

business magic training



BUSINESS Magic Training Our Professional Development Training Division!

Delivering the expertise and quality you have come to expect from Computer Magic Training to our new line of Soft Skills Training Courses, enhancing your capabilities and contributions. Training that works ... Like **MAGIC!**

Our classes are very effective – customized and delivered at YOUR location for your employees - and in Public Enrollment at our San Jose office.

Professional Development and Business Management Course Offerings

- Effective Business Writing & Email Etiquette
- Effective Technical Writing
- Business Class Etiquette for the 21st Century
- Preparing Effective Presentations
- Delivering Effective Presentations
- Collaboration: Building Relationships that Work
- Performance Management: Coaching, Counseling & Discipline
- Performance Feedback: Hands-on Discussions the *Right* Way
- Conflict Management: From “You vs. Me” to “You and Me”
- Communication Styles: Understanding Yours and Others’
- Performance Evaluation: Objective, Legal and Fair
- The Manager as Team Leader: Facilitating Team Responsibility, Communication and Productivity
- Influencing and Selling: Persuading People to Buy What You’re Selling
- Leading Change: Managing People Through Difficult Times
- Deciding to Decide: A Decision-Making Workshop
- Productive Problem Solving
- Delegating Skills
- Managing Conflict
- 6 Key Skills for Leaders and Managers
- High Impact Communication
- Interviewing Skills
- Communicating with Your Manager
- Providing Feedback
- Performance Review Series (3 modules)
 - Skills for Writing Reviews
 - Skills for Delivering Reviews
 - Self-Appraisal and Collaboration on Your Review
- Dynamic Training! How to Run Exceptional Training Programs
- Train the Trainer Workshops
 - The Presenter’s Advantage Workshop
 - The Trainer’s Advantage Workshop
 - The Tech Trainer’s Advantage Workshop
 - The Global Trainer’s Advantage Workshop
 - The Meeting Manager’s Advantage Workshop
 - The Webinar Trainer’s Advantage Workshop
- Time Management: Cutting Through the Clutter to Create Results
- Coaching for Performance: Creating a Partnership for Success
- Managing Client Relationships: From Vendor to Partner

All classes can be customized to a half-day or full day, depending on the topics to be covered.