

PRIMEMANAGER™

Who should attend?

This course is designed for those individuals in the semiconductor industry who require the practical guidelines for troubleshooting, brainstorming, developing staff, and building teams.

Course Benefits

Increase knowledge of techniques and tools needed for successful business performance.
Improve skills that affect daily business operations.

Course Objectives

- Recognize what makes an effective manager and create a personal development plan.
- Control body language and improve your managerial communication skills.
- Develop listening techniques to enhance your managerial communication skills.
- Use assertiveness to maintain positive control of difficult situations.
- Identify root causes, investigate contributing factors, and prioritize solutions.
- Investigate inventive strategies to generate creative solutions.
- Take control of a project and put decisions into practice.
- Successfully delegate assignments to your work team.
- Coach to increase the performance of your staff.
- Use the PERFORM evaluation tool to measure and enhance staff performance.
- Assess individual team members and build strong, performing teams.
- Develop motivational strategies to help your team reach their performance goals.
- Prepare for effective team briefings.
- Analyze and generate positive resolutions to conflict.

Course Modules

1. *Roles of a Manager*
2. *Speak without Talking*
3. *Manage Better by Listening*
4. *Assert to Achieve*
5. *Identify the Core Problem*
6. *Solve Problems Creatively*
7. *Implement Solutions Decisively*
8. *Delegate for Results*
9. *Coach for Achievement*
10. *Evaluate Staff Performance*
11. *Create an Invincible Team*
12. *Inspire Team Success*
13. *Team Briefings for Success*
14. *Resolve Conflicts Positively*

Registration Information

Prerequisites: None

Course Length: 26 Hours

Course Type: Web-based Training

Course Number: TRNWEB-66

To enroll or for more information on our products and services, please call our registrar at one of the numbers below or go to www.appliedtraining.com.

- 1-800-468-8888, option 4 (United States)
- 1-512-272-0027 (International)

Computer System Requirements:

Attending this course requires a Windows 98, NT, 2000 or XP computer using Internet Explorer 5.5 or higher. 128MB RAM or higher and high-speed Internet access is also highly recommended.