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## ELIGIBLE CLASSROOM AND LIVE ONLINE SEMINARS

SEMINAR #	SEMINAR TITLE	DAYS	SEMINAR SAVINGS PASS
<b>ANALYTICAL SKILLS</b>			
2006	Advanced Tools and Techniques for Data Analysis <b>C</b>	2	✓
2558	Analytical Thinking, Problem Solving and Decision Making <b>C</b>	2	✓
2533	Critical Thinking <b>Bestseller C L</b>	2	✓
2162	Developing Your Analytical Skills: How to Research and Present Information <b>Bestseller C L</b>	2	✓
1112	Essential Tools and Techniques for Data Analysis <b>C</b>	2	✓
2012	How to Turn Data Into Compelling Visual Presentations <b>C</b>	2	✓
2018	Strategic Thinking <b>C</b>	2	✓
<b>BUSINESS ENHANCEMENT SKILLS</b>			
<b>Professional Effectiveness</b>			
2118	Doing It All: How to Stay Focused and Engaged <b>C</b>	2	✓
2261	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure <b>Bestseller C L</b>	2	✓
2132	Taking On Greater Responsibility: Step-Up Skills for Non-Managers <b>Bestseller C</b>	2	✓
2605	The 5 Choices to Extraordinary Productivity™ <b>Top 10 C L</b>	2	✓
2601	The 7 Habits of Highly Effective People® Signature Edition 4.0 <b>Top 10 C L</b>	3	✓
2233	Time Management <b>Bestseller C L</b>	2	✓
<b>Self-Development</b>			
2178	Achieving Your Goals with Perseverance, Resilience and Grit <b>NEW! C</b>	2	✓
2188	Assertiveness Training <b>C</b>	3	✓
2527	Assertiveness Training for Managers <b>C</b>	3	✓
2026	Becoming Indispensable: Transforming into a Game Changer <b>NEW! C</b>	2	✓
2826	Career Planning: Aligning Your Development to Your Organization's Needs <b>NEW! C 1</b>	1	✓
2208	Creative Thinking for Business <b>C</b>	2	✓
2144	Developing Your Emotional Intelligence <b>Bestseller C L</b>	2	✓
2274	Developing Your Personal Brand and Professional Image <b>C</b>	2	✓
2005	How to Be a Successful Manager as an Introvert <b>C</b>	2	✓
2540	Managing Emotions in the Workplace®: Strategies for Success <b>C</b>	2	✓
2905	Success Skills for the Next Generation <b>NEW! C</b>	2	✓
<b>Business Excellence for Women</b>			
2528	Assertiveness Training for Women in Business <b>Bestseller C L</b>	3	✓
2832	Career Planning for Women <b>NEW! C 1</b>	1	✓
2179	Executive Presence for Women <b>Bestseller C</b>	2	✓
2010	Leadership Development for Women <b>C</b>	2	✓
2850	Negotiation for Women: Strategies for Success <b>NEW! C</b>	0.5	✓

For a complete description of all AMA seminars and scheduled sessions throughout the U.S., please visit [www.amanet.org](http://www.amanet.org)

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

**X** Not eligible for Seminar Savings Pass redemption

SEMINAR #	SEMINAR TITLE	DAYS	SEMINAR SAVINGS PASS
<b>5-Day "MBA"</b>			
2561	AMA's 5-Day "MBA" Workshop <b>Bestseller</b> C	5	X
<b>COMMUNICATION</b>			
<b>Interpersonal Skills</b>			
2235	Building Better Work Relationships: New Techniques for Results-Oriented Communication <b>Top 10</b> C L	3	✓
2212	Communicating Across Generations: Bridging the Gap <b>NEW!</b> C	2	✓
2203	Communicating Up, Down and Across the Organization <b>Bestseller</b> C L	2	✓
2210	Communicating with Confidence C	3	✓
2576	Communication and Interpersonal Skills for Technical Professionals C	2	✓
2109	Developing Effective Business Conversation Skills C	2	✓
2031	Effectively Communicating in the Moment <b>NEW!</b> C	2	✓
2206	How to Communicate with Diplomacy, Tact and Credibility <b>Top 10</b> C L	2	✓
2575	Interpersonal Skills for Managers C	3	✓
2146	Mastering the Art of Critical Conversations <b>NEW!</b> C	2	✓
2255	Moving Ahead: Breaking Behavior Patterns that Hold You Back C	2	✓
2115	Responding to Conflict: Strategies for Improved Communication <b>Bestseller</b> C L	2	✓
2102	Storytelling Power: Secrets for Exceptional Communication <b>NEW!</b> C	2	✓
2578	The Effective Facilitator: Maximizing Involvement and Results C	3	✓
<b>Influencing and Negotiating</b>			
2204	Expanding Your Influence: Understanding the Psychology of Persuasion <b>Bestseller</b> C L	2	✓
2532	Getting Results Without Authority <b>Top 10</b> C L	3	✓
2513	Negotiating to Win <b>Bestseller</b> C L	3	✓
2008	The Secret to Getting Through to Anyone C	2	✓
<b>Writing Skills</b>			
2121	AMA's Business Grammar Workshop <b>Bestseller</b> C L	2	✓
2211	AMA's 2-Day Business Writing Workshop <b>Bestseller</b> C L	2	✓
2266	Business Writing for the Multilingual Professional C	3	✓
2829	Business Writing Made Simple <b>NEW!</b> C	2	✓
2216	Effective Technical Writing <b>Bestseller</b> C L	3	✓
2030	The "Write" Way to Lead: Powerful Tools to Create Impact and Inspire Performance <b>NEW!</b> C	2	✓
<b>Presentation Skills</b>			
2522	Effective Executive Speaking <b>Bestseller</b> C	3	✓
2031	Effectively Communicating in the Moment <b>NEW!</b> C	2	✓
2868	Presentation Skills Workshop C 1	1	✓
2519	Strategies for Developing Effective Presentation Skills <b>Bestseller</b> C	3	✓
<b>FINANCE AND ACCOUNTING</b>			
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	✓
1521	AMA's Course on Mergers and Acquisitions C	3	X
1104	AMA's Finance Workshop for Non-Financial Leaders 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 <b>Top 10</b> C L	3	✓
1206	The Strategic Controller: Adding Value to Your Organization C	3	✓

