



# TRAINING & DEVELOPMENT CLASS CATALOG

## PARTNERS IN BENEFITS

SBAM Premium, VIP & Elite members are eligible to register for Courses at ASE member prices.

You must be logged in as an SBAMmember to access the DISCOUNT CODE AT TIME OF REGISTRATION.

## CONTACT

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[www.sbam.org/ase](http://www.sbam.org/ase)

## COMMUNICATE CONFIDENTLY

### MEMBER COST: \$275

This course is an in-person or virtual full-day class and the purpose of this training is to increase participant's ability to communicate their thoughts and ideas with confidence while strengthening their professional relationships and rapport.

#### Related Certifications:

LP Certification  
CS Certification

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CLASS REGISTRATION](#)

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## CONFLICT PREVENTION AND RESOLUTION

### MEMBER COST: \$275

This course is an in-person or virtual full-day class and the purpose of this training is to improve an individual's reactions/responses to confrontations and interact with others more tactfully, consistently and professionally.

#### Related Certifications:

LP Certification  
CS Certification

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CLASS REGISTRATION](#)

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## FINANCE FOR NON-FINANCIAL PEOPLE

### MEMBER COST: \$275

This course is an in-person or virtual full-day class and will introduce and explain the basic finance terms, concepts, and tools.

Participants will explore how to speak the language of finance as well as read and understand the typical reports used by the finance and business leaders in the company.

#### Related Certifications:

LP Certification  
CS Certification

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## GOAL SETTING

### MEMBER COST: \$275

This course is an in-person or virtual full-day class and will help participants identify priorities and set goals. This is an interactive program where participants will engage in several activities that will enhance their effectiveness, productivity, and success professionally and personally. Participants will learn the power of properly written goals.

#### Related Certifications:

HR Certification  
LP Certification  
CS Certification

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## LEADERSHIP ESSENTIALS

### MEMBER COST: \$275

This course is an in-person or virtual full-day class and will provide insight on how to be an outstanding leader and achieve excellence in self and others.

#### Related Certifications:

LP Certification

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## MANAGING PROBLEM EMPLOYEES

### MEMBER COST: \$165

This course is an in-person or virtual half-day class and participants will hear why problem employees need to be managed carefully. This program will help identify problem employees, introduce strategies necessary for effective management, and review documentation techniques that will both support termination and prevent against arbitration issues and legal liability.

#### Related Certifications:

HR Certification  
LP Certification  
CS Certification

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## NEGOTIATION SKILLS

**MEMBER COST: \$295**

This course is an in-person full-day class and the purpose of this training is to provide participants with an opportunity to explore their own negotiating style and practice negotiating in a risk free environment.

**Related Certifications:**

CS Certification  
HR Certification  
LP Certification

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## PROBLEM SOLVING SKILLS

**MEMBER COST: \$275**

This course is an in-person or virtual full-day class and the purpose of this training is to introduce new ideas and strategies to solve business problems in the workplace.

**Related Certifications:**

LP Certification  
AA Certification  
CS Certification

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## SUPERVISE WITH SUCCESS

**MEMBER COST: \$275**

This course is an in-person or virtual course and the purpose of this training is to help participants understand the role of a supervisor and identify skills needed to be successful.

**Related Certifications:**

LP Certification

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## WIN-WIN COMMUNICATION

### MEMBER COST: \$275

This course is an in-person or virtual full-day class and the purpose of this training is to provide proven techniques for enhancing communication effectiveness with others face-to-face or over the phone.

#### Related Certifications:

CS Certification

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## PRINCIPALS & PRACTICES OF SUPERVISION I

### MEMBER COST: \$799

This course is an in-person or virtual course and held from 9:00 a.m. - 12:00 p.m. every Tuesday and Thursday over three consecutive weeks.

The purpose of this training is to provide those that supervise others the necessary foundation skills to excel at the most critical tasks of a supervisor.

#### Related Certifications:

LP Certification

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## PRINCIPALS & PRACTICES OF SUPERVISION II

### MEMBER COST: \$799

This course is an in-person or virtual course and held from 9:00 a.m. - 12:00 p.m. every Tuesday and Thursday over three consecutive weeks.

The purpose of this training is to provide participants additional ways to effectively supervise their teams.

#### Related Certifications:

LP Certification

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