

Sample AMA Course List

Course Name	Description
A Manager's Guide To Financial Analysis, Fifth Edition	This course is intended for managers who have a basic understanding of accounting and of the structure of financial statements. It covers the basics of financial analysis: financial statement analysis, ratio analysis, assessment of current asset management and capital investment proposals, capital structure, and analysis in support of mergers and acquisitions.
A Manager's Guide to Human Behavior, Fifth Edition	Understanding how and why employees behave as they do is a critical skill for managers in every organization. Managers are responsible for ensuring that the organization's mission and strategic goals are enacted, so it is of the utmost importance they know how to motivate and engage employees. This course will prepare managers to better understand, motivate, and focus the energies of individual employees and the collective energy of their work teams.
A Practical Approach for Cashflow Reengineering	This course gives you an effective methodology for diagnosing and treating cashflow problems. With many case studies and examples drawn from the authors' extensive experience designing and implementing cashflow strategies and procedures, it gives you proven principles that have resulted in annual savings of millions of dollars for hundreds of companies.
Communication Skills for Managers, Fifth Edition	This course is designed for new and experienced managers and others who want to improve their ability to communicate on the job. Using real-life scenarios and interactive exercises, this course introduces practical concepts and proven techniques that will help you communicate more effectively with others, deliver your message successfully to a group, and write clearly and persuasively. You will learn the key communication skills: how to listen, deliver your messages clearly, and ask questions.
Compensation: How to Develop Effective Reward Programs	This course will give you a solid, fundamental understanding of the field of compensation and serve as a primary resource as you implement new programs or improve existing ones.
Fair, Square, and Legal: A Manager's Guide to Safe Hiring, Managing, and Firing Practices, Second Edition	This course has been written for managers who need to make safe hiring, managing, and firing decisions, often without the benefit of specific policies or procedures to guide their actions. Based on the best-selling AMACOM book of the same name, it features a unique approach that focuses on management, rather than legal, issues. This perspective gives you the information to make decisions that not only meet the requirements of the law but also conform with the best practices of effective management.
Finance and Accounting for Nonfinancial Managers, Second Edition	Finance and accounting are the universal languages of business. Whether you're a brand-new supervisor or a senior executive, you won't go far without having a command of key financial concepts. Think of this broad-based course as your personal, one-on-one tutor. It clearly explains how to understand financial and operational measures, prepare and utilize budgets, and respond to inquiries about the dollars and cents consequences of actions taken by you or your department.
Financial Tools to Drive Business Strategy	By linking performance metrics with corporate strategy, this course places finance managers at the center of the movement to maximize shareholder value. It provides you with both the financial and nonfinancial measurement tools you need to set targets and assess financial success, customer satisfaction, internal business processes, and growth in your organization.

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First Level Leadership: Supervising in the New Organization, Second Edition	This course teaches first-level supervisors how to execute the role of team leader for project and virtual teams and get the most from these new types of workplace teams. You will also learn a variety of techniques that help you better understand your organization's business, meet customer expectations, and ensure that those you supervise work with greater productivity and efficiency.
First-Line Supervision, Fifth Edition	Effective first-line supervision is critical to the success of nearly every organization. The ultimate execution of corporate plans and objectives rests at the supervisory level and depends on the supervisor's skills and abilities. This course prepares supervisors to develop the competencies required to translate the organization's goals at the front line.
Fundamentals of Budgeting for Nonfinancial Managers	This course introduces you to the function of budgeting in planning and control. Then it builds on this basic knowledge with specific information on budgeting in retail, service, manufacturing, and non-profit organizations. It enables the nonfinancial manager to develop cost-effective budgets using easy-to-understand budgeting techniques.
Fundamentals of Business Writing	This groundbreaking approach to the writing basics challenges you to spend more time planning and revising documents and less time actually writing. Following this practical guidance, you'll master a proven four-step process you can apply to any writing task. With practice you will learn to analyze your purpose and your audience, organize the content of your document, then write quickly without editing, and finally revise.
Fundamentals of Finance and Accounting for Nonfinancial Managers, Third Edition	This course will give you a firm understanding of financial and accounting terms, techniques, and practices—even if you have no financial background. The course explains and illustrates the basics: interpreting financial statements, calculating inventory costs and the costs of goods sold, understanding stocks and bonds, determining company profitability using ratio analysis techniques, detailing cash flow, and more.
Fundamentals Of Human Resources Management, Fourth Edition	This course is designed to give managers the tools they need to understand and apply the critical components of the nine fundamental HR topics that are the cornerstone of any organization's human resources function: equal employment opportunity, the employment process, testing, compensation, performance management, benefits administration, employee relations, training and development, and human resources management systems.
Getting More Done Through Delegation, Second Edition	This course shows you how to delegate responsibility more effectively so you'll have more time to manage—and you and your employees will have the opportunity to take on more challenging tasks. You'll learn how to create a positive climate for delegating by fostering a spirit of cooperation and trust, give employees the authority and responsibility they need to get the job done, avoid common mistakes of delegation, and identify which types of tasks should be delegated and which ones shouldn't.
How to Be an Effective Facilitator	This course teaches you the skills needed to keep a person, group, or team on track, and it shows you how to work well with diverse personalities. Designed for general managers whose time is at a premium, the course presents a six-step process and tools that you can apply in any situation—whether you're facilitating a short-term problem-solving session or a multi-year strategic planning project.