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C Classroom L Live Online Seminar 1 1-Day Workshop

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SEMINAR #	SEMINAR TITLE	DAYS	SEMINAR SAVINGS PASS
<b>HUMAN RESOURCES AND TRAINING</b>			
8502	AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA <b>C</b>	2	✓
8506	Fundamentals of Human Resources Management <b>C L</b>	3	✓
8509	Instructional Design for Trainers <b>C</b>	3	✓
8245	Protecting Your Organization: Conducting Effective Investigations <b>NEW! C</b>	2	✓
8266	Recruiting, Interviewing and Selecting Employees <b>C</b>	3	✓
8110	Succession Planning: Developing Talent from Within <b>C</b>	2	✓
8507	Training the Trainer <b>Bestseller C</b>	3	✓
<b>LEADERSHIP</b>			
2128	Achieving Leadership Success Through People <b>C</b>	3	✓
2134	Advanced Leadership Communication Strategies <b>C</b>	3	✓
2104	AMA's Advanced Executive Leadership Program <b>C</b>	3	✓
2506	Coaching: A Strategic Tool for Effective Leadership <b>C</b>	3	✓
2559	Coaching from a Distance: Developing Your Team When You Can't Be Face to Face <b>L</b>	+	✓
2186	Collaborative Leadership Skills <b>C</b>	2	✓
2501	Developing Executive Leadership <b>Bestseller C L</b>	3	✓
5228	Essentials of Alliances and Joint Ventures for Business Professionals <b>C</b>	2	✓
2919	Leader as Teacher: Helping People Learn and Grow <b>NEW! C</b>	2	✓
2239	Leadership and Team Development for Managerial Success <b>C</b>	2	✓
2569	Leadership Skills and Team Development for Technical Professionals <b>C L</b>	3	✓
2151	Leadership Strategies for Creating a Respectful Workplace <b>C</b>	2	✓
2925	Leading in a Diverse and Inclusive Culture <b>NEW! C</b>	2	✓
2280	Leading Virtual Teams <b>C L</b>	2	✓
2133	Leading with Emotional Intelligence <b>Bestseller C L</b>	3	✓
2906	Mindful Leadership: Cultivating Excellence from Within <b>NEW! C</b>	2	✓
2536	Preparing for Leadership: What It Takes to Take the Lead <b>Bestseller C L</b>	2	✓
2901	Situational Leadership® II Workshop <b>C</b>	2	✓
2130	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results <b>Bestseller C L</b>	3	✓
2021	Transformational Leadership: How to Inspire Extraordinary Performance <b>NEW! C</b>	2	✓
2207	What Got You Here Won't Get You There <b>C</b>	2	✓
<b>MANAGEMENT</b>			
2172	AMA Business Boot Camp: Management and Leadership Essentials <b>L</b>	+	✓
2246	Coaching and Counseling for Outstanding Job Performance <b>C</b>	3	✓
2861	Conflict Management Workshop <b>C 1</b>	1	✓
2819	Delegation Boot Camp <b>C 1</b>	1	✓
2508	Improving Your Managerial Effectiveness <b>C</b>	3	✓
2517	Leadership Skills for Supervisors <b>C</b>	3	✓
2243	Making the Transition from Staff Member to Supervisor <b>Top 10 C L</b>	2	✓
2231	Making the Transition to Management <b>Bestseller C</b>	2	✓
2238	Management Skills for New Managers <b>Top 10 C L</b>	3	✓
2248	Management Skills for New Supervisors <b>Top 10 C L</b>	3	✓
2290	Managing the Unmanageable: Tough People. Tough Situations <b>NEW! C</b>	2	✓
2285	Managing Today's Technical Professionals <b>C L</b>	3	✓
2242	Moving from an Operational Manager to a Strategic Leader <b>Bestseller C L</b>	2	✓
2295	Successfully Managing People <b>Top 10 C L</b>	3	✓
2602	The 7 Habits of Highly Effective People® for Managers <b>Bestseller C L</b>	2	✓

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SEMINAR #	SEMINAR TITLE	DAYS	SEMINAR SAVINGS PASS
<b>OFFICE AND ADMINISTRATIVE SUPPORT</b>			
2294	Management Skills for Administrative Professionals <b>C L</b>	3	✓
2194	Managing Chaos: Dynamic Time Management, Recall, Reading and Stress Management Skills <b>C</b> for Administrative Professionals <b>C</b>	2	✓
2160	Organizing Your Work: New Techniques for Administrative Professionals <b>C</b>	2	✓
2268	Partnering with Your Boss: Strategic Skills for Administrative Professionals <b>C</b>	2	✓
2298	Project Management for Administrative Professionals <b>C</b>	3	✓
<b>PROJECT MANAGEMENT</b>			
6595	AMA's Comprehensive Project Management Workshop <b>Bestseller C</b>	5	✗
6590	AMA's PMP® Exam Prep Express <b>C</b>	3	✓
6523	Best Practices for the Multi-Project Manager <b>C</b>	2	✓
6548	Essentials of Project Management for the Non-Project Manager <b>Bestseller C L</b>	2	✓
6503	Improving Your Project Management Skills: The Basics for Success <b>Top 10 C L</b>	3	✓
6531	Process Management: Applying Process Mapping to Analyze and Improve Your Operation <b>C</b>	3	✓
6216	Program Management <b>NEW! C</b>	2	✓
4251	Project Management for IT and Technical Professionals <b>C</b>	3	✓
6105	Project Stakeholder Management <b>C</b>	3	✓
6585	Project Team Leadership: Building Commitment Through Superior Communication <b>C</b>	3	✓
<b>PURCHASING AND SUPPLY MANAGEMENT</b>			
9801	Contracting Officer's Representative (COR) Level I Training <b>C 1</b>	1	✓
9405	Contracting Officer's Representative (COR) Level II Training <b>C</b>	5	✓
4265	Fundamentals of Purchasing for the New Buyer <b>C</b>	3	✓
4115	Global Supply Chain Management: Best Practices in Import and Export Operations <b>NEW! C</b>	2	✓
4206	Inventory Management Techniques: Planning, Replenishment and Activities Control <b>C</b>	3	✓
4109	Purchasing Management <b>C</b>	2	✓
<b>SALES AND MARKETING</b>			
5598	Advanced Sales Management <b>C</b>	3	✓
5537	AMA's Advanced Course in Strategic Marketing <b>C</b>	3	✓
5286	Aligning Sales and Marketing: Success through Collaboration <b>NEW! C</b>	2	✓
5165	Customer Service Excellence: How to Win and Keep Customers <b>C</b>	2	✓
2607	FranklinCovey Comprehensive Sales Performance Workshop <b>NEW! C</b>	3	✓
5510	Fundamental Selling Techniques for the New or Prospective Salesperson <b>Bestseller C L</b>	2	✓
5512	Fundamentals of Marketing: Your Action Plan for Success <b>C L</b>	2	✓
5227	Fundamentals of Sales Management for the Newly Appointed Sales Manager <b>C</b>	3	✓
5520	Principles of Professional Selling <b>C</b>	3	✓
5235	Selling to Major Accounts: A Strategic Approach <b>C</b>	3	✓
5535	Strategic Sales Negotiations <b>C</b>	2	✓
5597	Successful Product Management <b>C</b>	3	✓
5289	Territory and Time Management for Salespeople <b>C</b>	2	✓
<b>STRATEGIC PLANNING</b>			
2009	Facilitating an Effective Strategic Planning Process <b>C</b>	3	✓
2565	Fundamentals of Strategic Planning <b>C</b>	2	✓
2546	Strategic Agility and Resilience: Embracing Change to Drive Growth <b>C</b>	2	✓
2526	Strategic Planning <b>Bestseller C</b>	3	✓
2209	Strategy Execution: Getting It Done <b>C</b>	3	✓

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