

Seminar Savings Pass

Give Everyone on Your Team the Skills They Need!



A **Seminar Savings Pass** helps you maximize your training budget and build employee skills throughout the year. Bring teams together for shared learning, support individual development, and choose from 160+ courses with expert help from a dedicated training advisor.

For more information, contact: ssp@amanet.org • 800.854.4493

AMA SEMINARS (LIVE ONLINE OR IN PERSON)

SEMINAR #	SEMINAR TITLE	SEMINAR SAVINGS PASS ELIGIBLE
ANALYTICAL SKILLS		
2006	Advanced Tools and Techniques for Data Analysis	✓
2558	Analytical Thinking, Problem Solving and Decision Making	✓
2533	Critical Thinking Best Seller	✓
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	✓
6108	LEAN Process Improvement: Delivering More with Less	✓
6531	Process Management: Applying Process Mapping to Analyze and Improve Your Operation	✓
2018	Strategic Thinking Best Seller	✓
ARTIFICIAL INTELLIGENCE		
2563	Artificial Intelligence (AI) Business Essentials Certificate Program Best Seller	✓
2612	Harnessing the Power of AI and Critical Thinking for Better Decision Making New!	✓
2554	Taking the Lead with Artificial Intelligence (AI)	✓
2609	Winning with Artificial Intelligence (AI): An Immersive Experience New!	✓
BUSINESS ENHANCEMENT SKILLS		
2914	Adaptability: The Key for Mastering Change	✓
2561	AMA's 5-Day "MBA" Certificate Program Best Seller	✗
2188	Assertiveness Training	✓
2527	Assertiveness Training for Managers	✓
2610	Building a Resilient Mindset	✓
2144	Developing Your Emotional Intelligence Best Seller	✓
2118	Doing It All: How to Stay Focused and Engaged	✓

✗ Not eligible for Seminar Savings Pass redemption

For a complete description of all AMA seminars and schedules, visit amanet.org

SEMINAR #	SEMINAR TITLE	SEMINAR SAVINGS PASS ELIGIBLE
2187	High Performance Collaboration: 5 Proven Strategies for Success	✓
2261	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure Top 10	✓
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® Best Seller	✓
2601	The 7 Habits of Highly Effective People® Top 10	✓
2233	Time Management Best Seller	✓
BUSINESS EXCELLENCE FOR WOMEN		
2528	Assertiveness Training for Women in Business Best Seller	✓
2179	Executive Presence for Women Best Seller	✓
2010	Leadership Development for Women	✓
2961	Resilience and Strategic Risk Taking for Women Leaders	✓
2959	Women Redefining Perfectionism: Embracing Flexibility to Achieve Progress New!	✓
2960	Women's Leadership Certificate Program Top 10	✓
CERTIFIED PROFESSIONAL IN MANAGEMENT		
2966	Certified Professional in Management Exam Prep Course	✓
COMMUNICATION		
BUSINESS WRITING		
2211	AMA's 2-Day Business Writing Workshop Best Seller	✓
2121	AMA's Business Grammar Workshop	✓
2829	Business Writing Made Simple Best Seller	✓
2216	Effective Technical Writing	✓
INFLUENCING		
2204	Expanding Your Influence: Tapping Into the Power of Persuasion Best Seller	✓
2532	Getting Results Without Authority Best Seller	✓
2513	Negotiating to Win	✓
INTERPERSONAL SKILLS		
2575	7 Interpersonal Skills of Great Managers	✓
2235	Building Better Work Relationships: New Techniques for Results-Oriented Communication Best Seller	✓
2962	Business Communication Certificate Program	✓
2203	Communicating Up, Down and Across the Organization Top 10	✓
2210	Communicating with Confidence Best Seller	✓
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 Top 10	✓

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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 Best Seller	✓
2102	Storytelling Power: Secrets for Exceptional Communication	✓
2578	The Effective Facilitator: Maximizing Involvement and Results	✓
PRESENTATION SKILLS		
2522	Effective Executive Speaking Best Seller	✓
2868	Presentation Skills Workshop	✓
2519	Strategies for Developing Effective Presentation Skills Best Seller	✓
DIVERSITY, EQUITY, INCLUSION & BELONGING (DEI&B)		
2965	Diversity, Equity and Inclusion Certificate Program	✓
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	✓
FINANCE & ACCOUNTING		
2259	AMA's Comprehensive Budgeting Workshop	✓
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 Top 10	✓
1206	The Strategic Controller: Adding Value to Your Organization	✓
HUMAN RESOURCES & TRAINING		
8502	AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA	✓
8507	AMA's Training Certificate Program Best Seller	✓
8115	AMA's Virtual Training Certificate Program	✓
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	✓
2506	Coaching Certificate Program	✓
2559	Coaching from a Distance: Techniques for Developing Your Team in the Virtual World	✓
2186	Collaborative Leadership Skills	✓

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2134	Communication Strategies for Experienced Leaders	✓
2501	Developing Executive Leadership Top 10	✓
2239	Leadership and Team Development for Managerial Success Best Seller	✓
2963	Leadership Certificate Program	✓
2569	Leadership Skills and Team Development for Technical Professionals	✓
2991	Leading and Building a Conflict-Intelligent Team New!	✓
2916	Leading Change: How to Rise to the Challenge and Inspire Others	✓
2705	Leading Leaders: Achieving Organization Goals Through Others	✓
2133	Leading with Emotional Intelligence Best Seller	✓
2536	Preparing for Leadership: What It Takes to Lead Best Seller	✓
2130	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results Best Seller	✓
2613	Trust-Centered Leadership: The Winning Advantage New!	✓
MANAGEMENT		
2242	Advancing from an Operational Manager to a Strategic Leader Best Seller	✓
2172	AMA Business Boot Camp: Management and Leadership Essentials	✓
2246	Coaching for Optimal Job Performance	✓
2861	Conflict Management Workshop	✓
2819	Delegation Boot Camp Best Seller	✓
2517	Leadership Skills for Supervisors	✓
2243	Making the Transition from Staff Member to Supervisor Top 10	✓
2231	Making the Transition to Management Best Seller	✓
2508	Management Skills for Experienced Managers	✓
2238	Management Skills for New Managers Top 10	✓
2248	Management Skills for New Supervisors Best Seller	✓
2290	Managing the "Unmanageable": Tough People, Tough Situations Best Seller	✓
2611	Ownership and Accountability: Building a Winning Team New!	✓
2295	Successfully Managing People Best Seller	✓
2602	The 7 Habits for Managers®: Essential Skills and Tools for Leading Teams Best Seller	✓
MARKETING & CUSTOMER SERVICE		
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	✓

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OFFICE SUPPORT		
2294	Management Skills for Administrative Professionals	✓
2268	Partnering with Your Boss: Strategic Skills for Administrative Professionals	✓
2298	Project Management for Administrative Professionals	✓
PROJECT MANAGEMENT		
6595	AMA's Comprehensive Project Management Workshop Best Seller	✗
6548	Essentials of Project Management for the Non-Project Manager Best Seller	✓
6503	Improving Your Project Management Skills: The Basics for Success Top 10	✓
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	✓
PURCHASING & SUPPLY MANAGEMENT		
4265	Fundamentals of Purchasing for the New Buyer	✓
4206	Inventory Management Techniques: Planning, Replenishment and Activities Control	✓
SALES		
5510	Fundamental Selling Techniques for the New or Prospective Salesperson	✓
5520	Principles of Professional Selling	✓
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 Best Seller	✓
2209	Strategy Execution: Getting It Done	✓

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