



## ADDITIONAL TRAINING OPPORTUNITIES

*Below is a sampling of training opportunities around the Chicagoland area. Are you looking for training in a specific area? Check out the recommended organizations below for their full calendar of events. Or, as a quick reference, review the list of training options provided in this report.*

Organization	Description	Phone	Website
<b>American Management Association</b>	<i>The American Management Association (AMA), based in New York City, is a corporate training and consulting group that provides a variety of educational and management development services to businesses, government agencies and individuals. The non-profit membership organization offers business courses in communication, leadership, marketing, sales, human resources, finance, and accounting. Founded in 1913, as the National Association of Corporation Schools, the AMA became the American Management Association in 1923.</i>	877-566-9441	<a href="http://www.amanet.org">www.amanet.org</a>
<b>Dale Carnegie Training</b>	<i>Headquartered in Hauppauge, New York, Dale Carnegie Training is represented in all 50 of the United States and over 80 countries. More than 2,700 instructors present Dale Carnegie Training programs in more than 25 languages. Dale Carnegie Training is dedicated to serving the business community worldwide.</i>	800-231-5800	<a href="http://www.dalecarnegie.com">www.dalecarnegie.com</a>
<b>Franklin Covey</b>	<i>Franklin Covey based in West Valley City, Utah, is a provider of time management training and assessment services for organizations and individuals. The company was formed on May 30, 1997, as a result of an acquisition by Franklin Quest of Stephen R. Covey's Covey Leadership Center. Among other products, the company markets the FranklinCovey planning system, modeled in part on the writings of Benjamin Franklin, and The Seven Habits of Highly Effective People, based on Covey's research.</i>	888-576-1776	<a href="http://www.franklincovey.com">www.franklincovey.com</a>
<b>Fred Pryor Seminars</b>	<i>Fred Pryor Seminars and CareerTrack, divisions of PARK University Enterprises, Inc., create one of the most respected international providers of professional seminars. Since pioneering the one-day seminar in 1970 as Fred Pryor Seminars, their organization has built a reputation for high-quality, convenient, and practical business-skills training around the world, in every industry and sector.</i>	800-780-8476	<a href="http://www.fredpryor.com">www.fredpryor.com</a>
<b>National Seminars Group</b>	<i>National Seminars Group is one of the nation's leading providers of continuing education. Each year, they provide more than 7,000 seminars and conferences in the United States and Canada. In their 20-year history, more than 10 million professionals have participated in these programs.</i>	800-258-7246	<a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
<b>SkillPath</b>	<i>Over the years, SkillPath has grown to become the premier provider of business training in the United States, Canada, Australia and New Zealand. When they launched the company in 1989, they offered 82 seminars. Today, they deliver more than 20,000 'how-to' sessions to over 500,000 people in 450 cities. Since joining forces in 1995 with Graceland University, their dedication to providing quality training has never been stronger.</i>	800-873-7545	<a href="http://www.skillpath.com">www.skillpath.com</a>

<b>Soundview</b>	<i>Throughout the years, Soundview has worked closely with the leading business book publishers of the world to offer print summaries of the thirty best business books of the year to its more than 100,000 worldwide subscribers. Always seeking to bring more business book information to its customers, Soundview launched an expanded version of its book review newsletter (now called Speed Reviews), and went online with its summary.com web site in 1995. Since that time, Soundview has launched an Online Edition of its book summaries that can be viewed on laptops, iPhones and PDAs.</i>	800-summary	<a href="http://www.summary.com">www.summary.com</a>
<b>VIA Institute on Character</b>	<i>The VIA Institute on Character, a non-profit organization, advances the science and practice of character development. They provide the free VIA Surveys (strengths assessment) and other measures designed to help all people live their best lives. They also provide continuing education worldwide.</i>	513-621-7501	<a href="http://www.viacharacter.org">www.viacharacter.org</a>
<b>VitalSmarts</b>	<i>VitalSmarts is home to multiple training offerings, including Crucial Conversations, Crucial Confrontations, and Influencer Training. Each course improves key organizational outcomes by focusing on high-leverage skills and strategies. The VitalSmarts authors have written three New York Times bestsellers, Influencer, Crucial Conversations, and Crucial Confrontations. VitalSmarts also offers on-site consulting, research, executive team development, and speaking engagements.</i>	800-449-5989	<a href="http://www.vitalsmarts.com">www.vitalsmarts.com</a>

