

# SEMINAR SAVINGS PASS

## Give Everyone on Your Team the Skills They Need!



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### AMA SEMINARS (Live Online or In-Person Classes)

SEMINAR #	SEMINAR TITLE	SEMINAR SAVINGS PASS
<b>ANALYTICAL SKILLS</b>		
2178	Achieving Success through Perseverance and Resilience <b>New!</b>	✓
2006	Advanced Tools and Techniques for Data Analysis	✓
2558	Analytical Thinking, Problem Solving and Decision Making	✓
2533	Critical Thinking <b>Bestseller</b>	✓
1112	Data Analysis Fundamentals: A Hands-on Workshop	✓
2162	Developing Your Analytical Skills: How to Research and Present Information <b>Bestseller</b>	✓
2012	How to Turn Data Into Compelling Visual Presentations	✓
2034	Innovation and Design Thinking Certificate Program	✓
2018	Strategic Thinking	✓
2177	Using Data to Drive Strategy	✓
<b>BUSINESS ENHANCEMENT SKILLS</b>		
2914	Adaptability: The Key for Mastering Change <b>New!</b>	✓
2561	AMA's 5-Day "MBA" Certificate Program <b>Bestseller</b>	✗
2188	Assertiveness Training	✓
2527	Assertiveness Training for Managers	✓
2964	Business Essentials Certificate Program	✓
2144	Developing Your Emotional Intelligence <b>Bestseller</b>	✓
2118	Doing It All: How to Stay Focused and Engaged	✓
2605	Extraordinary Productivity: The 5 Choices That Drive Success <b>Top 10</b>	✓
2261	Managing Chaos: Tools to Set Priorities and Make Decisions Under Pressure <b>Bestseller</b>	✓
2540	Managing Emotions in the Workplace: Strategies for Success	✓
2132	Taking On Greater Responsibility: Step-Up Skills for Non-Managers <b>Bestseller</b>	✓
2601	The 7 Habits of Highly Effective People Signature Edition 4.0 <b>Top 10</b>	✓
2908	The Successful Virtual Team Member <b>L</b>	✓
2233	Time Management <b>Bestseller</b>	✓

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SEMINAR #	SEMINAR TITLE	SEMINAR SAVINGS PASS
<b>BUSINESS EXCELLENCE FOR WOMEN</b>		
2528	Assertiveness Training for Women in Business <b>Bestseller</b>	✓
2179	Executive Presence for Women <b>Bestseller</b>	✓
2010	Leadership Development for Women	✓
2961	Women Leading with Impact: Resilience and Strategic Risk-Taking	✓
2960	Women's Leadership Certificate Program <b>Bestseller</b>	✓
2874	Women's Leadership Workshop	✓
<b>CERTIFIED PROFESSIONAL IN MANAGEMENT</b>		
2966	Certified Professional in Management Exam Prep Course	✓
2978	Certified Professional in Management Exam Prep Crash Course <b>L</b>	✓
2986	Certified Professional in Management Exam Prep Express <b>L</b>	✓
<b>COMMUNICATION</b>		
<b>Interpersonal Skills</b>		
2575	7 Interpersonal Skills of Great Managers	✓
2235	Building Better Work Relationships: New Techniques for Results-Oriented Communication <b>Top 10</b>	✓
2962	Business Communication Certificate Program	✓
2203	Communicating Up, Down and Across the Organization <b>Bestseller</b>	✓
2210	Communicating with Confidence	✓
2576	Communication and Interpersonal Skills for Technical Professionals	✓
2109	Developing Effective Business Conversation Skills	✓
2031	Effectively Communicating in The Moment	✓
2206	How to Communicate with Diplomacy, Tact and Credibility <b>Top 10</b>	✓
2146	Mastering the Art of Critical Conversations	✓
2255	Moving Ahead: Breaking Behavior Patterns That Hold You Back	✓
2115	Responding to Conflict: Strategies for Improved Communication <b>Bestseller</b>	✓
2102	Storytelling Power: Secrets for Exceptional Communication	✓
2578	The Effective Facilitator: Maximizing Involvement and Results	✓
<b>Influencing</b>		
2204	Expanding Your Influence: Understanding the Psychology of Persuasion <b>Bestseller</b>	✓
2532	Getting Results Without Authority <b>Top 10</b>	✓
2513	Negotiating to Win <b>Bestseller</b>	✓
<b>Business Writing</b>		
2121	AMA's Business Grammar Workshop	✓
2211	AMA's 2-Day Business Writing Workshop <b>Bestseller</b>	✓
2829	Business Writing Made Simple	✓
2216	Effective Technical Writing <b>Bestseller</b>	✓
<b>Presentation Skills</b>		
2522	Effective Executive Speaking <b>Bestseller</b>	✓
2868	Presentation Skills Workshop	✓
2519	Strategies for Developing Effective Presentation Skills <b>Bestseller</b>	✓
2968	Virtual Presentation Certificate Program <b>L</b>	✓
<b>DIVERSITY, EQUITY, INCLUSION, &amp; BELONGING (DEI&amp;B) TRAINING</b>		
2965	Diversity, Equity and Inclusion Certificate Program	✓
8802	Finding Common Ground: How to Overcome Unconscious Bias	✓
2151	Leadership Strategies for Creating a Respectful Workplace	✓
2925	Leading in a Diverse, Equitable and Inclusive Culture	✓
2969	Moving from Inclusion to Belonging: How to Shift from Intent to Impact <b>New!</b>	✓

