

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that—our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

Boosting Performance by Improving the Way You Organize Yourself

Unsure how to prioritize tasks? Facing information overload? Unclear if you can meet deadlines?

If you are experiencing these kinds of difficulties, your professional success is at stake. In this course, you will learn basic techniques and methods to manage your time efficiently. Get a handle on how to make better use of the various modes of communication to exchange information and acquire new, more effective skills and approaches that will save time and free up more energy to do other things.

When you apply these new-found skills, you will see progress immediately as you gain control over your work life and feel a sense of well-being that extends to your time outside the office.

How You Will Benefit

- Clarify your priorities and organize your time accordingly
- Identify and eliminate your personal time wasters
- Set truly achievable objectives
- Rely on your memory to increase your effectiveness
- Take notes that you can fully understand later
- Choose the appropriate methods for communicating and exchanging information
- Make better use of email
- Experience less stress and greater effectiveness
- Make better decisions on how you will use your time and focus on priorities
- Formulate your goals more effectively and see measurable results