

## 2019–20 Training Course Catalog

Accountability at Work \* Adapting Your Leadership Style \* Analytical Thinking Skills \* The Art of Influencing Others \* Assertiveness Skills \* **Balancing Priorities \*** Behavioral Interviews \* **Business Etiquette \*** Coaching Conversations \* Coaching for Development \* Creative Problem Solving \* Creative Problem Solving – Applied\* Critical Thinking Skills \* Critical Thinking Skills - Applied \* Cultural Competency \* Delegating for Growth \* **Developing Positive Relationships at** Work\* **Developing Your Direct Reports \* Diversity Awareness \*** Effective Listening Skills \* **Effective Negotiation Skills** Effective Risk-Taking \* Emotional Intelligence \* **Employee Engagement \*** Ethics in the Workplace \* Financial Intelligence \* Fundamentals of Strategic Planning\*

How to Make Yourself Indispensable \* How to Manage Your Emotions \* Ideas Into Action \* Increasing Your Emotional Intelligence\* Leadership 101 \* Leading Others Through Change \* Learning to Manage \* Managing Offsite Employees \* **Managing Teams** Managing Up \* Meetings\* Mental Models \* Mentoring 101\* Motivating Employees to be Their Best\* Navigating Difficult Conversations \* **Onboarding**\* **Ongoing Performance Development \* Organizational Trust** \* **Performance Management** Practical Project Management\* Productive Work Habits \* Put it in Writing \* Selling Essentials: Understanding the Sales Cycle\* Selling Essentials: Prospecting and Territory Management\* Selling Essentials: Opening the Sales Call\*

Selling Essentials: What to Ask & How to Listen\* Selling Essentials: Presenting Solutions, **Overcoming Objections & Closing the Sale\*** Selling Essentials: Developing Clients for Life\* Selling Essentials: Coaching for Performance\* Skillful Collaboration \* Social Media at Work \* Solid Business Writing \* Succession Planning \* Super Manager \* Supervisor Communication Skills \* Systems Thinking \* Taking Control of Conflict \* Taking Initiative \* Talk Like a Leader \* Team Chemistry \* Team Excellence \* Time Management \* The Toughest Supervisor Challenges \* Train the Trainer\* What Customers Really Want Why We Struggle with Tough Decisions\* Women and Leadership \*

Titles with a \* are also available in e-Learningformat.

TIER1 MANAGEMENT CONSULTING LLC 235 Peachtree Street NE, Suite 400, Atlanta, GA • (678) 7659628• <u>info@tier1mgmt.net</u> www.tier1mgmt.net