

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.

Need help? Contact 1-877-566-9441 or visit www.amanet.org/2118

Doing it All: How to Stay Focused and Engaged

Develop self-direction skills to maximize your productivity regardless of distractions so you can get focused and stay focused.

For many of us, our “new normal” job means that we’ve inherited work from others, and are multitasking 24/7. Many times, we’re expected to produce positive results with fewer resources. It’s not surprising that maintaining focus and staying engaged can be a major hurdle. With so many simultaneous demands on your time, sustaining focused energy is no longer an option. It’s a “must have” skill for doing your job, and doing it well.

In this seminar you will get your work world into clear focus and in sync with those around you. You will learn tools that help you get into productive flow whenever you need to and how to get back on track when you are thrown off course. You will leave with tools that help you make the best of your innate strengths, mitigate your challenges, and stay focused. You will also learn how to stay in focus and on a productive course when others around you are throwing distractions and barriers in your way.

How You Will Benefit

- Get a complete picture of your work load to reduce emergency fire drills
- Be able to clear your mind and snap back into focus at a moment's notice
- Have a process to get in focus and stay there
- Have behaviors to help you stay energized and engaged
- Learn your “Primary Work Style” and how to make it work for you
- Know the three most important questions to ask for instant clarity and focus
- Set up your environment and tools to work for you, not against you
- Implement techniques for eliminating your worst interruptions
- Deal with necessary disruptions without destroying your productivity flow

What You Will Cover

- Assessing your focus levels
- Identifying the “pitfalls “ in your systems that throw you out of focus
- Building a command-central tool for safe storage of all commitments
- Using anticipation tools to cut distractions and emergencies
- Assessing your “hard-wired” strengths and weaknesses

- Minimizing negative energy and stress that saps your strength
- Utilizing “snap back” tools to immediately regain focus
- Slowing down so you can speed through your day’s work
- Utilizing the right tools for your sensory style: auditory, visual or tactile

Who Should Attend

Anyone who is expected to deliver maximum productivity and results at work despite interruptions, an excessive workload and other obstacles.

Schedule

- [2] days - \$2,095 Non Members
- [2] days - \$1,895 AMA Members
- [2] days - \$1,795 GSA

Credits

1.2 CEU

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