

BASIC CPR FOR TIME MANAGEMENT

Ever feel like there aren't enough hours in the day? Maybe the challenge isn't in having more time but, how you manage your time.

To be effective you want to get more done and not waste energy on interruptions, procrastination, and delays. In today's work environment, everything is stamped urgent or ASAP. With this sense of pressure it isn't any wonder that our stress level is so high.

In this workshop, we will help you get on track in managing your time and work more effectively. We will identify some of the ways we waste time, habits that drain us and ways to deal with the stress of time management. The presentation is very interactive and focused on helping you become more productive.

PRESENTATION OUTLINE:

- Identify the Challenges of Effective Time Management
- Clarify Causes of Poor Time Management
- Learn to Focus on Results and Outcomes
- Discover Self-Management Strategies
- Reduce the Stress of a Hectic Schedule

AUDIENCE:

This presentation works well for all organizational leaders at any level.

ADAPTABILITY:

Due to the nature of the topic this program is better suited to a half day or full day time frame.

CHANGING CHANNELS: DELIVERING THE RIGHT MESSAGE TO THE RIGHT PERSON AT THE RIGHT TIME

In the workplace, our best efforts at productive communication fail daily. It isn't because we don't try. It isn't because we don't want to communicate. The problem doesn't exist because of what you say as much as how you say it.

As a leader you create your message and you send it to other people because it is important to you. Unfortunately your point may not be of little interest to them. Why? You didn't get on their frequency. People are tuned to one channel when it comes to listening. The sooner you realize this principle and start using it to your advantage, the sooner your effectiveness as communicator will improve.

This "Changing Channels" presentation will address some of the common barriers to successful communication and specific strategies you can take to become a better communicator. You will learn how to change channels to get your message heard by the right person at the right time.

PRESENTATION OUTLINE:

- The High Cost of Poor Communication
- Barriers that Prevent Effective Communication
- Stop Trying to Change Others and Change Approach
- Little Things That Make a Big Difference
- Strategies for Developing Communication Power at Work

AUDIENCE:

This presentation works well for all organizational leaders at any level.

ADAPTABILITY:

Will fit a 1 hour to full day time frame.

DISCOVER AND CAPITALIZE ON YOUR WORK STYLE POWER

Every person possesses special abilities, talents, and interests. Often, these special strengths go unnoticed and unutilized. The organization that discovers and capitalizes on the natural talents of its employees will be the most effective. In these times of leaner and flatter organizational structure, employees at every level are challenged to develop their potential to the highest level. In the workshop, *Discover and Capitalize on Your Work Style Power, participants are given the opportunity to identify their natural tendencies in behavior style, communication, leadership, energy, stress, and decision-making. These dynamic aspects form the individual's unique work style. Using the Professional DynaMetric Programs Profile (PDP), each person will receive feedback on his or her strengths and interests in all aspects of work life today. With this insight, employees can recognize ways to better utilize their strengths and develop strategies for facing challenges. In this interactive program, employees leave equipped to put their talents to immediate use in their current work setting.

PRESENTATION OUTLINE:

- Identify individual behavior strengths and limitations
- Explore the dynamics of behavior style
- Discover tendencies in communication, leadership, and relationships
- Understand how perceptions and communication impact work
- Develop strategies for personal growth and professional development

AUDIENCE:

This presentation works well for all organizational leaders who supervise, manage, or coach the work of others.

ADAPTABILITY:

Will fit a 1 hour to full day time frame.

*This workshop requires an investment of 5-7 minutes of time to complete the ProScan® Survey from our website.

FOUR STEPS TO ACCELERATE LEADERSHIP TRANSITIONS

Leadership transitions take place at work on a regular basis. Sometimes it may be a person being promoted to take on additional responsibilities or someone being recruited from outside the organization to fill a position. When these do occur, the business faces a time of opportunity and uncertainty. If the transition goes well, the business benefits from a new source of energy, vision, and commitment. If it doesn't go well, then the business loses momentum, direction and possibly customers.

Several studies suggest that 40-60% of leaders fail within the first 18 months of moving to a new role. This level of risk translates into a desperate need to manage leadership transitions in a more intentional way. In this presentation, you will discover four steps you can immediately take to make this process more effective. You will discern what you can do to save time, reduce the risk and accelerate the speed at which new leaders become productive in your organization.

