



The 2013 LEARNING & DEVELOPMENT CALENDAR



For More Information Please Contact:
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Policies and Procedures

Attendance

Workshop space is limited and registration is required for all training events. Please remember that your registration is your commitment to attend the event, participate and arrive on time. If you have registered for a training or event, we expect that you will arrive no later than the scheduled workshop start time. We recommend you arrive 10 minutes early to sign in and prepare.

Participation

We ask that you be prepared to actively learn about the topic and participate throughout the session. Please also bring a pen and paper to take notes on strategies and new ideas that will help you in your daily work. As you go through the training, consider how you might be able to use the strategies back in your role. Think about how you might follow up with colleagues or your manager once you return to your projects. Remember, training is about continuous improvement so that our colleagues and clients receive the best possible services and support—it's not just about accumulating hours!

In the event that we do not have sufficient registration to hold a workshop or have filled all the slots for a particular session, you will be notified at least 3 business days in advance with a cancellation and/or rescheduling information.

Registration

Please register by sending an email to humanresources@arvatosystems.com.

If you are interested in registering for a Random House workshop, please send an email specifying the workshop of interest. We will work to get you into the next available workshop.

If you are interested in the additional training options or in trainings not included in this calendar, please reach out to us regarding next steps.

[Manager approval or nomination is required to process registration for all workshops and certifications.](#)

Training At A Glance

Essentials of Project Management

- February 4th, 2013: (2 days-Waterfall)
- March 11th, 2013: (3 days-Agile Bootcamp)
- 9am- 5pm

Interview Skills Workshop

- May 13th, 2013
- 9am - 1pm

Expanding Personal Influence and Negotiation Skills

- **Influencing with Presence**
- July 8th, 2013
- **Negotiation Skills Training**
- August 5th, 2013
- 9am- 5pm

Random House Workshops

Available all year round

Additional Training Options

- **Hybris Trainings**
- **Leadership and Management workshops**
- **Certifications and more**

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Essentials of Project Management

<p>Trainer: ASPE</p> <p>Location: 1700 Broadway</p> <p>Capacity: 20</p>	<p>Essentials of Project Management</p> <p>This 2- part training is designed to provide you with tools and resources to help keep your projects on track even in the toughest, most unpredictable times.</p> <p>Part 1: The Waterfall approach <i>February 4-5, 2013, 9:00am – 5:00pm (2 Days)</i> This workshop will introduce the elements and practice of the most common project management methodology. The course is designed to introduce Waterfall within the overall disciplines of Project Management.</p> <p>Part 2: Agile Boot camp <i>March 11-13, 2013, 9:00am – 5:00pm (3 Days)</i> This workshop will provide knowledge on Agile principles; connect Agile release plans that match with business expectations, agile testing strategies and more.</p> <p>Intended Audience</p> <ul style="list-style-type: none"> • All Project Managers and Architects are encouraged to attend • Anyone who is interested in learning about Project Management methodologies
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Interview Skills Workshop

<p>Trainer: Roseanne Sclafani</p> <p>Location: 1700 Broadway</p> <p>Capacity: 12</p>	<p>Interview Skills Workshop <i>May 13th, 2013, 9:00am- 1:00pm (1 day)</i></p> <p>Interviewing Skills teaches techniques that will help any interviewer or hiring manager better select employees through the interviewing process.</p> <p>Participants will:</p> <ul style="list-style-type: none"> • Determine the performance factors that lead to success in a position • Construct a consistent interviewing approach to
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	<p>gain better information for decision making</p> <ul style="list-style-type: none"> • Employ behavioral questioning techniques to assess a candidate's past performance • Learn how to avoid illegal and discriminatory questions <p>Intended Audience: All interviewers are encouraged to attend.</p>
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Expanding Personal Influence and Negotiation Skills

<p>Trainer: Rogen SI</p> <p>Location: 1700 Broadway</p> <p>Capacity: 12</p>	<p>Expanding Personal Influence and Negotiation Skills</p> <p>On a daily basis, we come across challenges of persuasion and influence as we relate with colleagues, managers or clients. Successful negotiation and influence requires agreement and collaboration with these other parties. Since these parties often have perceptions, interests, values, and cultural styles different from ours, developing proven skills and strategies is crucial. This 2-part series focuses on building the skills necessary to make an impact in multiple situations</p> <p>Part 1: Influence with Presence <i>July 8th, 2013, 9:00am- 5:00pm (1 day)</i></p> <p>This workshop is designed to give participants a deeper understanding of the qualities of an effective influencer. At the conclusion of this program, participants will have the skills and strategies to be able to achieve business outcomes by effectively influencing clients and colleagues to embrace ideas, accept recommendations and support initiatives.</p> <p>As a result of attending this workshop, participants will:</p> <ul style="list-style-type: none"> • Be more confident when influencing at senior levels • Build more successful working relationships with colleagues and clients
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- Structure and deliver information more persuasively
- Be thoroughly prepared for internal and external pitches

Part 2: Negotiation Skills

August 5th, 2013, 9:00am- 5:00pm (1 day)

Participants will improve their negotiation skills through a curriculum that includes numerous exercises such as role-play and communication exercises.

Participants will:

- Increase communication skills during face-to-face negotiations
- Learn to plan, prepare and negotiate with maximum effectiveness
- Develop key strategies for negotiation

Intended Audience: All employees

Random House Workshops

Presentation Skills	Presentation Skills is designed for employees who give presentations as part of their job. The course will help participants learn to improve the clarity and impact of presentations. Class sizes are small, so participants receive individual attention and feedback.
The Speaking Seminar	The speaking seminar on the subject of communication, presentation, and public speaking skills is led by Bill Hoogterp of Blue Planet. Bill is a top public speaking coach whose programs have helped professionals improve their clarity and effectiveness in both formal and informal settings. The full-day seminar has already been enthusiastically received and praised for being both instructive and enjoyable.
Time Management Skills	Time Management helps employees at any level who want to improve their effectiveness by gaining better control over their time. The class examines time wasters and introduces a time management system based on planning, prioritizing, scheduling and following up.
Managing Effective Meetings	Managing Effective Meetings is open to all employees who run or facilitate group sessions or meetings. Participants will discuss strategies for meeting management, practices newly acquired skills, and gain the confidence necessary to run effective meetings and facilitate group outcomes. This course teaches techniques to insure all participants get the most out of both formal and informal meetings.
Effective Business Writing	Effective Business Writing focuses on improving business-writing skills. This course can benefit employees at all levels with all types of previous writing experience. Participants will learn to write effective memos, draft clear and concise letters to outside contacts, make e-mail messages more efficient and much more.

Communication Skills Training	Communication Skills provides professionals with the tools needed to help improve listening and influencing abilities. The course covers both the participant's personal communication style and how to work within the communication styles of others. Communication Skills also offers participants a way to increase interpersonal effectiveness in work situations.
Excel Training	The Excel training will focus on Excel 2007, which is separated in to three different levels that cover creating basic worksheets, performing calculations, modifying a worksheet, calculating data with advanced formulas, organizing worksheet and table data, analyzing data using pivot tables and pivot charts, creating macros, auditing worksheets using the trace function, and analyzing data.

Additional Training Options

Hybris Quickstart and Software Developer Trainings

Location: TBD

Audience: Project Managers, Business Analysts, Sales Engineers and Developers of all levels seeking to expand Hybris knowledge

American Management Association Trainings

Various Management Trainings

Dates: As needed

Location: As Needed

Audience: New and experienced managers seeking to expand management knowledge & experience

Bertelsmann Leadership Program

Location: TBD

Audience: Nominated by direct managers

Technical Trainings & Certifications

As approved by direct managers



We would like to hear from you. Please send your comments and training suggestions to:

humanresources@arvatosystems.com