

PRIMEEFFECTIVENESS™

Who should attend?

This course is designed for those individuals in the semiconductor industry who require the knowledge and skills that support personnel management.

Course Benefits

Increase knowledge of:

Communication skills.

Interpersonal relationship skills.

Individual productivity in the workplace.

Course Objectives

- Measure and calculate the costs of stress.
- Develop SMART goals.
- Prioritize and schedule activities to achieve your goals.
- Assert your influence to bring out desired reactions from others.
- Deliver the intended message and manage feedback constructively.
- Understand, improve, and refine your influencing style.
- Describe techniques you can use to effectively handle personality differences.
- Evaluate strategies to use when confronted with an on-going problem.

Course Modules

1. *Measuring Stress*
2. *Developing "SMART" Goals*
3. *Time Management*
4. *Assert Your Influence*
5. *Communicate Your Goals*
6. *Recognize Work Styles*
7. *Respond to Challenges*
8. *Cope with Conflict*

Registration Information

Prerequisites: *None*

Course Length: *28 Hours*

Course Type: *Web-based Training*

Course Number: *TRNWEB-68*

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.