

SEMINAR SAVINGS PASS

Give Everyone on Your Team the Skills They Need!



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ELIGIBLE LIVE ONLINE SEMINARS **L** and CLASSROOM SEMINARS **C**

SEMINAR #	SEMINAR TITLE	SEMINAR SAVINGS PASS
ANALYTICAL SKILLS		
2006	Advanced Tools and Techniques for Data Analysis L C	✓
2558	Analytical Thinking, Problem Solving and Decision Making L C	✓
2533	Critical Thinking Bestseller L C	✓
1112	Data Analysis Fundamentals: A Hands-on Workshop L C	✓
2162	Developing Your Analytical Skills: How to Research and Present Information Bestseller L C	✓
2012	How to Turn Data Into Compelling Visual Presentations L C	✓
2034	Innovation and Design Thinking Certificate Program C	✓
2018	Strategic Thinking L C	✓
2177	Using Data to Drive Strategy L C	✓
BUSINESS ENHANCEMENT SKILLS		
Professional Effectiveness		
2964	Business Essentials Certificate Program L C	✓
2118	Doing It All: How to Stay Focused and Engaged L C	✓
2605	Extraordinary Productivity: The 5 Choices That Drive Success™ Top 10 L C	✓
2261	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure Bestseller L C	✓
2132	Taking On Greater Responsibility: Step-Up Skills for Non-Managers Bestseller L C	✓
2601	The 7 Habits of Highly Effective People® Signature Edition 4.0 Top 10 L C	✓
2233	Time Management Bestseller L C	✓
Self-Development		
2188	Assertiveness Training L C	✓
2527	Assertiveness Training for Managers L C	✓
2144	Emotional Intelligence Certificate Program Bestseller L C	✓
2540	Managing Emotions in the Workplace®: Strategies for Success L C	✓
AMA's 5-Day "MBA"		
2561	AMA's 5-Day "MBA" Certificate Program Bestseller L C	X

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X Not eligible for Seminar Savings Pass redemption

L Live Online **C** Classroom **1** 1-Day

SEMINAR #	SEMINAR TITLE	SEMINAR SAVINGS PASS
BUSINESS EXCELLENCE FOR WOMEN		
2528	Assertiveness Training for Women in Business Bestseller L C	✓
2179	Executive Presence for Women Bestseller L C	✓
2010	Leadership Development for Women L C	✓
2852	Strategies for Building an Impactful Women's Initiative: Your Guide to Success C 1	✓
2981	The Voice of Leadership for Women C	✓
2980	Women Communicating with Diplomacy, Tact and Credibility C	✓
2961	Women Leading with Impact: Resilience and Strategic Risk-Taking L C	✓
2960	Women's Leadership Certificate Program L C Bestseller	✓
COMMUNICATION		
Interpersonal Skills		
2235	Building Better Work Relationships: New Techniques for Results-Oriented Communication Top 10 L C	✓
2962	Business Communication Certificate Program L C	✓
2203	Communicating Up, Down and Across the Organization Bestseller L C	✓
2210	Communicating with Confidence L C	✓
2576	Communication and Interpersonal Skills for Technical Professionals L C	✓
2109	Developing Effective Business Conversation Skills C	✓
2031	Effectively Communicating in the Moment L C	✓
2206	How to Communicate with Diplomacy, Tact and Credibility Top 10 L C	✓
2146	Mastering the Art of Critical Conversations L C	✓
2255	Moving Ahead: Breaking Behavior Patterns that Hold You Back L C	✓
2115	Responding to Conflict: Strategies for Improved Communication Bestseller L C	✓
2575	7 Interpersonal Skills of Great Managers L C	✓
2102	Storytelling Power: Secrets for Exceptional Communication L C	✓
2578	The Effective Facilitator: Maximizing Involvement and Results L C	✓
Influencing and Negotiating		
2204	Expanding Your Influence: Understanding the Psychology of Persuasion Bestseller L C	✓
2532	Getting Results Without Authority Top 10 L C	✓
2513	Negotiating to Win Bestseller L C	✓
Writing Skills		
2121	AMA's Business Grammar Workshop L C	✓
2211	AMA's 2-Day Business Writing Workshop Bestseller L C	✓
2829	Business Writing Made Simple L C	✓
2216	Effective Technical Writing Bestseller L C	✓
Presentation Skills		
2522	Effective Executive Speaking Bestseller L C	✓
2868	Presentation Skills Workshop L C 1	✓
2519	Strategies for Developing Effective Presentation Skills Bestseller L C	✓
2968	Virtual Presentation Certificate Program L NEW!	✓
DIVERSITY AND INCLUSION		
8228	Developing a Culture of Respect: How to Cultivate a Harassment-Free Organization C	✓
2965	Diversity & Inclusion Certificate Program L C	✓
8802	Finding Common Ground: How to Overcome Unconscious Bias L C 1	✓
2925	Leading in a Diverse and Inclusive Culture L C	✓
2151	Leadership Strategies for Creating a Respectful Workplace L C	✓
8860	Sexual Harassment Prevention Workshop C 1	✓

