

SAMPLE PRESENTATION DESCRIPTIONS

Keynotes + Training Segments + Webinars



THE UNWRITTEN RULES OF MANAGING UP: SURVIVING (AND THRIVING) THE “DIFFICULT BOSS”

Unfortunately, too many corporate workplaces have degenerated into an “us” vs. “them” mentality where managers and subordinates talk past each other, label the other as “difficult”, and miss valuable opportunities to team and collaborate for joint success. A key to success for virtually everyone in the workplace is adopting a “managing up” mentality that focuses on how each of us can help our bosses (and other senior leaders) be successful – even if they’re not the “perfect boss”. This presentation defines “managing up” – what it is/isn’t, then explores proven techniques for managing up with a few common varieties of the “difficult boss”:



“THE TORNADO”

I hope you don’t mind me intimidating everyone with my overbearing nature at your team meetings...I’m just trying to help you speed things along.



“THE CLUELESS CHAMELEON”

I’m not exactly clear on what I’m looking for, but I’ll be sure to hold you responsible when I don’t get it!



“THE WISFUL THINKER”

Would you please boil the ocean? (and solve world peace too while you’re at it)



“THE MICROMANAGER”

“I know I asked you to manage this one, but I’ve got a few ideas on how you should handle it....and could you give me a daily update just to be sure we’re on the same page?”

Participants will learn ...

- Techniques for effectively managing an overbearing or chaotic personality type
- How to use risk analysis to present sensitive information and manage difficult discussions
- The benefits of using team charters and other techniques to provide clarity in low communication environments

For an overview of some of the “managing up” tips provided in this session, please view this [training video](#).



NO MORE SLACKERS!!! BUILDING A CULTURE OF ACCOUNTABILITY IN YOUR ORGANIZATION

Organizations thrive when individual departments or business units are highly collaborative and accountable to one another. Similarly on an individual level, team success often hinges on its ability to foster a group of highly accountable individuals. Unfortunately, too often managers and team leaders are saddled with “slackers” who simply don’t follow through on tasks or action items as promised. This presentation explores this accountability dilemma and provides specific facilitation techniques that you can use to foster a culture of accountability within your team. It is this “culture of accountability” that encourages each team member to place a higher priority on following through on tasks, respect due dates, and ultimately focus on coming through for the team every time! We will explore the importance of action items – how to document/assign them the right way and how to manage them on an ongoing basis. We will also explore different options for how to communicate with the slacker team member and provide a recommended approach that insists on accountability while maintaining positive relationships. Don’t let slackers drag down the productivity of your team. Learn some effective techniques to easily address that behavior and begin using them immediately!

Participants will learn ...

- What a “culture of accountability” is and why it’s important
- Techniques for infusing accountability into the “team DNA”
- Best practices that leaders can use to encourage individual accountability and set someone up for success
- The importance of balancing focus on accountability and relationship building/maintenance

For an introduction to this topic area, please watch this brief [training video](#).



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EMBRACING CHANGE WITH CONFIDENCE

Do you feel as if your world is constantly changing and you can't keep up? Do you work in an environment where the only constant is change? Are you leading an organization where change is a fact of life yesterday, today, and forever? If so, this presentation is for YOU! Learn the five steps of accepting change and how to navigate them successfully. Explore key mistakes that many leaders make when faced with leading change and learn key components of a change management plan and tips for leading staff through a change more effectively. Managing change can be a lifelong challenge – learn simple techniques to help you begin to embrace change in your daily life.

Participants will learn ...

- The reality of change – what is it and why is it so difficult to manage?
- The five critical steps of accepting change
- Elements of a successful change management plan
- Learn key principles for leading change in the workplace and moving an organization from fear to commitment

For an introduction to this topic area, please watch this brief [training video](#).



THE NEW TIME MANAGEMENT MODEL

If you feel like your “to do” list is proof that you’re losing the time management battle on a daily basis, you may be stressed but you’re certainly NOT alone! Most of us struggle with how to get it all done each day and feel exasperated when we realize that WE JUST CAN'T DO IT ALL!!! The bad news is that most people run around like a hamster in a wheel trying to find ways to check off their tasks as quickly as possible. The good news is that there is another way – a totally different way – to approach time management. The NEW time management model introduces 4 key steps that focus the individual on effectiveness more than efficiency. The model encourages you to ask yourself key questions like...Am I doing the right things? Am I getting the biggest bang for my minute/hour/day? Am I leveraging other resources that could do this better/quicker than I? If you need a real paradigm shift to help you truly better manage your time, this session is for you!

Participants will learn ...

- The 4 step NEW Time Management Model and how to use it to boost productivity and realize time savings daily
 - 1 Should I Do This?
 - 2 How Should I Do It?
 - 3 What is the Right Level of Effort?
 - 4 How Can I Increase My Efficiency?
- The importance of shifting your time management perspective to become more proactive and intentional
- Techniques to help individuals avoid time wasters and enhance personal productivity
- Common delegation mistakes and how to avoid them; tips and best practices for effective delegation
- Tips for making meetings more efficient and effective; specific techniques for reducing meeting time
- Best practices to help individuals better plan and manage their work day

For an introduction to this topic area, please watch this brief [training video](#).



