A.E. Schwartz & Associates

Management Training ▪ Leadership Development

Training & Leadership Development

When employees in an organization do not perform up to their potential, productivity suffers. Training & Leadership Development can be the critical components of any situation where organizational goals demand that all or part of the work force function at a higher skill level: from re-training line and semi-skilled employees, to motivating a sales force, to giving management the skills to become more effective.

Why A.E. Schwartz & Associates?

A.E. Schwartz & Associates is a Boston-based management training and leadership development organization. We specialize in conducting over 40 training programs which aim to optimize personal and professional effectiveness. It is our belief, borne through years of practical experience, that communication, motivation, goal setting, delegation, interpersonal issues, and problem-solving skills can make or break an organization. We give our clients the tools they need to deal creatively and effectively with potential problems - tools to generate workable solutions for organizational issues. We conduct programs which catalyze growth and change, employing a wide range of techniques.

Our programs are highly interactive, practical, fast-paced, and even fun.

A.E. Schwartz & Associates' training and development programs combine our extensive management know-how and our leadership experience with an awareness of the differences in each organization's objectives, philosophy, and internal structure. We cover a broad spectrum of topics, and formats can be adapted to suit individuals and small groups, as well as organization-wide needs and conferences. We pride ourselves on the success of our work with culturally divergent groups and teams, proven by the great diversity of our clients.

We avoid the limitations inherent in prepackaging by tailoring our programs to each specific organization's needs. Depending on these needs, our programs can be modified to a focused seminar of a few hours or expanded for more comprehensive and in-depth coverage. Each program is thorough, extensive, goal-oriented, and can be applied to your organization.

Do You Need Us?

- Does your organization want to improve the overall speed and efficiency of its production?
- Does productivity seem to suffer through lack of proper motivation?
- Does your organization need to improve it's interdepartmental relations, or interpersonal functioning?
- Are key organizational activities accomplished late or not at all?
- Does your organization want to significantly increase managerial and leadership effectiveness and raise the efficiency of support staff?

If you answered yes to any of the preceding questions, A.E. Schwartz & Associates can help you implement solutions to these classic business problems. We offer presentations which address your specific symptoms, while we locate the root of the problem and help you treat once and for all.

What Topics Do We Cover?

We offer training programs in over 40 management and leadership topics:

Assertiveness: Responsible Communication
Change: Challenge & Innovation
Coaching: A Primary Responsibility
Conflict Resolution: How To Work Through Differences
Communication: Sender & Receiver
Constructive Feedback: The Professional Approach
Customer Service: How Might I Assist You
Delegation: Organizing Others
Get Organized: Stop Procrastinating
Goal Setting: The Key To Performance
Leadership: Style And Skills
Leading Management: Make Them Productive
Long Range Planning: Looking Ahead
Management Development Institute
Meeting Management: Make It Productive
Motivation: Employees Can Do More
Negotiation: Collaborate To Success
Performance Evaluation: No Surprises
Presentations: Not To Be Feared
Problem Solving: Structured & Creative
Telemarketing: That's My Job Calling
School For Managers: Levels 1 & 2
Stress Management: For Enhanced Productivity
Time/Self Management: Organizing Yourself
Team Building: Today For Tomorrow
Training for Trainers: Design, Development, & Delivery
Writing: Better Business Communication

All of our programs are highly interactive, fast-paced, skills driven, practical and fun.

On-Site Training Has Advantages

Cost Effectiveness:

Compare our fees to other training organizations and you will find that our programs cost substantially less. Programs for twelve or more employees are up to 40% more cost effective in-house versus off-site.

Easy Administration:

We take responsibility for the smooth facilitation of your program, from the initial identification of needs and selection of a trainer, all the way through to the final evaluation. You will have a highly qualified and experienced organization working with you to ensure an efficient, headache-free process.

Flexible Scheduling:

You are not locked into a set format. We are happy to arrange our program based on what You may arrange the schedule that works best for you. Instead of two full days, you may choose four half days, several hours over a period of months, or another time frame.

Industry Specific:

Our programs are tailored to meet the needs of individual businesses -- each in-house training assignment is the result of a careful consultation with you. We discuss your needs in detail and mutually determine the optimal approach and essential areas to concentrate on. Then we work to match your specific requests with one of our trainers to ensure the closest fit and to maximize the results you desire.

