

It's time to get focused!

At PTI, our goal is to use the most **innovative** and proven training methods to help your dedicated employees acquire the tools they need to achieve unparalleled **success**.

Whether it's **growing** your company's management, motivating your sales team to exceed their **goals**, or improving your company's **customer service**, we have programs designed to help your company succeed!



**Power Training
Institute**

Building Tomorrow's Business Leaders Today

**Programs are listed on the reverse side.*

growth
leadership
goals

focus
POWER TRAINING INSTITUTE



Don't see what you
are looking for here ?



Power Training
Institute

Building Tomorrow's Business Leaders Today

We specialize in customizing all of our training classes to suit your company's individual needs.

Contact us today!
1.866.456.8724

PTI course offerings

1. **Understanding Yourself/Understanding Others:** Learn to get along with anyone.
2. **Active Listening & Building Rapport:** Learn effective listening techniques to boost performance.
3. **Building Trust:** Establish, enhance, or repair trust in your team, group, or company.
4. **Appropriate Workplace Behavior:** Reduce your legal exposure by training your team to relate to others in a fair and equitable manner.
5. **Managing Time & Setting Priorities:** Accomplish more goals by identifying the most important issues and avoiding time wasters.
6. **Managing Projects & Deadlines:** Plan your projects and meet deadlines.
7. **Powerful Presentations:** Learn to connect with your audience and persuade.
8. **Interviewing (Legal & Behavior-Based):** Get below the surface without violating the law.
9. **Motivating Others:** Use internal and external motivators to increase your staff's commitment and performance.
10. **Setting Performance Goals:** How to set the performance compass to "true north."
11. **Evaluating & Monitoring Performance:** Use ongoing evaluations to improve performance results.
12. **Coping with Difficult People:** Be more effective by understanding the difficult person.
13. **Leadership Skills for Managers:** Lead your team to success.
14. **Emotional Intelligence (EQ vs IQ):** Increase your credibility with 6 important skills.
15. **Covey's "7 Habits of Highly Effective People":** Learn the leadership habits that have made so many leaders successful.
16. **Covey's "FOCUS":** Use time management techniques and Microsoft Outlook to better organize your life.