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How to Build Effective Financial Reporting Systems	This course shows you how to transform all types of financial information into reports that are read and command action. You'll get practical checklists to help you develop reports for a wide range of business situations. Learn how to apply the 10 principles that are essential to any effective reporting system, provide decision makers with the right information at the right time, incorporate new procedures into your everyday operations and prepare reports that communicate data clearly and effectively.
How to Build High Performance Teams	This course focuses on the how-to keys of team-building, from recruiting the right team members to truly empowering them with authority and responsibility for their decisions and performance. You'll understand how to build trust, confidence, and group work skills, while balancing and fine-tuning the team process.
How to Develop the Strategic Plan	This course goes beyond the traditional concepts of planning and shows you how to prepare plans that combine strategy with competitive intelligence. The resulting plan will dramatically increase your company's odds for long-term success and profitability. You will learn how to develop a mission statement that strengthens and clarifies your plan, reduce costs by reducing risks, and analyze how the external environment affects your company's financial health.
How to Make the Right Leasing Decisions	This course will guide you safely through the maze of leasing options, techniques, and regulations. It provides a historical perspective on leasing; familiarizes you with accounting, IRS, and industry viewpoints; gives you a complete set of quantitative tools for analyzing lease arrangements; and, finally, shows you how to account for and report leases.
How to Manage Conflict in the Organization, Second Edition	This course equips you with the strategies, tactics and insights you need to gain control of tough conflict situations. You'll discover how to spot potential interpersonal conflicts, and defuse them before they flare up. You'll understand how, when, where and why to apply the five favored conflict-resolution approaches. This course will give you the skills to transform conflict into a positive, productive force by applying the proven techniques of principled negotiation.
How To Manage Training: Facilitating Workplace Learning for High Performance	Now more than ever, a versatile, well-trained workforce is critical to an organization's success. Written for managers from a wide range of functional areas, this course gives any manager responsible for training the tools to help employees learn more, perform better, and work smarter. This comprehensive, up-to-date guide targets the roles necessary to manage training and learning in an organization: champion, builder, performance consultant, supporter, administrator, and keeper of the budget.
How to Plan and Manage Your Company Budget, Fifth Edition	This course shows you how to develop, implement, and maintain departmental budgets that support and contribute to the goals of the company as a whole. Covering both the planning and controlling sides of the budget system, you'll learn how to document the company's goals and performance objectives in financial terms and how to interpret the comparison of actual results with budgeted results.