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<b>FINANCE AND ACCOUNTING</b>		
1276	AMA's Advanced Financial Forecasting and Modeling Workshop	✓
2259	AMA's Comprehensive Budgeting Workshop	✓
1552	AMA's Course on Financial Analysis	✓
1104	AMA's Finance Workshop for Non-Financial Executives	✓
1110	Financial Forecasting	✓
1224	Fixed Asset Management	✓
1201	Fundamentals of Cost Accounting	✓
2218	Fundamentals of Finance and Accounting for Non-Financial Managers <b>Top 10</b>	✓
1206	The Strategic Controller: Adding Value to Your Organization	✓
<b>HUMAN RESOURCES AND TRAINING</b>		
8502	AMA's Employment Law Course: Avoiding the Legal Pitfalls of EEO, FMLA and ADA	✓
8507	AMA's Training Certificate Program <b>Bestseller</b>	✓
8115	AMA's Virtual Training Certificate Program	✓
8506	Fundamentals of Human Resources Management	✓
8509	Instructional Design Certificate Program	✓
8266	Recruiting, Interviewing and Selecting Employees	✓
<b>LEADERSHIP</b>		
2128	Achieving Leadership Success Through People	✓
2134	Advanced Leadership Communication Strategies	✓
2546	Agile Leadership and Strategy	✓
2104	AMA's Advanced Executive Leadership Program	✓
2250	Building a Culture of Innovation for Hybrid and Remote Teams <b>New!</b>	✓
2506	Coaching Certificate Program	✓
2559	Coaching from a Distance: Developing Your Team When You Can't Be Face to Face <b>L</b>	✓
2186	Collaborative Leadership Skills	✓
2501	Developing Executive Leadership <b>Bestseller</b>	✓
2239	Leadership and Team Development for Managerial Success	✓
2963	Leadership Certificate Program	✓
2569	Leadership Skills and Team Development for Technical Professionals	✓
2912	Leading Disruptive Change and Innovation: Your Plan for Breakthrough Growth	✓
2280	Leading Virtual Teams	✓
2133	Leading with Emotional Intelligence <b>Bestseller</b>	✓
2906	Mindful Leadership: Cultivating Excellence from Within	✓
2536	Preparing for Leadership: What It Takes to Lead <b>Bestseller</b>	✓
2604	The 13 Behaviors of High-Trust Leaders	✓
2901	The SLII Experience™ – Powering Inspired Leaders <b>C</b>	✓
2130	The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results <b>Bestseller</b>	✓
2021	Transformational Leadership: How to Inspire Extraordinary Performance	✓
<b>MANAGEMENT</b>		
2172	AMA Business Boot Camp: Management and Leadership Essentials <b>L</b>	✓
2246	Coaching for Optimal Performance <b>C</b>	✓
2861	Conflict Management Workshop	✓
2819	Delegation Boot Camp	✓
2508	Improving Your Managerial Effectiveness	✓
2517	Leadership Skills for Supervisors	✓
2243	Making the Transition from Staff Member to Supervisor <b>Top 10</b>	✓
2231	Making the Transition to Management <b>Bestseller</b>	✓