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SECRETS OF THE THOROUGHBRED LEADER

Think back to the best leader you ever had. Did they have a magical quality that made you want to walk on hot coals if they asked? Do you have those same leadership qualities? Oftentimes, we assume that being that “great leader” is out of reach for us because we don’t have that charismatic personality, but that’s not true! Most of us can dramatically improve our leadership abilities and become the leaders that teams love by rebalancing our task/relationship focus. This presentation explains why the “Thoroughbred Leader” is not only respected but embraced. We will share characteristics that define the “Thoroughbred Leader” and explain how their approach differs from other leadership styles. You will learn intervention techniques that leaders can use to manage delicate conflict situations and also learn why it’s critical to establish team charters. You will leave with specific tools and techniques that you can implement immediately to enhance your leadership skills!

Participants will learn ...

- The special sauce that makes amazing leaders amazing
- To identify their placement on the “Task/Relationship” leadership style continuum
- Strategies Thoroughbred Leaders use to proactively build a culture of accountability
- How Thoroughbred Leaders set goals that truly motivate
- Techniques that Thoroughbred Leaders use to communicate clearly
- Specific tools and techniques that leaders can use to clarify expectations and get everyone on the same page
- Tips for delegating smart (and being able to still sleep at night)

For an introduction to this topic area, please watch these two training videos: [3 Leadership Styles](#) and [Becoming a Thoroughbred Leader](#).



PROJECT MANAGEMENT SECRETS TO ENHANCE YOUR LEADERSHIP SKILLS

Today's leaders are being asked to do more with less in increasingly challenging workplace environments, and the undeniable truth is that “project management” isn’t just for project managers. Virtually everyone will manage a project at some point in their career. Project managers are constantly tasked with simultaneously controlling time, cost, and quality while being challenged to motivate their cross functional teams. Many of these project management principles can easily be applied to enhance leadership abilities as well. If you're a leader who is often frustrated by slacking team members, difficult projects to manage, and constant workplace miscommunications, this presentation is for you! You will leave with specific tips and techniques you can begin to use immediately to enhance your leadership abilities.

Participants will learn ...

- How to effectively handle the team slacker
- The benefits of using a project charter and scope analysis to help get stakeholders on the same page before the project begins
- The three magic questions of task assignment
- Best practices to enhance team communications
- Specific project management techniques that any leader can apply to enhance individual and team effectiveness
- The importance of conducting risk analysis early on

For an introduction to this topic area, please watch these [this training video](#).



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FACILITATION SKILLS FOR THOSE TRICKY MEETING SITUATIONS

As individual contributors and business leaders we're often charged with leading meetings and guiding a team towards a common goal. But what do you do when you've got a group of difficult personalities to contend with in your session? This can be a particular challenge as leaders feel the need to firmly and confidently address issues as needed while also maintaining positive relationships with team members. If you're often flustered by difficult personalities in your meetings and not quite sure how to manage them effectively, this presentation is for YOU! When you use these tips and techniques, you will not only benefit through increased productivity but also enhance your credibility with your team. Whether you are new to the workforce or a seasoned executive, these are the facilitation secrets you need to know!

Participants will learn ...

- How to use facilitation techniques to help a team reach a goal
- Techniques for effectively managing the slacker/unprepared meeting attendee (case study presented)
- How to address the dominator without shutting them down
- How to reign in the rambling attendee and keep your meeting on track
- Tips for making meetings more efficient

For an introduction to this topic area, please watch this [brief training video](#).



THE SECRETS TO WORKING SMARTER, NOT HARDER

If you're struggling to complete your "to do list" and tasks sometimes fall through the cracks, you might be working hard but not necessarily smart. If you're perplexed by people who seem to stay on top of their email, never forget a detail, and seem ridiculously effective in their daily interactions, don't fret because we're sharing a few secrets on how they do it!! You will leave with tips that you can begin implementing immediately to enhance both your effectiveness and your efficiency in the workplace and beyond!

Participants will learn ...

- Techniques for managing email more effectively and achieving better organization
- Tricks to avoid time wasters that drain productivity
- The importance of finding creative solutions and approaches to solving problems
- Small habits that create organizational superstars



COMMUNICATING AND COLLABORATING IN THE NEW MULTI GENERATIONAL WORKPLACE

Many organizations now have four generations working side by side in the workplace....and teams everywhere are struggling to communicate, collaborate, and get along! Different generations often have different perspectives on career, work/life balance, communication styles, politics, movies, music – you name it!!! It's no wonder that we're sometimes left scratching our heads trying to work with someone of a very different generation. This remarkable presentation explores the uniquenesses of each generation, provides tips on how to best relate to each and finally provides specific suggestions that we can all use to help everyone collaborate and communicate more effectively.

Participants will learn ...

- Characteristics of different generations
- Tips for managing millennials
- Recommended techniques for building a culture of collaboration on a diverse team
- Best practices for adjusting communication mode and message to avoid miscommunications and team dysfunction
- Specific tools leaders can use to enhance communications around task assignment and workplace expectations

For an introduction to this topic area, please watch these two training videos: [Avoiding Team Miscommunications](#) and [Advice for Millennials and Early Career Professionals](#).



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