**BELOW IS A SAMPLING OF TRAINING OPPORTUNITIES OFFERED BY THE ABOVE ORGANIZATIONS. FOR ADDITIONAL CLASSES SEE THEIR WEBSITE.**

<b>Organization</b>	<b>Focus</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Flyer / Website</b>	<b>Phone</b>	<b>Cost</b>
							\$0-200 (\$) \$200-500 (\$\$) \$500-1000 (\$\$\$) \$1000-3000 (\$\$\$\$) \$3000-plus (\$\$\$\$\$)

**June**

National Seminars	Strengthening Your People Skills In The Workplace	June 1	9:00 a.m. - 4:00 p.m.	Bloomington, IL	<a href="http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html">http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html</a>	800-258-7246	\$\$
National Seminars	Managing Multiple Priorities and Projects	June 6	9:00 a.m. - 4:00 p.m.	Bloomington, IL	<a href="http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html">http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html</a>	800-258-7246	\$
SkillPath	How to Excel at Managing and Supervising People	June 6	9:00 a.m. - 4:00 p.m.	Oak Brook, IL	<a href="http://www.skillpath.com">www.skillpath.com</a>	800-873-7545	\$\$

<b>Organization</b>	<b>Focus</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Flyer / Website</b>	<b>Phone</b>	<b>Cost</b> \$0-200 (\$) \$200-500 (\$\$) \$500-1000 (\$\$\$) \$1000-3000 (\$\$\$\$) \$3000-plus (\$\$\$\$\$)
VitalSmarts	Crucial Conversations Workshop	June 7-8	8:00 a.m. 5:00 p.m.	Chicago, IL	<a href="http://www.vitalsmarts.com/crucialconversationstraining.aspx">http://www.vitalsmarts.com/crucialconversationstraining.aspx</a>	800-449-5989	\$\$\$
American Management Association	Managing Chaos: Tools to set Priorities and Make Decisions Under Pressure	June 2-23	1:00 p.m. - 4:00 p.m. (4 consec. weeks course)	Webinar	<a href="http://www.amaseminars.org">www.amaseminars.org</a>	877-566-9441	\$\$\$\$
Dale Carnegie Training	Effective Communications and Human Relations / Skills for Success	June 8	5:30 p.m. - 9:00 p.m. (8-12 week course)	Chicago, IL	<a href="http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT">http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT</a>	630-390-6050	\$\$\$\$
Soundview	The Unbeatable Impact of Truly Committed Manager	June 15	11:00 a.m. CST	Webinar	<a href="http://www.summary.com/">http://www.summary.com/</a>	800-summary	TBD
Franklin Covey	Seven Habits Signature	June 15	9:00 a.m.	Chicago, IL	<a href="http://www.franklincovey.com">www.franklincovey.com</a>	888-576-1776	\$\$\$\$
Franklin Covey	Focus - Achieving Your Highest Priorities	June 16	8:30 a.m.	Chicago, IL	<a href="http://www.franklincovey.com">www.franklincovey.com</a>	888-576-1776	\$\$
American Management Association	The 7 Habits of Highly Effective People	June 15-17	9:00 a.m. - 5:00 p.m.	Chicago, IL	<a href="http://amaseminars.org">amaseminars.org</a>	800-262-9699	\$\$\$\$

