
| 5235                                       | Selling to Major Accounts: A Strategic Approach                      | ✓                    |
| 5535                                       | Strategic Sales Negotiations   | ✓                    |
| 5289                                       | Territory and Time Management for Salespeople                        | ✓                    |
| STRATEGIC PLANNING                         |  |                      |
| 2009                                       | Facilitating an Effective Strategic Planning Process                 | ✓                    |
| 2565                                       | Fundamentals of Strategic Planning                                   | ✓                    |
| 2526                                       | Strategic Planning <b>Best Seller</b>                                | ✓                    |
| 2209                                       | Strategy Execution: Getting It Done                                  | ✓                    |
| LIVE ONLINE EXPRESS COURSES: 2.5 - 3 HOURS |  |                      |
| 7827                                       | 3 Steps to Exceptional Critical Thinking <b>Best Seller</b>          | ✓                    |
| 7822                                       | Confidence-Building Skills for Women <b>Best Seller</b>              | ✓                    |
| 7842                                       | Courageous Risk Taking for Women <b>New!</b>                         | ✓                    |
| 7825                                       | How to Coach a Virtual Team  | ✓                    |
| 7843                                       | How to Develop an AI Policy for Your Organization <b>New!</b>        | ✓                    |
| 7826                                       | How to Flex Your Communication Style <b>Best Seller</b>              | ✓                    |
| 7832                                       | How to Influence Using Personal Power                                | ✓                    |
| 7839                                       | How to Manage Difficult Conversations                                | ✓                    |
| 7823                                       | How to Manage Time, Meetings and Stress                              | ✓                    |
| 7811                                       | How to Speak Accounting  | ✓                    |
| 7867                                       | How to Start a Project   | ✓                    |
| 7840                                       | How to Use AI Tools with Confidence: A Hands-On Workshop <b>New!</b> | ✓                    |
| 7836                                       | Leading Your Team Through Change                                     | ✓                    |
| 7828                                       | Powerful Communication Techniques                                    | ✓                    |
| 7841                                       | Powerful Presence for Women <b>New!</b>                              | ✓                    |
| 7868                                       | Project Management Essentials: Steps for Successful Execution        | ✓                    |
| 7866                                       | Project Management Scheduling Best Practices                         | ✓                    |
| 7824                                       | Secrets to Boosting Productivity                                     | ✓                    |
| 7821                                       | SMART Performance Management   | ✓                    |
| 7831                                       | Tips for Giving and Receiving Feedback                               | ✓                    |

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**For a complete description of all AMA seminars and schedules, visit [amanet.org](http://amanet.org)**