



Michael Lewis Training, Motivation and Development

Our Leadership Package

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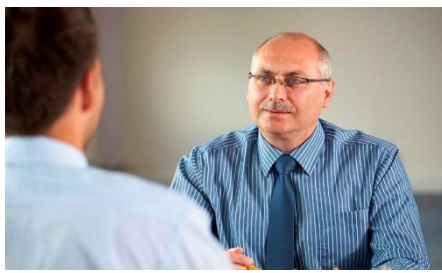


Thank-you!

There is NO topic that I feel more passionate about than leadership. Leadership is a privilege. The opportunity is provided for a director, manager or supervisor through the guidance and direction of others to make a difference. Leaders listen. Leaders communicate. Leaders inspire. Leaders through example inspire future leaders therefore directly shape the future of an organization.

More information is available at

www.michaellewisstraining.ca



Presentations, Seminars, Webinars and Workshops for Managers and Supervisors

The Leadership “Toolbox”

The Leadership Toolbox is the ultimate workshop for both those new to leadership roles and those well experienced in leading others. We will learn how to see staff productivity / attitude under the traditional ABC performance management model. Discover the difference between managing and leading staff and resolving / committing to being a great leader. Discover how to address conflict constructively. Learn about leadership styles and what works best for you. Create a culture of interdependent teams and motivate your team with constructive feedback.

A Leader’s Guide to Ending Gossip in The Workplace!

Who gossips to you, will gossip about you. – Turkish Proverb

There is nothing like gossip to generate interest and engage ears and tongues and yet today in workplaces all over Canada it continues to be a real problem.

Further to that, sociologists generally feel that social media has been a factor and is contributing and feeding the workplace bad habit of gossiping.

According to the Pew Research Center in the US, gossip is costing organizations and businesses alike, 2.2 billion dollars a year in lost productivity. I’m sure that here in Canada where gossip lives and thrives in every workplace that the financial and personal costs are a major concern ...especially in the non-profit sector where the daily mission is to put forth the maximum personnel effort and realize efficiency out of every dollar invested.

Leadership Through Conflict: Opportunities for Growth!

The upside of analyzing and resolving a conflict is that it can be a catalyst for both personal and organizational growth. This workshop attempts to better understand the dynamics of conflict and the vital role and opportunity that leadership plays in resolution. Progressive leaders learn to see conflict as a dialogue initiator and a process to define and sustain relationships. The end result is that leaders can then create a workplace environment in which conflict resolution becomes an employee-initiated process and to reinforce important leadership concepts that build stronger team-based workplaces. An added component of this workshop is a “roundtable” discussion so that leaders can listen to the perspectives and suggestions of group participants.

Stepping into Leadership: How to Lead with Confidence! (Introduction to leadership / management)

Leadership is a workplace privilege that when it is presented fairly, equitably and with respect can build and strengthen relationships. This workshop outlines how to step into the role of leading with confidence and success. This is an excellent workshop for those who have taken on a temporary role as a supervisor or manager or are the designated person when the supervisor or manager is away.

T.E.A.M. Together Everyone Achieves More!

Coming together is a beginning, staying together is progress, working together is a success!
Collaboration and the spirit of working together is the driving force behind successful people inside successful organizations. This motivational and insightful workshop explores the art and science of collaborative effort, its benefits and how to perpetuate future success.

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 a leader place in front of them. Learn how to be the leader that you need to be so that you can ensure a positive, productive workplace. In public settings, it is important even critical that as a leader you ensure your team works for the benefit of your agency. Challenging workplaces require a higher standard of leadership and one that works effectively in times of crisis or at times when you need everyone to raise their game.

You Don't Need a Title to Be a Leader!

What makes someone a leader? Is it a title? Is it that they have a corner office?

Discover how you can be a real difference maker and an “uplifter” in your workplace. Learn to be that “someone,” everyone appreciates. Learn what a real leader can really do and how they can shape outlooks and make lasting impressions. Your reward...you might just find just how much more valued and appreciated you can be to others be at work!

How to Be a Better Version of Yourself!

Is there a better version of you somewhere inside, currently suppressed and waiting to be released? All through our lives we have come to see ourselves as we are but the road to a better self begins in reflection, acceptance, vision, achievement, and ambition! Your better self awaits!

Change your Life with Transformational Goals!

The purpose of life is to find and have a life of purpose. Prioritizing your life often leads us to decide on worthwhile pursuits and that means having goals. Discover how to set and achieve your goals but also embracing goals that have the power and potential to transform your life!

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.

Creating Self-Directed Teams That Succeed!

There are so many conditions that must be met to ensure that you create a self-directed team that is truly collaborative and free standing. It's a challenging balance of ensuring a productive team chemistry, above average communication skills, trust based on mutual respect and full and cooperative willingness to work together, supporting each other and collaborating to ensure team goals are met. Discover how to succeed in creating self-directed teams and how to keep them operating smoothly.

The Art and Science of Constructive Advice!

