



Specialists in Human Capital Management www.wendling.com

The Effective Manager Series (Fourteen Modules)

This fast-paced customized series of 14 management seminars on video has been designed to convey the greatest amount of useable information in the shortest possible amount of time. The material in each program is based on management seminars that have been developed for and presented to leading corporations for several years.

Each program is a condensation of 21 valuable ideas, methods and techniques drawn from years of practical experience. More than 100 hours of reading, research and planning have gone into each mini-seminar, giving you just the essential material that you need to be more effective-immediately.

Because these programs have been developed as presentations for live audiences, they are fast moving, entertaining, informative and enjoyable to watch. Brian Tracy is a master of the video medium; thousands of people in many countries attend his video seminars every month.

The idea behind this series was the discovery that 80 percent of the value of the information on any subject is contained in less than 20 percent of the material available. In this series, you get only the top 20 percent of ideas-the techniques you can begin applying today to be more effective and achieve better results.

You save time, you save money, and you get high-quality, low-cost professional instruction in the key management areas where you must be knowledgeable if you want to fulfill your potential in your organization.

Seminar Titles:

1. Setting Business Strategy
2. Leadership: The Critical Difference
3. The Excellent Manager
4. How to Hire; How to Fire
5. Delegating and Supervising
6. Motivating People Toward Peak Performance

7. Managing Meetings that Get Results
8. Negotiating Strategies and Tactics
9. Executive Time Management
10. Marketing Strategy for Fast Growth
11. How to Sell Well
12. The Creative Manager
13. Superior Sales Management
14. Pathways Toward Personal Progress

Facilitation

Participants learn how to better organize their work and personal lives. This multi-media program can be given by inside facilitators or outside professionals. Complete with workbooks, exercises, and audiotape reinforcement.

Contact

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