



Michael Lewis Training, Motivation and Development

Our HR Professional Development Package

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Since early 1994, I have spoken in hundreds of communities of all sizes in Ontario, and I have had the sincerest pleasure, privilege, and honour to have spoken to and / or provided training / educational services to a diverse grouping of clients.

My clients include numerous associations (national, provincial and local), association chapters, businesses (corporate, family owned), non-profit organizations and groups, charitable associations, childcare educators, daycares, organizations and associations dedicated to special needs and disabilities, counselling organizations, entrepreneurs and small business centres / programs, health services, **human resources associations**, public libraries, public sector clients, local chambers of commerce and boards of trade, school boards (public and separate), senior centres, long-term care and retirement homes, professional trades, landscaping professionals, volunteer coordinators ...and to volunteers at numerous volunteer recognition events.

Further information is available @

www.michaellewistraining.ca

Presentations, Webinars and Virtual Presentations (45 minutes)

The Myth of Morale: The Real Motivators for Workplace Happiness!

Imagine that...actually being happy at work but thinking that it must be owed to you and that it is management that is responsible. The fact is employee morale is a myth and that personal (not personnel) happiness is a commodity derived and perpetuated from a very personal perspective. Discover what really drives happiness at work and you might be very surprised.

Another Bad Hair Day: How to Roll with Life's Ups and Downs and Come out a Success!

This motivational presentation is guaranteed to get you to stop thinking about all the excuses you use to defer you from your happiness and success and inspire you to live well now! Life is a finite experience and we all have only so much energy and time so what are you waiting for?

STOP That Stinkin' Thinkin'!

This upbeat and motivational presentation makes the argument that we are our own guardians of good thinking and a positive life. We are the sum and quality of our thoughts, and a happier, more productive, and optimistic life begins in thinking thoughts that take us forward. We can choose how we interpret our challenges and the consequent way we communicate to ourselves.

"...And Other Duties as Assigned!"

It's not how many years we live ...but the life we put into our years. All too often we are called on to wear many hats and fulfill many new responsibilities professionally at work and in our own private lives with our friends and family. This motivational and often humorous seminar presents a wide palette of practical time/ life management solutions, insights on effective living and "food for thought" as we tackle our increasingly more complex lives.

Laughing at Stress: Humour in Times of Change!

The only constant...is constant change. How we respond to change, and stress is a personal choice when operating and managing your personal and professional life. Keeping your sense of humour and adopting some simple philosophical perspectives might be the healthiest approach to dealing effectively with stress and change.

Change Is Inevitable: How to Think and Work Your Way Through Change!

This is A GREAT presentation for any group or team that is facing fast paced change and desires practical insights in coping with change. It provides opportunities for table-talk discussion and wisdom sharing as we examine solutions to make the best out a changing workplace environment or lifestyle.

Owning Your Job: The Path to Greater Personal Engagement and Happiness at Work!

It's not the job, it's how you choose to examine it and the choices you and your co-workers can make today that makes ALL the difference. Change your point of view; change your approach to your job and life!

Jumping OFF the Treadmill: Life Changing Choices You Can Make!

The adage that "we work to live and not live to work" seemingly is lost on a world where more and more of us are so busy that life seems like an endless treadmill. At some point in life, everyone starts to examine one's lifestyle and to realize that there have been better choices ahead of us. This presentation presents a selection of choices to consider should you wish to jump off your "treadmill."

Dealing with Difficult People!

A mountain can't get any bigger, but we can. We can learn how to scale and conquer our people mountains. Throughout your personal and professional life, we will all have to deal at some time with difficult and challenging people and personalities. This inspiring and often humorous presentation presents seven very basic and common-sense solutions to enact when you find yourself having to go "toe to toe" with that difficult person.

Maybe it's Time for PLAN B: What You Need to Know to Be Self-Employed!

Plan "B" could for many stands for plan better. Have you ever wondered if owning your own business would be right for you? There are many self-employed HR professionals that enjoy working with many clients and the wide variety and freedoms that being self-employed brings. Discover the advantages and the challenges of being your own boss in this very comprehensive look at the world of entrepreneurship. Who knows, maybe the best boss you ever work for will be yourself!

How to Make Things Right When Things Go Wrong!

When things are said, and feelings are hurt, and healing is needed, HR professionals can take on a pivotal role of mending fences and building bridges. But where to start? And what questions must be asked and answered before, during and an issue or incident. Rebuilding trust and working through anger means being skilled and patient, firm and understanding and above ...caring enough for wounded parties to heal and move on. Deepen your skills toolbox with this in-depth look at an effective restorative process.

Workplace Personality Dynamics: Discovering What Makes Your Co-workers Tick!