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2238	Management Skills for New Managers <b>Top 10</b>	✓
2248	Management Skills for New Supervisors <b>Top 10</b>	✓
2254	Managing Hybrid Teams <b>New!</b>	✓
2290	Managing the "Unmanageable": Tough People, Tough Situations	✓
2242	Moving from an Operational Manager to a Strategic Leader <b>Bestseller</b>	✓
2295	Successfully Managing People <b>Top 10</b>	✓
2602	The 7 Habits for Managers: Essential Skills and Tools for Leading Teams <b>Bestseller</b>	✓
<b>MARKETING AND CUSTOMER SERVICE</b>		
5537	AMA's Advanced Course in Strategic Marketing	✓
5166	Becoming a Trusted Advisor: How to Develop More Valuable Customer Relationships <b>New!</b>	✓
5165	Customer Service Excellence: How to Win and Keep Customers	✓
5512	Fundamentals of Marketing: Your Action Plan for Success	✓
5597	Successful Product Management	✓
<b>OFFICE SUPPORT</b>		
2294	Management Skills for Administrative Professionals	✓
2194	Managing Chaos: Dynamic Time Management, Recall, Reading and Stress Management Skills for Administrative Professionals	✓
2268	Partnering with Your Boss: Strategic Skills for Administrative Professionals	✓
2298	Project Management for Administrative Professionals	✓
<b>PROJECT MANAGEMENT</b>		
6595	AMA's Comprehensive Project Management Workshop <b>Bestseller</b>	✗
6523	Best Practices for the Multi-Project Manager	✓
6548	Essentials of Project Management for the Non-Project Manager <b>Bestseller</b>	✓
6503	Improving Your Project Management Skills: The Basics for Success <b>Top 10</b>	✓
6108	LEAN Process Improvement: Delivering More with Less <b>C</b>	✓
6598	PMP Exam Prep Course	✓
6531	Process Management: Applying Process Mapping to Analyze and Improve Your Operation	✓
6216	Program Management	✓
6585	Project Team Leadership: Building Commitment Through Superior Communication	✓
4251	Technical Project Management	✓
<b>PURCHASING MANAGEMENT</b>		
4265	Fundamentals of Purchasing for the New Buyer	✓
4115	Global Supply Chain Management: Best Practices in Import and Export Operations	✓
4206	Inventory Management Techniques: Planning, Replenishment and Activities Control	✓
<b>SALES</b>		
5598	Advanced Sales Management	✓
5510	Fundamental Selling Techniques for the New or Prospective Salesperson <b>Bestseller</b>	✓
5520	Principles of Professional Selling	✓
5227	Sales Management Certificate Program	✓
5235	Selling to Major Accounts: A Strategic Approach	✓
5535	Strategic Sales Negotiations	✓
5289	Territory and Time Management for Salespeople	✓
<b>STRATEGIC PLANNING</b>		
2009	Facilitating an Effective Strategic Planning Process	✓
2565	Fundamentals of Strategic Planning	✓
2526	Strategic Planning <b>Bestseller</b>	✓
2209	Strategy Execution: Getting It Done	✓

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