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How to Prepare a Financial Forecast	This course shows managers how to produce reliable financial forecasts and projections that serve as the basis for crucial business decisions in long-range planning. Learn how to use the Delphi technique, apply moving average, exponential smoothing, and simple regression techniques to analyze time series, overcome problems in applying multiple regression analysis to forecasting financial relationships, and analyze the differences between your forecasted results and actual results
Interpersonal Communication Skills in the Workplace, Second Edition	Effective communication is an important element of success for every organization, leader, manager, supervisor, and employee. Good communication skills are a prerequisite for advancement in most fields and are key to exercising influence both within and beyond the work group. This course prepares you to communicate effectively, both within your organization and in whatever business or professional situation you encounter.
Interpersonal Negotiations: Breaking Down the Barriers	Learn how to recognize and understand your own needs and those of the other person, assess the other person's behavioral and emotional responses, encourage mutual understanding and acceptance so both sides walk away satisfied, acknowledge your own and the other person's perceptions and beliefs, avoid getting mired in the process, be creative and persistent to address and resolve blocks to successful negotiation.
Leadership Skills for Managers, Fourth Edition	This course focuses on five leadership skill sets necessary to ensure individual and organization performance: providing direction, leading by example, enabling others, sharing power, and seeking a better way. In addition to the leadership skill sets, the course examines the attitudes and mindsets of effective leaders.
Managing and Achieving Organizational Goals	This course is a hands-on guide to both setting and re-defining goals, as well as a nuts-and-bolts planning resource for achieving those goals. Learn how to implement five proven goal-setting criteria to increase your chances for success, develop a credible selling strategy to facilitate a wider buy-in of each goal, create an action plan to carry out the goals' accomplishments, track goals to make certain they accomplish objectives on time, and troubleshoot and rescue goals that have gotten off track
Managing Financial Risk with Forwards, Futures, Options, and Swaps, Second Edition	In this course you'll learn the art and science of risk management as it is practiced in today's most ambitious and successful companies. You'll see how to calculate and use the metric of value at risk (VaR) to establish winning strategies and limit potential loss. And you'll see how to combine the four types of derivatives, forwards, futures, options, and swaps to create effective risk management products for your organization's specific needs.
Managing Multiple Projects	In this self-study program on multiple project management, you will learn how to manage effectively as a Task Manager, Program Manager, or Project Executive. You will learn how to plan and organize your work, how to influence other people who may not report to you in an official supervisory capacity, and how to get results.

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Performance Management	Businesses and industries of all types now acknowledge that their people constitute the real competitive advantage. An effective Performance Management system is essential to help employees perform at their best and align their contributions with the goals, values, and initiatives of the organization. This course presents managers and supervisors with a clear model they can follow to plan, monitor, analyze, and maintain a satisfying process of performance improvement for their staff.
Planning and Leading Productive Meetings	This course focuses on the organizational and interpersonal skills you will need to lead highly productive meetings. You will see how these skills apply to routine staff meetings, cross-functional or problem solving meetings, impromptu get-togethers, and more formal information sharing.
Planning and Managing Change	The ability to manage change has become a key competency for those seeking to enhance either personal or corporate efficiency and effectiveness. This course provides a structured and practical approach to dealing with change. This course teaches the importance of proactively managing change and avoiding the knee-jerk reactions that undermine efforts to deal with the organizational and human issues that accompany change.
Planning Cash Flow	This course gives you a nuts-and-bolts understanding of proven techniques to plan and manage cash flow, sources and uses of short-term funds, and working capital (including cash, short-term securities, receivables, inventory, payables, and short- and intermediate-term debt).
Practical Problem-Solving Skills in the Workplace	With the increasing emphasis on initiative in the workplace, it's essential that you know how to recognize, define, and analyze problems and then develop workable solutions to correct them. This course provides the skills you need.
Presentation Success: How to Plan, Prepare, and Deliver Effective Presentations	No more boring presentations! This course gives you what it takes to succeed spectacularly when you stand up to impress an audience. Packed with easy to use worksheets, strategies, and tips, this course delivers success. It helps you overcome "presentation fear" and makes it easy to plan, prepare, and deliver the kind of presentations that make people sit up and take notice. You'll discover the best ways to prepare your opening, write smooth transitions, and troubleshoot potential problem areas.
Successful Interviewing: Techniques for Hiring, Coaching, and Performance Management Meetings	Here is the course that can turn non-interviewers into good interviewers and good interviewers into great interviewers. Whether you're a general manager or human resources specialist, the fact is that you do some interviewing (formally or informally) virtually every day. This course will help you sharpen such skills as open ended questioning, active listening, and reading body language all essential in a variety of management situations.
Successful Negotiating	Unfortunately, very few of us are born negotiators. However, this course can teach you the art of win/win negotiation. You'll get a firm grasp of the negotiating tricks and techniques the pros use. Learn everything from prenegotiation planning to the use of seemingly unimportant details like seating arrangements and meeting site selection to influence the results of negotiations.

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The Complete Training Course for Managers	This course has been designed specifically for the practicing manager and the future manager. It provides private, self-paced, individualized study; learning and self-evaluation through in-text exercises. Paralleling a business school course of study, the curriculum makes available a stable, inclusive, and continuing transmittal of practices and perspectives to those working managers who, on their own time and at their own pace, want to continue their education.
What Managers Do	This course breaks your job as a manager down into its components, planning, organizing, staffing, directing, and controlling. As a result, you'll be able to start every day with a sense of organization and control you never had before. You'll see how everything you do fits into your overall role as a manager. This insight gives you a firmer grasp of the task at hand, making it easier to delegate effectively, motivate successfully, use time efficiently, and increase productivity substantially.