

SEMINAR SAVINGS PASS

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ELIGIBLE CLASSROOM SEMINARS AND LIVE ONLINE SEMINARS

SEMINAR #	SEMINAR TITLE	DAYS	SEMINAR SAVINGS PASS
ANALYTICAL SKILLS			
2006	Advanced Tools and Techniques for Data Analysis C	2	✓
2558	Analytical Thinking, Problem Solving and Decision Making C	2	✓
2177	Becoming a Data Driven Manager C NEW!	2	✓
2533	Critical Thinking Bestseller C L	2	✓
1112	Data Analysis Fundamentals: A Hands-on Workshop C	2	✓
2034	Design Thinking: A Customer-Centric Process for Rapid Innovation C	2	✓
2162	Developing Your Analytical Skills: How to Research and Present Information Bestseller C L	2	✓
2012	How to Turn Data Into Compelling Visual Presentations C	2	✓
2018	Strategic Thinking C	2	✓
BUSINESS ENHANCEMENT SKILLS			
Professional Effectiveness			
2118	Doing It All: How to Stay Focused and Engaged C	2	✓
2605	Extraordinary Productivity: The 5 Choices That Drive Success™ Top 10 C L	2	✓
2261	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure Bestseller C L	2	✓
2132	Taking On Greater Responsibility: Step-Up Skills for Non-Managers Bestseller C	2	✓
2601	The 7 Habits of Highly Effective People® Signature Edition 4.0 Top 10 C L	3	✓
2233	Time Management Bestseller C L	2	✓
Self-Development			
2188	Assertiveness Training C	3	✓
2527	Assertiveness Training for Managers C	3	✓
2026	Becoming Indispensable: Transforming into a Game Changer C	2	✓
2144	Developing Your Emotional Intelligence Bestseller C L	2	✓
2274	Developing Your Personal Brand and Professional Image C	2	✓
2540	Managing Emotions in the Workplace®: Strategies for Success C	2	✓
2908	The Successful Virtual Team Member L	+	✓
Business Acumen			
2561	AMA's 5-Day "MBA" Workshop Bestseller C	5	✗
2964	Business Acumen Certificate Program C NEW!	3	✓

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

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SEMINAR #	SEMINAR TITLE	DAYS	SEMINAR SAVINGS PASS
BUSINESS EXCELLENCE FOR WOMEN			
2528	Assertiveness Training for Women in Business Bestseller C L	3	✓
2179	Executive Presence for Women Bestseller C	2	✓
2010	Leadership Development for Women C	2	✓
2960	Women's Leadership Certificate Program C Bestseller NEW!	2	✓
2961	Women Leading with Impact: Resilience and Strategic Risk-Taking C NEW!	2	✓
COMMUNICATION			
Interpersonal Skills			
2235	Building Better Work Relationships: New Techniques for Results-Oriented Communication Top 10 C L	3	✓
2962	Business Communication Certificate Program C NEW!	3	✓
2203	Communicating Up, Down and Across the Organization Bestseller C L	2	✓
2210	Communicating with Confidence C	2	✓
2576	Communication and Interpersonal Skills for Technical Professionals C	2	✓
2109	Developing Effective Business Conversation Skills C	2	✓
2031	Effectively Communicating in the Moment C	2	✓
2206	How to Communicate with Diplomacy, Tact and Credibility Top 10 C L	2	✓
2575	Interpersonal Skills for Managers C	3	✓
2146	Mastering the Art of Critical Conversations C	2	✓
2255	Moving Ahead: Breaking Behavior Patterns that Hold You Back C	2	✓
2115	Responding to Conflict: Strategies for Improved Communication Bestseller C L	2	✓
2102	Storytelling Power: Secrets for Exceptional Communication C	2	✓
2578	The Effective Facilitator: Maximizing Involvement and Results C	2	✓
Influencing and Negotiating			
2204	Expanding Your Influence: Understanding the Psychology of Persuasion Bestseller C L	2	✓
2532	Getting Results Without Authority Top 10 C L	2	✓
2513	Negotiating to Win Bestseller C L	2	✓
Writing Skills			
2121	AMA's Business Grammar Workshop C L	2	✓
2211	AMA's 2-Day Business Writing Workshop Bestseller C L	2	✓
2829	Business Writing Made Simple C	2	✓
2216	Effective Technical Writing Bestseller C L	3	✓
2030	The "Write" Way to Lead: Powerful Tools to Create Impact and Inspire Performance C	2	✓
Presentation Skills			
2522	Effective Executive Speaking Bestseller C	3	✓
2868	Presentation Skills Workshop C 1	1	✓
2519	Strategies for Developing Effective Presentation Skills Bestseller C	3	✓
DIVERSITY AND INCLUSION			
8228	Developing a Culture of Respect: How to Cultivate a Harassment-Free Organization C	2	✓
2965	Diversity & Inclusion Certificate Program C NEW!	3	✓
2212	Generational Diversity: Bridging the Gap Through Effective Communication C	2	✓
8860	Sexual Harassment Prevention Workshop C 1	1	✓
2925	Leading in a Diverse and Inclusive Culture C	2	✓
2151	Leadership Strategies for Creating a Respectful Workplace C	2	✓
8802	Finding Common Ground: How to Overcome Unconscious Bias C 1 NEW!	1	✓

