



Michael Lewis Training, Motivation and Development

www.michaellewisstraining.ca



Our Volunteer Leadership, Administration and Coordination Presentations and Seminars

Protect Your Reputation: Ensuring Great Volunteers Act Accordingly in The Eye the Public!

So many volunteers work consciously and dedicate themselves to acting appropriately...but it only takes a **few** to impact the reputation of your organization or agency in the community...especially in the age of social media. Learn what to do before an incident does harm to your reputation.

Appreciating and Guiding Your Aging Volunteers!

More and more organizations are seeing an aging volunteer base, which presents challenges and opportunities. What will you do with your “silver tsunami” and how will you ensure your older volunteer will stay vital to your success?

Motivating and Rewarding Your Volunteers on a Tight Budget!

You know you have a modest budget so how do we motivate and inspire your volunteers? This seminar looks at innovate and of course, cost effective solutions!

Recruiting, Training and Retaining Your Volunteers!

Where will your next volunteers come from and when you get them, what is the best way to ensure they are thoroughly trained and competent in their roles.

Coaching and Evaluating Volunteers!

Valuable seminar designed for anyone who provides guidance or administration to volunteers. Lessons revolve around how to coach volunteers and how to evaluate their efforts and performance. What does it mean to “coach” volunteers and what are the benefits for them and your organization? We take a look not only at coaching but setting up a system, so you can also objectively evaluate your volunteers and ensure success in their efforts

Effectively Interviewing Volunteers!

This informative presentation looks at the important and considerate approaches of interviewing your potential volunteers as you look to add to your volunteer base. Areas covered and discussed includes interviewing for volunteers, constructing the position – the role of a job description / definition, effective listening and interviewing skills and questions that are the key to a great interview.

Dealing with Difficult People: Seven Simple Steps to Success!

Throughout your career as a volunteer administrator or coordinator, you will all have to deal at some time with difficult and challenging people and personalities. This inspiring and insightful seminar presents seven very basic and common-sense solutions to enact when you find yourself having to go “toe to toe” with that difficult person.

Art of Delegation: How to Delegate Responsibility with Respect to Your Volunteers!

Delegation is a critical volunteer 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.

Making Meetings Work: How to Organize and Conduct Effective, Productive Meetings!

Meetings are humorously defined as “events where minutes are kept, and hours are lost.” Making meetings work is about drafting a design and system that will work every time and that everyone’s time is well invested.

Ten “Something Different” Presentations...

If there is ever an interest in offering your members a presentation or seminar that is “something different” or if you just want more variety in your meetings or professional development, might I suggest...

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

Sixty in Sixty: Sixty Time/ Task and Life Management Tips!

Twelve Monkeys of Life and Work...And How to Get Them Off Your Back!

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

How to Motivate Yourself to Stay Positive, Focused and Energized!

STOP That "Stinking Thinking"!

Laughing at Stress: Humour in Times of Change!

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

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

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

Seminar / Presentation / Webinar Fees

350.00 for 45-minute webinars

250.00 – 350.00 for seminars and presentations*.

All fees subject to HST

*Seminars, workshops presented on-site are subject to travel fees.

Please contact us for a quote.

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