

# BIOGRAPHY

---

## MANAGEMENT AND LEADERSHIP DEVELOPMENT PROGRAMS



**ANDREW E. SCHWARTZ**

**Andrew E. Schwartz** has been designing, developing and delivering management and leadership programs since 1982. He is founder and CEO of **A.E. Schwartz & Associates**, a comprehensive management training and leadership development organization offering over 40 skill-based programs.

No stranger to the media, Andrew has authored dozens of books, products, and articles, has appeared on numerous radio shows, and is frequently quoted in magazines and newspapers such as *The Wall Street Journal*, *Entrepreneur*, and *The Boston Business Journal*.

As a master trainer and facilitator, Andrew conducts an average of 150 programs annually. He is hired to lead conferences and company meetings for a wide variety of industries worldwide.

His program **The School for Managers** (Level 1) includes: *Manager, Leader & Coach • Leadership • Communication • Goal Setting • Motivation • Time / Self Management • Delegation • Problem Solving • Decision Making*

His program **The Advanced School for Managers** (Level 2) includes: *Utilizing Communication To Influence & Ensure Cooperation • Understanding Your Supervision Techniques & Handing off Projects • Conducting an Effective Performance Review with Confidence • Offering Constructive Feedback • Resolving Situations Before Conflict is a Problem • Advanced Time/Self Management*

(continued on reverse)

---

## **AESCHWARTZ & ASSOCIATES**

P.O. Box 79228 • Waverley, MA 02479-0228

TEL: 617-926-9111 • FAX: 617-977-9696

[aes@aeschwartz.com](mailto:aes@aeschwartz.com)

[www.AESchwartz.com](http://www.AESchwartz.com)

[www.School4Managers.com](http://www.School4Managers.com)

[www.Mentor-Protegee.com](http://www.Mentor-Protegee.com)

---

Accolades aside, Andrew delivers a succinct, fast-paced, practical production that yields an enjoyable and interactive experience. With tens of thousands of participant testimonials endorsing his presentations, he has made a significant and long-lasting impact on virtually every participant. Andrew maintains a focused and informative presentation while remaining approachable, engaging, involved and humorous.

Andrew's credibility as a trainer and facilitator stems from an impressively broad range of real-life experience, which translates into, and enhances every program he conducts as well as his various consulting services. In other words, **he can not only teach, but "do" as well.** For example, Andrew held the position of senior trainer at The Management Training Program at age 24, and at 26 became the Manager of Training at the Massachusetts Institute for Technology (MIT). Andrew himself embodies the role of a top-notch manager and helps his participants to adopt the strategies and mentality which have rendered his own personal successes.

Now in his 50's, he has developed and sold several businesses. Not wanting to slow down, Andrew has started 6 new businesses in which he gets to practice what he teaches other managers and companies on a daily basis. Many people call him a serial entrepreneur.

**He has held various director of training positions:** *The Smaller Business Association of New England, The Employer's Association, Massachusetts Institute of Technology (Information Services), and The Management Training Program.*

**He has been an adjunct faculty/professor teaching business, management communication, and training at:** *Massachusetts Institute of Technology, Emerson College, Boston College, Bryant College, Boston University, Brandeis University (Heller School of Business) and Bentley College (Meeting Management Program).*

Statistics and personal evaluations are both testaments to the significant impacts of Andrew's programs on people, productivity, and profits. Post-course participant evaluations reveal a 92-100% level of overall satisfaction, and Andrew is consistently rated in the top 5% of speakers and presenters. Many companies enlist his services again and again, considering Andrew's courses to be a cornerstone of their company. The Smaller Business Association of New England, for example, has hired Andrew up to six times a year since 1982. Companies, corporations, and participants alike laud Andrew's unique abilities as a facilitator to engage and connect with his audiences in positive and permanent ways.

**Books/Workbook and Manuals Highlights:** *The School For Managers; Delegating Authority; Performance Management; Making Dynamic Presentations; Communication; Goal Setting; Delegating for Results; Time/Self Management; Creative Problem Solving workbook/audio series.* Upcoming titles include a *Training for Trainers' Handbook* and *Time Management using Technology.*

Andrew's works have been published by Barrons Educational Services, Random House, HRD Press and purchased/used by hundreds of companies within a wide range of industries and audiences.