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SEMINAR #	SEMINAR TITLE	DAYS	SEMINAR SAVINGS PASS
FINANCE AND ACCOUNTING			
1276	AMA's Advanced Financial Forecasting and Modeling Workshop C L	3	✓
2259	AMA's Comprehensive Budgeting Workshop C	2	✓
1552	AMA's Course on Financial Analysis C	3	✓
1104	AMA's Finance Workshop for Non-Financial Executives C	4	✓
1110	Financial Forecasting C	3	✓
1224	Fixed Asset Management C	2	✓
1201	Fundamentals of Cost Accounting C	3	✓
2218	Fundamentals of Finance and Accounting for Non-Financial Managers Top 10 C L	2	✓
HUMAN RESOURCES AND TRAINING			
8910	AMA Certified Facilitator C NEW!	3	✓
8502	AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA C	2	✓
8506	Fundamentals of Human Resources Management C L	2	✓
8509	Instructional Design for Trainers C	3	✓
8266	Recruiting, Interviewing and Selecting Employees C	3	✓
8110	Succession Planning: Developing Talent from Within C	2	✓
8507	Training the Trainer Bestseller C	3	✓
LEADERSHIP			
2128	Achieving Leadership Success Through People C	3	✓
2134	Advanced Leadership Communication Strategies C	3	✓
2104	AMA's Advanced Executive Leadership Program C	3	✓
2506	Coaching: A Strategic Tool for Effective Leadership C	2	✓
2559	Coaching from a Distance: Developing Your Team When You Can't Be Face to Face L	+	✓
2186	Collaborative Leadership Skills C	2	✓
2501	Developing Executive Leadership Bestseller C L	3	✓
2963	Leadership Certificate Program C NEW!	3	✓
2569	Leadership Skills and Team Development for Technical Professionals C L	3	✓
2912	Leading Disruptive Change and Innovation: Your Plan for Breakthrough Growth C	2	✓
2280	Leading Virtual Teams C L	2	✓
2133	Leading with Emotional Intelligence Bestseller C L	3	✓
7836	Leading Your Team Through Change C	2	✓
2906	Mindful Leadership: Cultivating Excellence from Within C	2	✓
2536	Preparing for Leadership: What It Takes to Take the Lead Bestseller C L	2	✓
2901	Situational Leadership® II Workshop C	2	✓
2546	Strategic Agility and Resilience: Embracing Change to Drive Growth C	2	✓
2604	The 13 Behaviors of High-Trust Leaders C	2	✓
2130	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results Bestseller C L	3	✓
2021	Transformational Leadership: How to Inspire Extraordinary Performance C	2	✓
MANAGEMENT			
2172	AMA Business Boot Camp: Management and Leadership Essentials L	+	✓
2246	Coaching for Outstanding Optimal Performance C	2	✓
2861	Conflict Management Workshop C 1	1	✓
2819	Delegation Boot Camp C 1	1	✓
2508	Improving Your Managerial Effectiveness C	2	✓
2517	Leadership Skills for Supervisors C	3	✓
2243	Making the Transition from Staff Member to Supervisor Top 10 C L	2	✓

