

VIP MANAGEMENT

VIP Management, the newest offering in the NAED catalog of training, is designed to help develop management trainees, new branch managers or anyone in a management role. Build upon your core skills and learn new methods that will allow you to expand your knowledge and become the best manager possible.

MANAGING CHANGE

- Beyond Change: Working with Agility [0.1 hr]
- Communicating Organizational Change [0.1 hr]
- Driving Change with Coaching [0.6 hrs]
- Involving Employees in Corporate Change [0.1 hrs]
- Leading Your Team Through Change [0.5 hrs]
- Moving Forward with Change Planning [0.4 hrs]
- Weighing the Costs of Project Change [0.1 hr]

MANAGING PEOPLE

- Americans with Disabilities Act: An Overview for Managers [0.25 hrs]
- Attracting and Retaining Talent [0.25 hrs]
- Being a Fair and Caring Manager [0.5 hrs]
- Building a Leadership Development Plan [0.5 hrs]
- Building the Foundation for an Effective Team [0.5 hrs]
- Coaching [0.25 hrs]
- Coaching to Shift Perceptions [0.25 hrs]
- Communicating Properly during Layoffs [0.1 hr]
- COMPLIANCE EXPERT: Bullying - The Manager's Role [0.2 hrs]
- COMPLIANCE EXPERT: Harassment and Retaliation for Managers [0.2 hrs]
- COMPLIANCE IMPACT: Harassment - Handling the Complaint [0.1 hr]
- Creating a Plan for Performance Management [0.4 hrs]
- Detecting and Dealing with Performance Problems [0.4 hrs]
- Developing a Successful Team [0.5 hrs]
- Developing the Next Generation [0.1 hr]
- Effective Team Communication [0.5 hrs]
- Effectively Directing and Delegating as a Manager [0.5 hrs]
- Encouraging Team Communication and Collaboration [0.5 hrs]

Engaging & Retaining [0.75 hrs]

Recommended audience: Hiring managers and HR professionals

Managers will learn strategies for identifying, engaging, and retaining their full, key, and rookie contributors.

- Facing the Management Challenges of Difficult Behavior & Diverse Teams [0.5 hrs]
- Fostering Mentored Relationships [0.4 hrs]
- Keeping Top Performers Challenged [0.3 hrs]

Knowledge Share: Grow Your Staff Expertise [0.5 hrs]

Recommended audience: HR, Training Managers

Learn different examples on how explicit and tacit knowledge can be retained.

- Maintaining a Cohesive Multigenerational Workforce [0.4 hrs]
- Managing an Aging Workforce [0.1 hr]
- Managing Employee Development [0.5 hrs]
- Managing Fairly [0.1 hr]
- Managing Multigenerational Employees [0.4 hrs]
- Managing Performance [0.25 hrs]
- Managing Your Company's Talent [0.4 hrs]
- Measuring and Sustaining a Coachee's Performance [0.6 hrs]
- Motivating Your Employees [0.4 hrs]
- Overcoming Resistance to Coaching [0.1 hr]
- Planning an Effective Performance Appraisal [0.3 hrs]
- Polishing Your Feedback Skills [0.6 hrs]
- Positive: Establishing a Positive Work Environment [0.4 hrs]
- Positive: Establishing an Engaged Workforce [0.4 hrs]
- Positive: How Organizational Learning Drives Positive Change [0.4 hrs]

Recruit Locally [0.5 hrs]

Recommended audience: Hiring managers and HR professionals

Learn how to attract the top local talent to your company by developing your centers of influence and a successful recruiting plan.

Recruiting with Social Media [0.5 hrs]

Recommended audience: Hiring managers and HR professionals

Learn how to leverage social media networks such as LinkedIn and Twitter to pipeline and hire talent.

- Storming: Developing and Leading Your Sales Team [0.1 hr]
- Succession Planning [0.1 hr]
- Succession Planning and Management Programs [0.2 hrs]
- The Art of Effective Coaching [0.1 hr]
- Underperforming Employee: Now What? [0.1 hr]
- Understanding the Motives of Millennials [0.1 hr]
- Workplace Harassment Prevention for Managers [1 hr]

MANAGING THE BUSINESS

- Acting Decisively [0.25 hrs]
- Business Analysis Activities and Tools [1.7 hrs]
- Business Analysis Analytical Techniques [1.6 hrs]
- Business Analysis Documentation and Criteria [1 hr]
- Business Analysis Overview [1 hr]
- Business Analysis Professional Effectiveness Competencies [1 hr]
- Communicating Vision to Your Employees [0.4 hrs]
- COMPLIANCE EXPERT: Privacy & Information Security - Some Examples from the Trenches [0.1 hr]
- COMPLIANCE EXPERT: Privacy & Information Security - The Basics [0.1 hr]
- COMPLIANCE IMPACT: Antitrust - Rigging the Bid [0.1 hr]
- Developing an Effective Business Case [0.5 hrs]
- Gauging Your Organization's High-Performing Potential [0.4 hrs]
- Key Elements of Business Execution [0.5 hrs]

- Making Meetings Work [0.1 hr]
- Managing for Cross-Functionality [0.4 hrs]
- Managing Goals [0.2 hrs]
- Managing Meetings for Productivity and Effectiveness [0.25 hrs]
- Personal Skills for Effective Business Analysis [1 hr]
- Perspectives for Effective Analysis [1.8 hrs]
- Planning Meetings Fit for Purpose [0.3 hrs]
- Playing the Devil's Advocate in Decision Making [0.1 hr]
- RADD Knowledge: Part 1 [0.8 hrs]
- RADD Knowledge: Part 2 [0.9 hrs]
- Running Meetings in Better Directions [0.3 hrs]
- The BA Elicitation and Collaboration Knowledge Area [1.5 hrs]
- The BA Planning and Monitoring Knowledge Area [1.6 hrs]
- The Requirements Life Cycle Management Knowledge Area [1 hr]
- The Solution Evaluation Knowledge Area [1 hr]
- The Strategy Analysis Knowledge Area [1 hr]
- Thinking Strategically as a Manager [0.5 hrs]
- Turning Problems Around with Reverse Brainstorming [0.1 hr]
- Verifying and Building on Creative Ideas [0.4 hrs]

MANAGING YOURSELF

- Asserting Yourself in the Workplace [0.25 hrs]
- Facing Challenges as First-Time Manager [0.3 hrs]
- Making the Move into Management [0.25 hrs]
- Making Yourself Approachable [0.1 hr]
- The Reality of Being a First-Time Manager [0.4 hrs]