<b>Organization</b>	<b>Focus</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Flyer / Website</b>	<b>Phone</b>	<b>Cost</b> \$0-200 (\$) \$200-500 (\$\$) \$500-1000 (\$\$\$) \$1000-3000 (\$\$\$\$) \$3000-plus (\$\$\$\$\$)
Dale Carnegie Training	Effective Communications and Human Relations / Skills for Success	June 16	6:00 p.m. - 9:30 p.m.	Downers Grove, IL	<a href="http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT">http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT</a>	630-390-6050	\$\$\$\$
Fred Pryor Seminars	Essential Skills For The New Manager or Supervisor	June 23	9:00 a.m. - 4:00 p.m.	Elk Grove, IL	<a href="http://www.fredpryor.com">www.fredpryor.com</a>	800-780-8476	\$
SkillPath	Coaching and Teambuilding Skills for Managers and Supervisors	June 24	9:00 a.m. - 4:00 p.m.	Oak Brook, IL	<a href="http://www.skillpath.com">www.skillpath.com</a>	800-873-7545	\$\$
<b>July</b>							
SkillPath	The Secrets to Rewarding and Motivating Employees	July 7	1:00 p.m.	Webinar	<a href="http://www.skillpath.com">www.skillpath.com</a>	800-873-7545	\$\$
American Management Association	Time Management	July 11 - August 1	1:00 p.m. - 4:00 p.m. (4 consec. weeks course)	Webinar	<a href="http://www.amaseminars.org">www.amaseminars.org</a>	800-262-9699	\$\$\$\$
Fred Pryor Seminars	How To Communicate with Tact and Professionalism	July 11	9:00 a.m. - 4:00 p.m.	Elk Grove, IL	<a href="http://www.fredpryor.com">www.fredpryor.com</a>	800-780-8476	\$\$
Soundview	Jim Kouzes and Barry Posner authors of <i>The Leadership Challenge</i>	July 12	11:00 a.m. CST	Webinar	<a href="http://www.summary.com/">http://www.summary.com/</a>	800-summary	TBD

<b>Organization</b>	<b>Focus</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Flyer / Website</b>	<b>Phone</b>	<b>Cost</b> \$0-200 (\$) \$200-500 (\$\$) \$500-1000 (\$\$\$) \$1000-3000 (\$\$\$\$) \$3000-plus (\$\$\$\$\$)
Dale Carnegie Training	The Leadership Advantage	July 13	8:00 a.m.- 5:00 p.m.	Downers Grove, IL	<a href="http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT">http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT</a>	630-390-6050	\$\$\$\$
National Seminars	Developing Your Emotional Intelligence	July 18	9:00 a.m. - 4:00 p.m.	Bloomington, IL	<a href="http://www.nationalseminarstraining.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html">http://www.nationalseminarstraining.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html</a>	800-258-7246	\$
Franklin Covey	Seven Habits Signature	July 20	9:00 a.m.	Chicago, IL	<a href="http://www.franklincovey.com">www.franklincovey.com</a>	888-576-1776	\$\$\$\$
SkillPath	The Conference on Leadership Development and Teambuilding	July 20	9:00 a.m. - 4:00 p.m.	Oak Brook, IL	<a href="http://www.skillpath.com">www.skillpath.com</a>	800-873-7545	\$
American Management Association	The 7 Habits of Highly Effective People	July 20-22	9:00 a.m. - 5:00 p.m.	Chicago, IL	<a href="http://amaseminars.org">amaseminars.org</a>	800-262-9699	\$\$\$\$
Dale Carnegie Training	Strictly Business	July 20-22	8:00 a.m.- 5:00 p.m.	Downers Grove, IL	<a href="http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT">http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT</a>	630-390-6050	\$\$\$\$

<b>Organization</b>	<b>Focus</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Flyer / Website</b>	<b>Phone</b>	<b>Cost</b> \$0-200 (\$) \$200-500 (\$\$) \$500-1000 (\$\$\$) \$1000-3000 (\$\$\$\$) \$3000-plus (\$\$\$\$\$)
National Seminars	Coaching and Mentoring Skills for Leadership Success	July 26	9:00 a.m. - 4:00 p.m.	Bloomington, IL	<a href="http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html">http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html</a>	800-258-7246	\$\$
Franklin Covey	The 8th Habit	July 28	9:00 a.m.	Chicago, IL	<a href="http://www.franklincovey.com">www.franklincovey.com</a>	888-576-1776	\$\$\$\$
Fred Pryor Seminars	Managing Multiple Priorities, Projects, and Deadlines	July 29	9:00 a.m. - 4:00 p.m.	Palatine, IL	<a href="http://www.fredpryor.com">www.fredpryor.com</a>	800-780-8476	\$
<b>August</b>							
VitalSmarts	Crucial Conversations Workshop	August 2-3	8:00 a.m. 5:00 p.m.	Chicago, IL	<a href="http://www.vitalsmarts.com/crucialconversationstraining.aspx">http://www.vitalsmarts.com/crucialconversationstraining.aspx</a>	800-449-5989	\$\$\$
National Seminars	Developing Your Emotional Intelligence	August 5	9:00 a.m. - 4:00 p.m.	Bloomington, IL	<a href="http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html">http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html</a>	800-258-7246	\$
Dale Carnegie Training	Leadership Training for Managers	August 8 to Sept. 19 (8 week course)	5:30 p.m. - 9:00 p.m.	Downers Grove, IL	<a href="http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT">http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT</a>	630-390-6050	\$\$\$\$