Your employees (co-workers. Managers...etc.) will bring with them a wide range of experience and skills but also some very distinctive personality traits and characteristics. This presentation introduces you to the "deciders," "thinkers," "socializers," "coaches," "lone wolves," and of course the "wet blankets." Discover how to work with people with different approaches to how they work and interact in your workplace.

NEW

Staying Organized, Focused, Productive and Sane While Working from Home!

For those who find themselves working from home, this new change in the way work is being done, is either refreshing and exciting or proving to be a real challenge. Complicating matters might be the presence of children and the requirements of on-line learning or other family members who think you are more available to be of help. Discover the secrets of working from a home office from someone who has done it successfully for decades! It comes down to having and sticking down to a productive routine, having a daily plan of action and being able to shift gears when the unexpected shows up.



Seminars / Webinars (90- 120 min)

Inspired Leadership: Motivating Your Team to Bring Their Best to Work!

Leaders that inspire us to be our best are leaders that earn profound respect and trust. As a leader, what a wonderful opportunity it is for you to be such a positive and supportive influence on others. This motivational seminar will fire you up with a new enthusiasm to look and find the best each team member. Discover how to motivate your team with the power of genuine and targeted praise. Empower them to utilize their personal strengths. Coach and mentor them on areas in which they can build new skills and abilities. Partner them up with other team members that can provide positive support. Learn how delegation empowers your staff and frees you to really focus on more important leadership activities. Become an agent for improving morale and service within your team.

Respectful Communication: Strengthening Workplace Relationships!

Discover the importance of respect as it applies to workplace communication. Learn how to ensure communication that is respectful to feelings of others. We'll discuss how to communicate with parents/ children with an emphasis on listening and interpreting and developing and improving team-based communication.

Leading Effective Meetings!

Discover how to organize and conduct efficient and productive meetings in this comprehensive workshop. Learn how to map out and build an agenda. Ensure effective, balanced group communication and comprehension. Be an effective meeting Chair and facilitate with confidence and great preparation. Design action minutes and improve your meetings with constructive feedback. In short, make your meetings work and make every meeting a mutually collaborative process that motivates and inspires action with effective communication.

Workplace Personalities and How to Work with Them!

We live in a unique world, and we bring our unique perspectives, lifetime experiences, emotional developments, and societal / familiar backgrounds to our work. This session will help you examine the core different human personalities so that you have a better handle on how to work and communicate with those with whom you work and to whom you report.

The Art of Delegation: How to Delegate Responsibility with Respect!

Delegation is a critical leadership skill and one that cannot be ignored. To delegate responsibility with respect builds great people and great teams. In this workshop we will define what delegation really means and how it frees managers to manage and empowers staff with valuable workplace skills. We'll examine the appropriate attitude and approach to delegating and how to ensure we clearly define the tasks required.

Twelve Common Monkeys of Life and Work and How to Get Them off Your Back!

In this motivational presentation, we will explore how to tame twelve common "monkeys" or typical life and work challenges that all have some influence on us from time to time. We'll explore the monkeys of self-doubt, procrastination, personal productivity, getting and staying organized, attitude, interpersonal communication, stress, difficult people / circumstances, worry, the future and change...plus much more. This will be a great session if you know your "monkey" or "monkeys" in life and would like to get them off your back once and for all.

The Communication "Toolbox": Strategies for Communicating Effectively, Assertively and Clearly!

There can be no doubt how counterproductive miscommunication and misunderstandings can cost us both personally and professionally. Discover common sense solutions to ensuring you minimize typical communication problems and build the basis of better interpersonal communication. This comprehensive look at interpersonal communication will inspire you to assess your effectiveness as a communicator and have you applying the valuable tips and techniques right away!

Privilege of Leadership: How to Inspire the Best in Others!

Great leadership makes all the difference in ensuring that your team brings their best to work every day. Simply put, you need your team to work well together and towards the goals that you as leader place in front of them. Learn how to be the leader that you need to be so that you can ensure a positive workplace.

Achieving Balance: Achieving a Work / Life Balance!

Balancing a busy personal, professional, and family life is never easy, but certainly a worthwhile endeavor. Life brings us all daily challenges, but it is HOW WE CHOOSE to address each of these challenges that defines us and who we are. Whatever we do, we wish to ensure a healthy life, healthy relationships, and an empowered sense of being.

Inspired Leadership: Motivating Your Team to Bring Their Best to Work!

Discover how to motivate your team with the power of genuine and targeted praise. Empower your team members to utilize their personal strengths. Coach and mentor, your team on areas in which they can build new skills and abilities. Strategically partner team members with other team members that can provide positive support. Learn how delegation empowers your staff and frees you to really focus on more important leadership activities. Become an agent for improving morale and service within your team.

Ten Speaking Skills for Effective Presentations!

