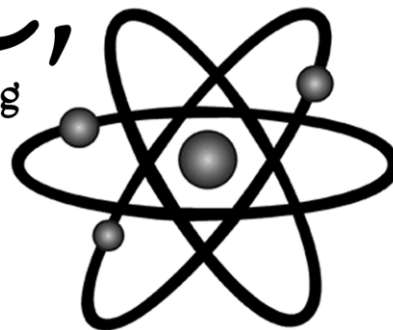



# AVTEC, inc.

Center for Management Training



<p>AVTEC inc. CENTER FOR MANAGEMENT TRAINING</p> 	<p><b>HERB CROSBY</b> President</p> <hr/> <p>3150 Carlisle Blvd., NE Suite 20 Albuquerque, NM 87110 (505) 889-4562 Mobile (505) 379-0818 Fax (505) 889-4549 Email <a href="mailto:hcrosby@avtecorp.com">hcrosby@avtecorp.com</a> <a href="http://www.avtecorp.com">www.avtecorp.com</a></p>
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*Managerial Skills That Help  
Build a Bridge  
to the  
21<sup>st</sup> Century*



*Master the Skills and  
Techniques to Succeed  
in Today's Workplace*

## ***Our Mission***

*Avtec Center for Management Training's mission is to help public, private and non-profit organizations increase their efficiency, effectiveness, and productivity; and to help individuals improve their job performance through lifelong learning.*

## ***Consulting Services***

*We counsel and assist managers in assessing needs, developing strategies, and applying specific methods for achieving quality goals. Our staff of professionals is exceptional. All have distinguished themselves in quality efforts prior to conducting seminars and workshops for Avtec CMT. Our seminars are comprehensive and practical, addressing a full spectrum of needs for the public, private, as well as non-profit sectors. All training and support materials are developed by Avtec CMT and are customized to fit the specific needs of the client.*

## ***Unparalleled Approach***

*The Center for Management Training offers high-quality team leadership training. We offer powerful training programs that provide practical tools to manage today's workforce. Avtec CMT has built its reputation on helping client's meet their organizational goals and objectives through comprehensive support, practical methods, and an objective approach to each challenge. Our unparalleled staff of professionals offer a range of seminars, workshops and curriculum built on a broad base of knowledge and hands-on experience.*

## ***Tailored for your Organization***

*Assessing your organization's requirements is the first step in developing a curriculum that best meets your needs. Our CMT professionals develop training programs tailored to your organization and are offered at times and locations that are most convenient for you and your organization.*

## ***Organizational Consulting***

*Avtec provides a successful "win-win" concept to managers that enhance their competence and ability to be more productive. Fundamental to this model, Avtec Center for Management Training focuses on areas that are related to human growth and development. Over the years these principles have assisted managers in accomplishing various tasks. Avtec CMT applies these common principles using concrete, practical steps that equip managers, supervisors and employees to understand and apply these new skills immediately.*

## ***What we Offer***

*Our workshops and seminars are conducted by experienced professionals. Workshops can be designed for all levels of employees from top managers to first-time supervisors, in both public, private and non-profit sectors. You'll learn how to:*

- *Make the transition from worker/employee to supervisor/manager*
- *Develop a group into a winning team*
- *Turn around problem behavior and unsatisfactory performance*
- *Motivate yourself and others*
- *Create a work environment that fosters cooperation, mutual support and productivity*

## ***Who Should Attend?***

- *Anyone interested in enhancing their performance in their organization*
- *Those preparing to move into a managerial position*
- *New supervisors who would like to have a formal overview of management techniques*
- *Seasoned managers who would like to review management principles and update their skills*

# *Training Seminars & Workshops*

*Sales*

*Leadership*

*Communication*

*Supervisory Skills*

*Dispute Resolution*

*Workforce Diversity*

*Economic Development*

*Effective Delegating Skills*

*Conflict Resolution/Mediation*

*Alternative Dispute Resolution (ADR)*

*Indian Gaming – Employee/Management  
Training & Development*

*Transitional Management Skills for First-Line Supervisors*

*Discipline & Grievance Handling*

*Coaching & Counseling*

*Sexual Harassment*

*Time Management*

*Customer Service*

*Facilitation Skills*

*Problem Solving*

*Team Building*

*Motivation*

# ***Small Business Development***

*Strategic planning*

*Marketing*

*Business plans*

*Small business consulting*

*Special market development*

*Personal employee training*

*Management coaching*

*Small business financing*

*Small business accounting/bookkeeping services*

# *Our Valued Clients*

*AFOTEC*

*Acoma Business Enterprises*

*Albuquerque Area Indian Health Board*

*Albuquerque Fire Department*

*American Home Furnishings*

*AUI, Inc.*

*Bernalillo County Metropolitan Detention Center*

*Black Veterans Association of NM*

*Blue Cross/Blue Shield of NM*

*City of Las Cruces*

*City of Santa Fe*  
*-Public Utilities*  
*-Planning & Land Use*

*COVAD Communications*

*Defined Fitness*

*DKD Electric*

*Federal Aviation Administration*

*Federal Bureau of Investigation*

*Health Care Horizons, Inc.*

*Jicarilla Apache Tribe*

*MCI WorldCom*

*MediaOne, Inc.*

*Monitek Engineering*

*NM Interstate Stream Commission (ISC)*

*NM Office of the Attorney General*

*NM Office of the District Attorney – 2<sup>nd</sup> Judicial District*

*New Horizons Computer Learning Ctr*

*New Mexico Department of Education*

*New Mexico Department of Labor*

*New Mexico Taxation & Revenue*

*Otero County Electric Cooperative, Inc.*

*Office of State Engineer (OSE)*

*Professional Business Systems*

*QWEST (formally USWEST)*

*Sacred Wind Communication*

*Sandoval County Assessor's Office*

*Seagate Technology Inc.*

*Sandia National Laboratories*

*State of New Mexico Department of Homeland Security & Emergency Mgmt*

*Saudi Government*

*The Atrisco Companies*

*The Navajo Nation*

*The Town of Bernalillo*

*Tularosa Basin Telephone Company*

*University of Ghana, West Africa*

*University of New Mexico*

*U.S. Bureau of Reclamation*

*U.S. Department of Energy*

*U.S. Department of the Interior*

*U.S. Fish and Wildlife Service*

*U.S. Forest Service*

*VAL-COMM, Inc.*

# ***Company Information***

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**Website**.....*www.avtecorp.com*

***1999 - Small Business Administration section 8(a) program graduate***

*Avtec has provided the finest quality management training and consulting services to our clients for over 30 years. Our track record is second to none when it comes to service to our customers. We cover a vast range of local, state, national and international clients. Avtec's goal is to continue to meet our clients' training and consulting needs while providing superior customer service as we develop new markets.*

*Please feel free to contact us if you have questions or would like additional information about the material contained in this portfolio.*