Program Objectives:

We discuss your needs in detail and mutually determine the optimal approach and essential areas to concentrate on.

Quality Controlled:

All of the information and techniques presented are frequently revised in order to assure an ever-evolving freshness and the highest quality available. We can modify each existing program, and even develop new programs for your organization's present and growing needs.

Additional Services

Training Consultant:

In addition to holding programs on preplanned topics, we can observe the symptoms of a specific weakness facing your company and customize a training program aimed at solving the problem. We will provide the design, development and delivery of programs, appropriate training methods and trainers, and ultimately, evaluation and follow-up. Our post-program involvement includes a plan for follow-up support, gradual withdrawal, and the installation of successful resources to encourage the program's continued use.

Executive Coaching:

Our one-on-one coaching adds a personal angle to professional consulting. This practical instruction can be a valuable supplement to general training for all levels of management, from supervisors to CEO's. Whether you are undergoing an organizational change or simply aiming to increase productivity through building and improving upon current skills and practices, the result will be a discernible difference in executive effectiveness.

Business Development:

For individuals or small companies who want to avoid classic business mistakes, we can help make sure you get started off on the right foot. After personal consultations, we will provide strategies and advice on basic business operations, decision-making, long-range planning, and office organization. We supply the tools you need for a successful future.

A.E. Schwartz & Associates Subsidiaries

www.school4managers.com
www.readysetpresent.com
www.laserlearn.com
www.mentor-protege.com

Testimonials

"Personalized, knowledgeable, very professional. In a word - excellent."

Blue Cross/Blue Shield, Elaine Pierzanowski, Training Specialist

"Very involving method which drew both me and the group out. The presenter was humble and his style inspires confidence."

Polaroid Corporation, Thomas O'Brien, Manufacturing Vice President

"Mr. Schwartz has a wonderful way of teaching and building attention, both serious and humorous. I gained a wealth of knowledge!"

Ransom Environmental Consultants, Patricia Buyer, Office Manager

"Excellent! Very effective, well organized, interesting, and fun. I have tangible practices to go back to work with."

Boston Scientific, Louise Limentani, Human Relations Manager

"This session got people very involved so they better understand that they must communicate and work together."

Bayfinch Mortgage Corporation, Lorette McAmand, Vice President

"Andrew is a superb, excellent speaker. I really enjoyed myself and learned a lot about managing myself and others."

NECS, Tom Pike, Warehouse Manager

Contact Information

Æ Schwartz & Associates

www.aeschwartz.com

781-436-3763

The School For Managers

The School for Managers has become the cornerstone management training program at A.E. Schwartz & Associates. This program increases managers' confidence in the skills they have, and provides new information, tips, strategies, and techniques. Using a participatory format, we address the multiple challenges faced by all levels of management. The outcome is a guaranteed increase in both personal and professional effectiveness.

Topics include: leadership, communication, goal setting, motivation, self-organization, delegation, and problem solving. Additionally, we can include and/or focus on those problems and skills which impact your company. All aspects of the program from topics, scheduling, and location can be tailored to fit your individual needs.

Mr. Schwartz's fast-paced, engaging, and interactive style makes The School for Managers is not only informative, and is enjoyable as well. We have worked with a broad spectrum of industries and thousands of managers, both nationally and internationally, and have received overwhelmingly positive feedback at an attendee approval rate over 98%. Managers walk away eager to implement their new knowledge and skills, and have experienced long-term increases in productivity and efficiency as a result.

Testimonials

"The program was great. It helped me to better understand my role as a manager. The small group interaction was beneficial as we could share ideas and often found we all had the same problems. Group discussions provided new insight to situations within my organization. It armed me with new ideas on solving problems via communication and goal setting."

Levine, Katz, Nannis & Solomon, PC, Sherri Martin, CPA

"As an experienced manager, attending the School for Managers helped me reexamine my management style, break bad habits, and try new ideas. My effectiveness has definitely improved."

Horizon Information Group, Allen B. Falcon, President

www.School4Managers.com

Ready Set Present

ReadySetPresent.com allows you to find products for a multitude of both personal and professional presentation needs. Our online store offers everything you need for designing top-notch, professional quality presentations and programs. A facet of A. E. Schwartz & Associates, a company which has been at the forefront of the management training industry for over 25 years, ReadySetPresent.com and its products are backed by years of experience in training and presenting.