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SEMINAR #	SEMINAR TITLE	DAYS	SEMINAR SAVINGS PASS
2231	Making the Transition to Management Bestseller C	2	✓
2238	Management Skills for New Managers Top 10 CL	2	✓
2248	Management Skills for New Supervisors Top 10 CL	2	✓
2290	Managing the Unmanageable: Tough People, Tough Situations C	2	✓
2242	Moving from an Operational Manager to a Strategic Leader Bestseller CL	2	✓
2295	Successfully Managing People Top 10 CL	2	✓
2602	The 7 Habits for Managers: Essential Skills and Tools for Leading Teams Bestseller CL	2	✓
MARKETING			
5537	AMA's Advanced Course in Strategic Marketing C	3	✓
5165	Customer Service Excellence: How to Win and Keep Customers C	2	✓
5512	Fundamentals of Marketing: Your Action Plan for Success CL	2	✓
5597	Successful Product Management C	3	✓
OFFICE AND ADMINISTRATIVE SUPPORT			
2294	Management Skills for Administrative Professionals CL	3	✓
2194	Managing Chaos: Dynamic Time Management, Recall, Reading and Stress Management Skills for Administrative Professionals C	2	✓
2160	Organizing Your Work: New Techniques for Administrative Professionals C	2	✓
2268	Partnering with Your Boss: Strategic Skills for Administrative Professionals C	2	✓
2298	Project Management for Administrative Professionals C	3	✓
PROJECT MANAGEMENT			
6595	AMA's Comprehensive Project Management Workshop Bestseller C	5	✗
6590	AMA's PMP® Exam Prep Express C	3	✓
6523	Best Practices for the Multi-Project Manager C	2	✓
6548	Essentials of Project Management for the Non-Project Manager Bestseller CL	2	✓
6503	Improving Your Project Management Skills: The Basics for Success Top 10 CL	3	✓
6531	Process Management: Applying Process Mapping to Analyze and Improve Your Operation C	3	✓
6216	Program Management C	2	✓
6105	Stakeholder Management: Improving Project Communication C	3	✓
6585	Project Team Leadership: Building Commitment Through Superior Communication C	3	✓
4251	Technical Project Management C	3	✓
PURCHASING AND SUPPLY MANAGEMENT			
4265	Fundamentals of Purchasing for the New Buyer C	3	✓
4115	Global Supply Chain Management: Best Practices in Import and Export Operations C	2	✓
4206	Inventory Management Techniques: Planning, Replenishment and Activities Control C	3	✓
4109	Purchasing Management C	2	✓
SALES			
5598	Advanced Sales Management C	3	✓
5510	Fundamental Selling Techniques for the New or Prospective Salesperson Bestseller CL	2	✓
5227	Fundamentals of Sales Management for the Newly Appointed Sales Manager C	3	✓
5520	Principles of Professional Selling C	3	✓
5235	Selling to Major Accounts: A Strategic Approach C	3	✓
5535	Strategic Sales Negotiations C	2	✓
5289	Territory and Time Management for Salespeople C	2	✓
STRATEGIC PLANNING			
2009	Facilitating an Effective Strategic Planning Process C	3	✓
2565	Fundamentals of Strategic Planning C	2	✓
2526	Strategic Planning Bestseller C	2	✓
2209	Strategy Execution: Getting It Done C	3	✓

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