<b>Organization</b>	<b>Focus</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Flyer / Website</b>	<b>Phone</b>	<b>Cost</b> \$0-200 (\$) \$200-500 (\$\$) \$500-1000 (\$\$\$) \$1000-3000 (\$\$\$\$) \$3000-plus (\$\$\$\$\$)
SkillPath	The conference For Women	August 9	9:00 a.m. - 4:00 p.m.	Schaumburg, IL	<a href="http://www.skillpath.com">www.skillpath.com</a>	800-873-7545	\$
Soundview	Bill Wiersma author of <i>The Power of Professionalism</i>	August 15	11:00 a.m. CST	Webinar	<a href="http://www.summary.com/">http://www.summary.com/</a>	800-summary	TBD
Franklin Covey	Focus - Achieving Your Highest Priorities	August 18	8:30 a.m.	Chicago, IL	<a href="http://www.franklincovey.com">www.franklincovey.com</a>	888-576-1776	\$\$
SkillPath	Exceling As A Manager or Supervisor	August 19	9:00 a.m. - 4:00 p.m.	Oak Brook, IL	<a href="http://www.skillpath.com">www.skillpath.com</a>	800-873-7545	\$
Franklin Covey	Seven Habits Signature	August 22	9:00 a.m.	Chicago, IL	<a href="http://www.franklincovey.com">www.franklincovey.com</a>	888-576-1776	\$\$\$\$
American Management Association	Effective Executive Speaking	August 22-24	9:00 a.m. - 5:00 p.m.	Chicago, IL	<a href="http://www.amaseminars.org">www.amaseminars.org</a>	800-262-9699	\$\$\$\$
American Management Association	Leadership and Team Development for Managerial Success	August 25-26	9:00 a.m. - 5:00 p.m.	Chicago, IL	<a href="http://www.amaseminars.org">www.amaseminars.org</a>	800-262-9699	\$\$\$\$

<b>Organization</b>	<b>Focus</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Flyer / Website</b>	<b>Phone</b>	<b>Cost</b> \$0-200 (\$) \$200-500 (\$\$) \$500-1000 (\$\$\$) \$1000-3000 (\$\$\$\$) \$3000-plus (\$\$\$\$\$)
National Seminars	How To Successfully Make The Transition to Supervisor	August 26	9:00 a.m. - 4:00 p.m.	Bloomington, IL	<a href="http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html">http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html</a>	800-258-7246	\$\$
Dale Carnegie Training	How To Communicate With Diplomacy & Tact	August 30-31	9:00 a.m. - 5:00 p.m.	Downers Grove, IL	<a href="http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT">http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT</a>	630-390-6050	\$\$\$\$
<b>September</b>							
SkillPath	The Essentials of Communicating with Diplomacy & Professionalism	September 6-7	9:00 a.m. - 4:00 p.m.	Oak Brook, IL	<a href="http://www.skillpath.com">www.skillpath.com</a>	800-873-7545	\$\$
Franklin Covey	Seven Habits for Managers	September 8	9:00 a.m.	Chicago, IL	<a href="http://www.franklincovey.com">www.franklincovey.com</a>	888-576-1776	\$\$\$\$
Dale Carnegie Training	Effective Communications and Human Relations / Skills for Success	Sept. 8 - October 27 (8 week class)	6:00 p.m. - 9:30 p.m.	Downers Grove, IL	<a href="http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT">http://www.chicago.dalecarnegie.com/local_courses_desc.jsp?cCode=HCDT</a>	630-390-6050	\$\$\$\$
American Management Association	Critical Thinking	September 12-13	9:00 a.m. - 5:00 p.m.	Chicago, IL	<a href="http://www.amaseminars.org">www.amaseminars.org</a>	800-262-9699	\$\$\$\$
VitalSmarts	Crucial Confrontations	September 13-14	8:00 a.m. 5:00 p.m.	Chicago, IL	<a href="http://www.vitalsmarts.com/crucialconversationstraining.aspx">http://www.vitalsmarts.com/crucialconversationstraining.aspx</a>	800-449-5989	\$\$\$