Whether you are starting from scratch, or improving upon an existing program, ReadySetPresent can facilitate and simplify the process. Employing the tools we provide is guaranteed to maximize your potential and impact as a presenter.

Our products range from books, workbooks, reproducible articles, handouts, inspirational and business quotes, audio files, Microsoft PowerPoint presentations, templates, and much more. For your convenience, all of our products are reasonably priced and can be downloaded instantly; many are unparalleled in terms of quality, price, and accessibility.

Testimonials

"I am now off on the right track. An excellent mix of PowerPoint and content that all fits together."

Cape Cod Ice Cream Co., R. Scott Memhard, Manager and V.P.

"Excellent! Very effective, well organized, and fun. I have tangible and practical information to work with."

Boston Scientific, Louise Limentani, Human Relations Manager

"I found the information was clear and beneficial. It will help me with many employees at the bank"

Safety Fun National Bank, Mary Ellen Mana, Branch Manager

www.ReadySetPresent.com

Mentor-Protégé

As part of your corporate strategic plan for organizational growth at all levels, enhanced communications, skill development, knowledge, growth, and stronger relationships, we are pleased to offer this mentor/training program.

This Mentor-Protégé program is unique. Pair-up mentors with protégés at any level within your organization. Participants may develop their attitudes, beliefs, behaviors, best business practices, knowledge and/or skills. Our program assists employees to move into new, exciting, challenging and even leadership positions.

We offer several formats which may include, an orientation session, six or more intensive sessions and on going support is available. This Mentor-Protégé program is one of the best choices for your employees, departments and today's organization.

Testimonials

"This session helped us to define goals: what they are and how we can accomplish them - I feel like I have something more tangible to use to be a more effective mentor."

Woodemeister, Manager, Worcester, MA

"Great program! - should work wonders in improving employee morale, knowledge, and job skills - a win/win for Thornton."

Grant Thornton - Mettler Toledo, Manager, Bedford, MA

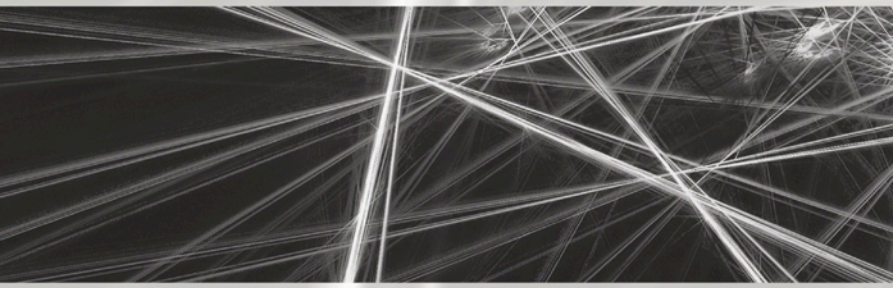
www.Mentor-Protege.com

Laser Learn

Corporate training is taking a futuristic twist. Imagine an environment in which company objectives become "missions," meetings become "debriefings," and office settings transform into a dimly lit, foggy, action packed laser tag arena.

A.E. Schwartz & Associates, a Boston management training and leadership development firm, has teamed up with the Lazer Tag Industry. They provide organizations with exciting, team-oriented laser tag activities that utilize workplace-relevant skills. A.E. Schwartz & Associates, has been conducting team building sessions, both nationally and internationally since 1985. Laser Tag is the newest addition to the company's over 40 practical, fast-paced and participatory programs.

As participants move through the succession of activities, their development of corporate team building skills becomes evident. Upon completion, managers re-enter their workplace with a new sense of team purpose, leadership, creative and strategic skills. For those who need concrete proof, we provide individual readings detailing everything from accuracy of your shots to the number of points scored.



Testimonials

"The best training session I have attended. Not only did I have a great time, I learned many practical skills to take to work."

"Best value and combination of fun, skills, techniques, materials I have seen in 25 years of working in the human resources industry (Kudo's)."

"After six sessions covering specific team based skills our "group" is now a "team". Productivity has since increased 10-fold."

www.LaserLearn.com