Every leader is tasked with the responsibility to provide advice often to address a behaviour, but criticism tends to put people in a defensive role. This seminar explores a better solution. Why not bring forward advice, constructively developed and delivered in the intent it was meant to be – to guide someone to think of their actions and to consider a better solution. We give our friends advice so maybe it is time we do a re-think on how we talk to those we lead.

Examining Ethics: An Honest Look at Ethics and Ethical Behaviour!

Understanding ethics is much more than just knowing right from wrong and it's hardly cut and dry. From a professional point of view, we can refer to our codes of conduct to gain insights on how to proceed when faced with an ethical dilemma, but there are some ethical dilemmas that are often complex and layered and have far reaching personal and professional consequences...and not so easy to know what to do.

We'll look at what ethics is and what lies behind ethical behaviour, the core principles of ethical people. We will examine what motivates unethical behaviour, how it begins and what drives it. Finally, we'll examine and discuss some case studies to get a real world look at what choices exist during an ethical dilemma and how to navigate to the correct course of action.

A Guide to Having Difficult Conversations / Using Softer Language

The thought of having a challenging conversation can be quite daunting...but it need not be if we are prepared and properly skilled. Discover how to ensure the positive and productive outcome that you wish for at the end of the conversation. And all too often we find ourselves reacting to situations and the behaviours of others by making comments or observations. After reflection (and perhaps after an emotional reaction) that we wished we'd reframed our words better. Words are weapons on the mouths of some so let's learn how to use softer language and connect better with others.

How to Make Things Right, When Things Go Wrong! (Restorative Process)

If it is your job to mediate and seek reparations when people cross lines and feelings are hurt, this workshop examines the restorative process including the questions that need to be asked to get the affected parties talking and mending their ways.

Inspiring Excellence and the "C" Factor! (Addressing poor / unacceptable performance / attitudes)

Imagine working in a team or organizational setting where there is a group of employees that are dragging everyone down with the poor attitudes and / performance. Simply put the C factor is holding you back and it's time to change that and send the message to your best staff that there are new expectations.

Greater Employee Engagement: Pathways to Ensuring Positive Attitudes and Sustainable Morale!

It is an old adage that we all manage to bring our hands and feet to work every day but seemingly few of us are bringing our hearts and minds. Disengaged employees are highly visible, and their attitudes and outlooks have far greater impact and influence than we can imagine. This workshop explores in great depth the issue of employee engagement and in particular our role as leaders to positively influence those we lead on a consistent and sustainable basis, a general positive and productive attitude, workshop atmosphere and environment and a morale that is conducive for the common good of all.

Workplace Personalities and How to Work with Them!

Every workplace and organization has its challenges. Often, we discover that our co-workers, managers, or supervisors have different personalities and approaches to their work and to workplace communication than we do. We live in a unique world, and we bring our unique perspectives, lifetime experiences, emotional developments, and societal/familiar backgrounds to our work. This workshop will help you identify and examine the 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.

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 supervisors, managers and those who lead to manage and empower 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. It is a step-by-step how to workshop for any level of leadership experience and if learned and applied, will create a more productive and skilled staff and workplace able to be more responsive and service focused.

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.

Leadership in Changing Times

It is said that it is changing and challenging times that leadership most keenly felt and needed. It requires all leaders to develop not only a plan but to have a leadership strategy and approach that best facilitates the process of planning change and implementing latest ideas and programs. For some change is viewed an opportunity and a challenge that is taken on with a positive and even adoptive attitude. For other change is viewed as another mountain that must be climbed and it is particularly unwanted and resisted if there has already been a lot of change.

The key is to change management from a leadership perspective – having and transferring that vision and being keenly aware of all its short and long-term benefits. This workshop discusses the impact change in depth, selective vs. imposed change, the attraction of predictability. We'll also discuss why some people willingly look at change as something to accept and why others are hesitant and resist. Finally, we'll look at the seven import steps in leading people through change and as a bonus module we'll talk about keys to employee engagement.

Identifying, Refining and Adapting Your Leadership Style

So ...what kind of leader are you? It's generally accepted that there are four core leadership styles and each one has its own specific traits and characteristics. **Autocratic** – leadership based on strong single-minded control, **Democratic** – leadership that is based on engaging team members, shares control and creates a sense of belonging, **Authoritative** – balances leadership approach between autocratic, democratic, and **Laissez-faire** – a hands off leadership style that puts emphasis on competence in self-directed teams with little direct supervision.

But in today's changing workplace environment, leaders need to become more progressive in how they lead. They do not limit or box themselves into a single fixed leadership style or approach. They need to see themselves as **Adaptive** leaders – leaders that borrow from other leadership styles and when needed – modify their leadership approach to both better direct the tasks and team at hand. Finally, the best leaders strive to be **Transformative** leaders who are visionary and see their roles as “people developers.” By utilizing and executing a range of proven leadership methods seek to improve (transform) their teams into better and more efficient, connected, and cohesive teams able to move together and collaborate with the future in mind.



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.

Our Handout Policy

After around three decades and 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**. All handouts are now available from handouts@michaellewistraining.com.

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 **29** years in business by saving “trees” and offering clients a better system to share information. Hard copy handouts are still an available option by request.

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!*



Visit our website for even more suggestions for presentations!

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