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FINANCE AND ACCOUNTING		
1276	AMA's Advanced Financial Forecasting and Modeling Workshop L C	✓
2259	AMA's Comprehensive Budgeting Workshop L C	✓
1552	AMA's Course on Financial Analysis L C	✓
1104	AMA's Finance Workshop for Non-Financial Executives L C	✓
1110	Financial Forecasting L C	✓
1224	Fixed Asset Management L C	✓
1201	Fundamentals of Cost Accounting L C	✓
2218	Fundamentals of Finance and Accounting for Non-Financial Managers Top 10 L C	✓
1206	The Strategic Controller: Adding Value to Your Organization L C	✓
HUMAN RESOURCES AND TRAINING		
8502	AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA L C	✓
8507	AMA's Training Certificate Program Bestseller L C	✓
8115	AMA's Virtual Training Certificate L NEW!	✓
8506	Fundamentals of Human Resources Management L C	✓
8509	Instructional Design Certificate Program L C	✓
8266	Recruiting, Interviewing and Selecting Employees L C	✓
8110	Succession Planning: Developing Talent from Within C	✓
LEADERSHIP		
2128	Achieving Leadership Success Through People L C	✓
2546	Agile Leadership and Strategy L C	✓
2134	Advanced Leadership Communication Strategies L C	✓
2104	AMA's Advanced Executive Leadership Program L C	✓
2506	Coaching Certificate Program C	✓
2559	Coaching from a Distance: Developing Your Team When You Can't Be Face to Face L	✓
2186	Collaborative Leadership Skills L C	✓
2501	Developing Executive Leadership Bestseller L C	✓
2963	Leadership Certificate Program L C	✓
2239	Leadership and Team Development for Managerial Success L C	✓
2569	Leadership Skills and Team Development for Technical Professionals L C	✓
2912	Leading Disruptive Change and Innovation: Your Plan for Breakthrough Growth L C	✓
2280	Leading Virtual Teams L C	✓
2133	Leading with Emotional Intelligence Bestseller L C	✓
2906	Mindful Leadership: Cultivating Excellence from Within L C	✓
2536	Preparing for Leadership: What It Takes to Take the Lead Bestseller C L	✓
2901	The SLII Experience™—Powering Inspired Leaders L C	✓
2604	The 13 Behaviors of High-Trust Leaders L C	✓
2130	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results Bestseller L C	✓
2021	Transformational Leadership: How to Inspire Extraordinary Performance L C	✓
MANAGEMENT		
2172	AMA Business Boot Camp: Management and Leadership Essentials L	✓
2966	Certified Professional in Management Exam Prep Course L C NEW!	✓
2986	Certified Professional in Management Exam Prep Express L NEW!	✓
2246	Coaching for Outstanding Optimal Performance C	✓
2861	Conflict Management Workshop L C 1	✓
2819	Delegation Boot Camp L C 1	✓
2508	Improving Your Managerial Effectiveness L C	✓
2517	Leadership Skills for Supervisors L C	✓

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SEMINAR #	SEMINAR TITLE	SEMINAR SAVINGS PASS
2243	Making the Transition from Staff Member to Supervisor Top 10 L C	✓
2231	Making the Transition to Management Bestseller L C	✓
2238	Management Skills for New Managers Top 10 L C	✓
2248	Management Skills for New Supervisors Top 10 L C	✓
2290	Managing the Unmanageable: Tough People, Tough Situations L C	✓
2242	Moving from an Operational Manager to a Strategic Leader Bestseller L C	✓
2295	Successfully Managing People Top 10 L C	✓
2602	The 7 Habits for Managers: Essential Skills and Tools for Leading Teams Bestseller L C	✓
MARKETING		
5537	AMA's Advanced Course in Strategic Marketing L C	✓
5165	Customer Service Excellence: How to Win and Keep Customers C	✓
5512	Fundamentals of Marketing: Your Action Plan for Success L C	✓
5597	Successful Product Management L C	✓
OFFICE AND ADMINISTRATIVE SUPPORT		
2294	Management Skills for Administrative Professionals L C	✓
2194	Managing Chaos: Dynamic Time Management, Recall, Reading and Stress Management Skills for Administrative Professionals L C	✓
2160	Organizing Your Work: New Techniques for Administrative Professionals L C	✓
2268	Partnering with Your Boss: Strategic Skills for Administrative Professionals L C	✓
2298	Project Management for Administrative Professionals L C	✓
PROJECT MANAGEMENT		
6595	AMA's Comprehensive Project Management Workshop Bestseller C	X
6590	AMA's PMP® Exam Prep Express L C	✓
6523	Best Practices for the Multi-Project Manager L C	✓
6548	Essentials of Project Management for the Non-Project Manager Bestseller L C	✓
6503	Improving Your Project Management Skills: The Basics for Success Top 10 L C	✓
6531	Process Management: Applying Process Mapping to Analyze and Improve Your Operation L C	✓
6216	Program Management L C	✓
6585	Project Team Leadership: Building Commitment Through Superior Communication L C	✓
4251	Technical Project Management L C	✓
PURCHASING AND SUPPLY MANAGEMENT		
4265	Fundamentals of Purchasing for the New Buyer L C	✓
4115	Global Supply Chain Management: Best Practices in Import and Export Operations L C	✓
4206	Inventory Management Techniques: Planning, Replenishment and Activities Control L C	✓
4109	Purchasing Management C	✓
SALES		
5598	Advanced Sales Management L C	✓
5510	Fundamental Selling Techniques for the New or Prospective Salesperson Bestseller L C	✓
5520	Principles of Professional Selling L C	✓
5227	Sales Management Certificate Program L C	✓
5235	Selling to Major Accounts: A Strategic Approach L C	✓
5535	Strategic Sales Negotiations L C	✓
5289	Territory and Time Management for Salespeople L C	✓
STRATEGIC PLANNING		
2009	Facilitating an Effective Strategic Planning Process L C	✓
2565	Fundamentals of Strategic Planning L C	✓
2526	Strategic Planning Bestseller L C	✓
2209	Strategy Execution: Getting It Done L C	✓

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