



# Corporate Training & Development

## AIM Training Center : 2009 Schedule

### 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.
- Use delegation to develop employee career growth and time management.
- Empower your employees through individually developed SMART Goals, which focus energy on High Payoff Activities.

#### Audience:

- Managers & Supervisors with six months or more experience

#### Kick Off Dates:

- February 13th, 2009
- May 7th, 2009
- September 3rd, 2009

*9 sessions, occurring every other week*

### 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.
- Provide appropriate direction to employees while developing the skills to support career growth.

#### Audience:

- New Managers, Supervisors, and Team Leaders

#### Kick Off Dates:

- January 29th, 2009
- September 18th, 2009

*6 interactive training sessions*

### 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.
- Set the stage to make it safe for everyone to talk.
- Understand new methods to stay in dialogue, even when you are frustrated.

#### Audience:

- New Managers, Supervisors, and Team Leaders

#### Class Dates:

- January 9th & 30th, 2009
- May 7th & 21st, 2009
- August 13th & 27th, 2009

### 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 People, & Team Leaders

#### Class Dates:

- March 10th & 24th, 2009
- September 22nd & October 6th, 2009

*All programs can be tailored for your business and your employees at your location!*

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