



Corporate Training & Development at AIM

Getting Results through Others

Objectives:

- Increase your confidence, skills, and techniques to get work done through others.
- Strengthen relationships through enhanced interpersonal and communication skills.
- Develop methods and techniques to increase individual and team accountability.
- Empower your employees through individually developed SMART Goals, which focus energy on High Payoff Activities.

Audience: Managers & Supervisors with six months or more experience

Schedule:

- 9 interactive sessions
- 2.5 hours per session

Basic Supervision

Objectives:

- Build confidence in your new role.
- Establish a positive presence, develop credibility, and provide positive feedback.
- Plan, organize, communicate, and flex your individual style with ease.
- Use delegation for effective employee development, time management, and motivation.

Audience: New Managers, Supervisors, & Team Leaders

Schedule:

- 7 interactive sessions
- 2.5 hours per session

Improving Performance & Results

Objectives:

- Enhance your personal and organizational productivity.
- Increase your ability to manage yourself, not your time, with self discipline.
- Strengthen relationships through positive mental attitude & mastering intentional communication.
- Improve goal setting and personal accountability to achieve greater success.

Audience: Managers, Supervisors, Team Leaders, & Sales

Schedule:

- 7 interactive sessions
- 2.5 hours per session

Crucial Coaching & Conversations

Objectives:

- Build confidence to confront others respectfully.
- Close the gap between your intent and other's perceptions.
- Confront an issue in a way that builds trust.
- Understand new methods to stay in dialogue, even when you are frustrated.

Audience: Managers, Team Leaders, Sales & Customer Service

Schedule:

- 2 interactive sessions
- 3.5 hours per session

Powerful Presentations

Objectives:

- Practice technologies used to overcome the fear associated with being a presenter.
- Use a presentation mapping tool designed to ensure success.
- Effectively lead small and large group meetings.

Audience: Managers, Sales, & Team Leaders

Schedule:

- 2 interactive sessions
- 7 hours per session

Call AIM today to get the 2010 AIM Training Schedules
All programs can be tailored for your business and your employees at your location!