Your professional career presents numerous challenges that you must rise to and demonstrate to clients and your peers that can if asked – deliver the goods. Making an effective presentation, being persuasive in a group setting, making, and presenting a proposal requires specific skills. This compact seminar is designed to outline ten effective communication skills that can and will make all difference when you make that next big present

Resolving and Preventing Interpersonal Conflict!

Although we strive to maintain positive and productive relationships with people at work and in our personal lives, it is inevitable that we will experience disputes and disagreements from time to time. Discover how disputes and misunderstandings happen and HOW to resolve them amicably and professionally. Equip yourself to resolve conflicts and learn also how to proactively prevent them.



Our Fees

Each fee for presentation / seminar / workshop considers the following criteria...

- ... Amount of required research, development of materials and preparation time
- ... The number of participants expected to be in attendance.
- ... The needs of the client and learning dynamic of the audience
- ... The size and number of handouts (if required or requested)
- ... Travel and accommodation expenses (if applicable)
- ... Additional customization of presentation or inclusion if requested.
- ... The financial constraints and budgetary considerations of the client
- ... *Any extraordinary winter or seasonal travel demands.*

So, there is a lot to consider...

Please contact us for a quote.

** Fees subject to travel and HST.*

Our Travel / Mileage Policy

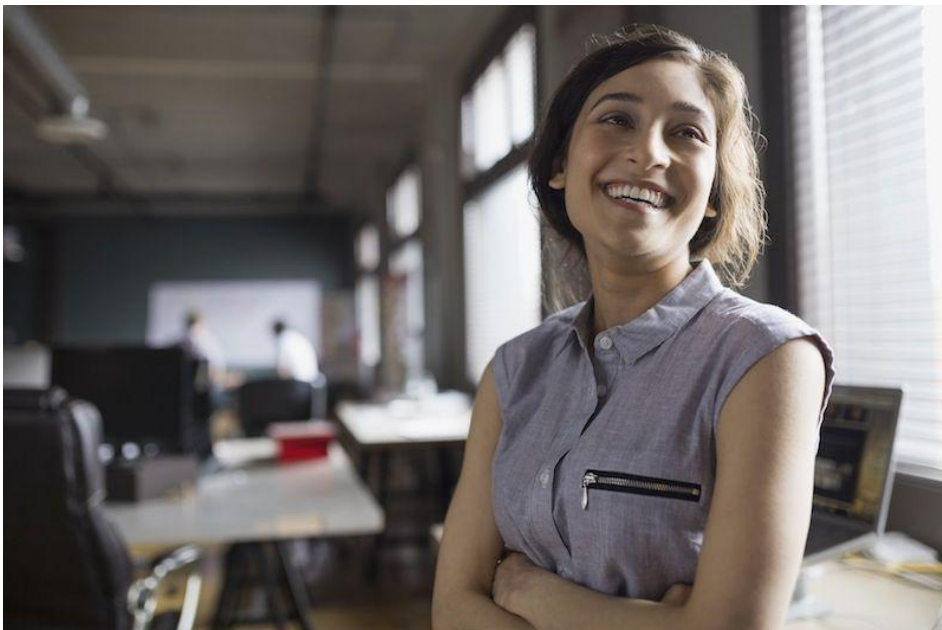
Our rate for travel will is **0.60 / km.**

This travel rate will be in effect subject to change and periodic review.

Clients may be expected to arrange travel and accommodations for some engagements.

FINAL NOTE:

These fees are just **guidelines** to assist the client in estimating the budgeting for your speaking and training needs. For smaller non-profits and charities, we have willingly negotiated **an honorarium** that is specifically affordable to their needs and ability to pay.



Handout Policy

After almost three decades of speaking engagements and training I must have created hundreds of thousands of printed and distributed handouts, I have decided to follow the increasingly popular and practical method of making my presentation and seminar handouts available electronically when possible. All handouts are now available in PDF file format.

Email me and I will provide you with a complete full colour handout.

Benefits...

- An ecologically sound and smart option.
- Handouts created as PDF files are easy to save and view on your screen or print.
- Handouts are easy to send and share with others.

More and more conferences and meetings have embraced digital files and I want to celebrate my many years in business by saving “trees” and offering clients a better system to share information.

Clients wishing handouts in advance for photocopying and inclusion in materials can request files.



Booking Information

I recommend that you book or reserve your preferred date(s) as far in advance as possible even before you have selected and finalized a topic(s). I do **NOT** require a deposit, nor do I insist on the signing of a contract. I do ask if you need to cancel an engagement to contact me as soon as possible and at least **14 days** in advance of the engagement.

I will make every attempt to carefully watch for weather or travel issues and will advise accordingly with the client as the best course of action. Generally speaking, if the weather is undesirable or unadvisable for travel, then it could be the same for those attending your event and rescheduling might be the best and safest strategy for all concerned.

Proprietary Notice

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*If you do what you've always done, you'll get what you've always gotten!
If you think what you've always thought, you'll get what you've always got!*

