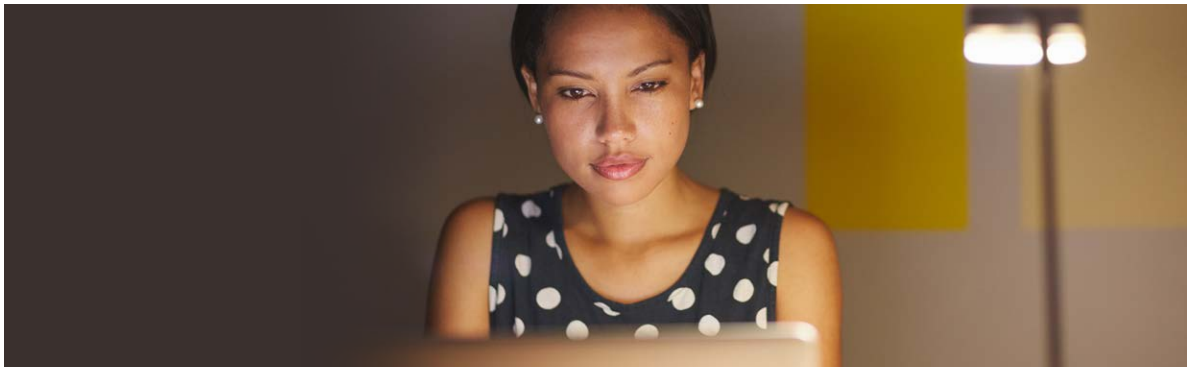




AMA's eLearning Library for Associations

Exclusively for Your Members

AMA's comprehensive collection of lessons is designed to hone skills that address today's most critical business, management and leadership skills. Each lesson provides users with the resources to develop and strengthen skills at one's own pace.

KEY BENEFITS

- ▶ 24/7/365 training
- ▶ 70+ microlearning lessons that require on average 20 minutes to complete
- ▶ Self-paced, convenient, high-quality and consistent learning
- ▶ Relevant, up-to-date content from a global leader in training

LESSON TITLE	MINUTES
ANALYTICAL SKILLS	
Analyzing Data Using the DASA Model	20
Becoming a Strategic Thinker	20
Creative Thinking Techniques	18
Effective Problem Solving and Decision-Making Tools	20
Five Phases of the Creativity-to-Innovation Process	20
Fostering Creativity and Innovation in Others	18
Key Components of Critical Thinking	20
Leading the PAC: Researching and Presenting Data	20
Presenting Visually Compelling Data	15
Statistical Analysis Tools and Techniques	20
Strategy Development and Execution: The ADEPTT Model	27
Strategy Execution: Elements of a Sound Strategy	20
The ART of Analytical Thinking	26

LESSON TITLE	MINUTES
BUSINESS ACUMEN	
Accounting 101	20
AMA's Legal Guide for Managers and Supervisors	30
Balancing the Books: Booking Journal Entries	20
Becoming a Trusted Advisor	20
Building a Customer-Focused Strategy	20
Creating a Work Breakdown Structure (WBS)	23
Creating and Presenting Operational Budgets	15
Diversity and Inclusion: Creating an Inclusive Culture	15
Diversity and Inclusion: Understanding the Impact	20
Enhancing Effectiveness through Diversity and Inclusion	20
Managing Projects Effectively	20
The Role of the Controller	19
Utilizing Effective Risk-Response Strategies	20
PROFESSIONAL EFFECTIVENESS	
Applying Mindful Behaviors at Work	20
Assertive Communication Skills for Women	20
Building Credibility and Trust for Improved Communication	23
Communication Skills of a Credible Leader	21
Creating Boundaries and Balance	20
Developing and Organizing Presentation Content	18
Developing Awareness that Leads to Emotional Regulation	20
Enhancing Collaborative Communication	21
Enhancing Communication Skills	20
Establishing Presence and Credibility	20
Framing the Message for Greater Impact	20
Key Presentation Skills: Balancing Verbal and Non-Verbal Messages	20
Leading with Emotional Intelligence in the Workplace	20
Leading Your Team Through Ambiguity	20
Motivating and Influencing Throughout the Organization	20
Navigating Organizational Politics	18
Persuasive Communication Skills for Leaders	20
Planning for Success	20
Principles of Effective Business Writing	20
Routines that Support Efficiency and Productivity	21
SEAL Approach to Building Organizational Agility	28
Strategies for Managing Situational Conflict	20
The Manager's Role as Facilitator	20
Tips for Leading Flawless Virtual Meetings	20
Turning Resistance and Conflict into Collaboration and Consensus	22
Understanding and Applying Your Locus of Control at Work	20

LESSON TITLE	MINUTES
RELATIONSHIP MANAGEMENT	
Achieving Growth by Building, Buying or Partnering	18
Being an Ally in a Diverse Working World	25
Building a 360-Degree Network	20
Building and Maintaining Trust	20
Building Better Work Relationships	20
Building Your Strengths as a R.E.A.L. Team Player	23
Coaching for Performance	20
Crafting a Strategy for Your Negotiation	21
Creating a Culture of Belonging	20
Creating a Motivational Climate	15
Delegation for Growth and Development	20
Enhancing Team Unity and Success	20
Giving and Receiving Feedback	22
Identifying and Managing Your Stakeholders	20
Leveraging Feedback to Strengthen Employee Commitment	20
Manager's Guide to Collaboration	20
Managing Change Effectively	20
Managing Resistance to Change	20
Negotiating to Win	21
Persuasive Techniques to Influence Others	20
Resolving Conflict in the Workplace	20
Successfully Working in Hybrid Teams	20
The Manager's Role During Change	21
Tips for Managing Progressive Discipline	20
SUPPLEMENTAL	
Beyond Lecture: Training Tools to Enhance Training	20
Experiential Learning: Maximizing Learner	21
Engagement Facilitation Skills For Trainers	22
The ADDIE Model	20

For more information, contact our Associations Team: