

**Stony Brook University**  
**Corporate Education**  
**& Training**  
**Vice President for Economic Development**



***The Center for Biotechnology in Conjunction with the CET Present:***

## ***Employee Effectiveness***

Harness the hidden talent that exists within you or within your organization. The simple fact is that most employees do not know what is expected of them. Whether you are personally interested in the secrets to success, or seek to improve the performance of your staff, this powerful program demonstrates how to focus on areas critical to “getting the job done.” The fusion of proper behavior and attitude with technical skills and business acumen, to achieve enhanced effectiveness, is covered in depth. Small workgroups cover real life scenarios, with specific guidelines provided for handling challenging situations.

***One Day Program - Call for Dates and Times***

### **Topics Include:**

- ***Understanding ‘The Skills Triangle’***
- ***Effective Communication and Feedback***
- ***Best Practices for Achieving Success***
- ***The fundamentals of Professional Behavior***
- ***Structure and Interaction in Organizations***
- ***Essentials of Success & Growth at any Level***

**Who Should Attend:** Graduate students entering the workforce, Managers, HR Professionals, new employees and those experiencing a career change.

**Instructor:** Dr. Saied Tousi, Industry Consultant, Employee Development. Dr. Tousi offers pragmatic, cost-effective management and skills training programs designed to help employees at all corporate levels improve their performance.

For course fees, details and to register visit: **[www.sunysb.edu/sbucet](http://www.sunysb.edu/sbucet)**

## **Stony Brook University** **Center for Emerging Technologies**

For a complete library of our course offerings:

**[www.sunysb.edu/sbucet](http://www.sunysb.edu/sbucet)**  
**631-632-8433**

***Choose Stony Brook as your partner in  
workforce training and development.***