<b>Organization</b>	<b>Focus</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Flyer / Website</b>	<b>Phone</b>	<b>Cost</b> \$0-200 (\$) \$200-500 (\$\$) \$500-1000 (\$\$\$) \$1000-3000 (\$\$\$\$) \$3000-plus (\$\$\$\$\$)
Franklin Covey	Seven Habits Signature	September 14	9:00 a.m.	Chicago, IL	<a href="http://www.franklincovey.com">www.franklincovey.com</a>	888-576-1776	\$\$\$\$
SkillPath	Exceling As A Highly Effective Team Leader	September 19-20	9:00 a.m. - 4:00 p.m.	Oak Brook, IL	<a href="http://www.skillpath.com">www.skillpath.com</a>	800-873-7545	\$\$
American Management Association	Leading with Emotional Intelligence	September 19-21	9:00 a.m. - 5:00 p.m.	Chicago, IL	<a href="http://www.amaseminars.org">www.amaseminars.org</a>	800-262-9699	\$\$
National Seminars	Essential Time Management and Organization Skills	September 30	9:00 a.m. - 4:00 p.m.	Oak Brook, IL	<a href="http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html">http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_&amp;_Excel_Under_Pressure/1833294/index.html</a>	800-258-7246	\$
<b>October</b>							
SkillPath	The Essentials of Communicating with Diplomacy & Professionalism	October 4 - 5	9:00 a.m. - 4:00 p.m.	Oak Brook, IL	<a href="http://www.skillpath.com">www.skillpath.com</a>	800-873-7545	\$\$
American Management Association	The Voice of Leadership	October 5-7	9:00 a.m. - 5:00 p.m.	Chicago, IL	<a href="http://www.amaseminars.org">www.amaseminars.org</a>	800-262-9699	\$\$\$\$
American Management Association	Leading with Emotional Intelligence	October 17-19	9:00 a.m. - 5:00 p.m.	Chicago, IL	<a href="http://www.amaseminars.org">www.amaseminars.org</a>	800-262-9699	\$\$\$\$
SkillPath	Managing Emotions and Thriving Under Pressure	October 24	9:00 a.m. - 4:00 p.m.	Oak Brook, IL	<a href="http://www.skillpath.com">www.skillpath.com</a>	800-873-7545	\$

<b>Organization</b>	<b>Focus</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Flyer / Website</b>	<b>Phone</b>	<b>Cost</b> \$0-200 (\$) \$200-500 (\$\$) \$500-1000 (\$\$\$) \$1000-3000 (\$\$\$\$) \$3000-plus (\$\$\$\$\$)
VitalSmarts	Crucial Conversations Workshop	October 25-26	8:00 a.m. 5:00 p.m.	Chicago, IL	<a href="http://www.vitalsmarts.com/crucialconversationstraining.aspx">http://www.vitalsmarts.com/crucialconversationstraining.aspx</a>	800-449-5989	\$\$\$
National Seminars	Powerful Communication Skills for Women	October 28	9:00 a.m. - 4:00 p.m.	Oak Brook, IL	<a href="http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_Excel_Under_Pressure/1833294/index.html">http://www.nationalseminars.com/Seminars/How_to_Manage_Emotions_Excel_Under_Pressure/1833294/index.html</a>	800-258-7246	\$