PRESENTATION OUTLINE:

- Consider the Risks of Leadership Transitions
- Look at the Dynamics
- Create a P.A.T.H. to Performance in the First 90 Days
- Make Organizational Adjustments

AUDIENCE:

This presentation works well for all organizational leaders who supervise, manage, or coach the work of others.

ADAPTABILITY:

Will fit a 1 hour to full day time frame.

LEADER AS COMMUNICATOR

Communication is the lifeblood of leadership and any organization. If the communication process works well, then information flows freely and everyone is operating from the same page. If it doesn't work well, communication fails, messages are lost, and morale drops. In this workshop, "Leader as Communicator", you will look at communication from an interactive, fun, and engaging viewpoint. From beginning to end, this session will illustrate the challenges of communication in a way you will never forget.

PRESENTATION OUTLINE:

- Understand the Leader as a Communicator
- Identify What Happens When Communication Fails?
- Recognize The Biggest Challenge: We Think We Are Communicating Effectively
- Clarify What Employees Want
- Discover What Effective Communication Looks Like
- Summary and Closing

AUDIENCE:

This presentation works well for all organizational leaders who supervise, manage, or coach the work of others.

ADAPTABILITY:

Will fit a 1 hour to full day time frame.

HOW TO STAY COOL, CALM, & COLLECTED AS A LEADER

The pressures of work and life never stop. There are tasks, expectations, deadlines, and performance at work. There are relationships, responsibilities, and needs from home. Put these two together and you have a powerful combination for stress. Who pays the price for the combination? You do of course but so does your family and co-workers. At this point, you can make a choice. You can groan under the demands, or you can develop a strategy for embracing life and getting the most out of it.

In this workshop, “How to Stay Cool, Calm & Collected As a Leader”, we take a close look at the demands of the real world. While we talk about the strains of life, it isn’t limited to stress management. The focus is very clear. In this workshop you will learn how to deal with the stuff, laugh at yourself and build a greater sense of purpose as a leader.

PRESENTATION OUTLINE:

- Identify the Pressures of Work and Home
- Clarify the Ways We Create Stress for Ourselves
- Understand How Our Response to Pressure Impacts Our Work and Families
- Discover Strategies for Improving Team Productivity while Managing the Demands of Work and Home

AUDIENCE:

This presentation works well for all organizational leaders.

ADAPTABILITY:

Will fit a 1 hour to full day time frame.

PRACTICAL NEGOTIATION SKILLS

You negotiate throughout your life—with your spouse, at work, when you buy or sell something—negotiation occurs everywhere. To be effective as a leader you want to be able to express your interests or needs while seeking to understand the desires of others. In today's organizations, you need to be able to reach effective agreements that resolve conflicts, strengthen relationships and further the business goals of the organization. In this workshop, Practical Negotiation Skills, you will discover the basics of conflict, understand how it escalates, and develop a strategy for negotiating differences with others in a productive manner. This program approaches negotiation as a challenging opportunity to build an agreement together that meets the needs of all parties. Participants work on real-world scenarios that they encounter on a daily basis. As a result, they will gain the confidence and skills they need to conduct a successful and constructive negotiation.

PRESENTATION OUTLINE:

- Getting a Grip on Conflict
- Check-In to the Negotiation Clinic
 - You: The Negotiator
 - Negotiation 101
 - The Four Phases of Negotiation
 - Negotiation Therapy
- Practicing Healthy Negotiation

AUDIENCE:

This presentation works well for organizational leaders who have the responsibility for negotiating differences at work.

ADAPTABILITY:

Will fit a 1 hour to full day time frame.

RESOLVING CONFLICT RESPECTFULLY AND EFFECTIVELY AT WORK

Conflict happens all of the time. It is common to every workplace. Dealing with it on a regular basis can be mentally exhausting and emotionally draining. If it is mishandled or not addressed, it undermines communication, relationships and productivity. If it is handled in a healthy way, issues are addressed, emotions are channeled, and everyone owns the solution.

When you are the leader, employees expect you to deal with it. Yet, resolving conflict may not be one of the lessons you learned in your education process. Or you may avoid confrontation at all costs. Yet, being able to manage conflict and deal with employee differences can determine your effectiveness as a leader.

In this workshop, you will get a 'crash course' in understanding the causes, cures, and strategies for resolving conflict. You will discover a simple tool to use in understanding the issues and undercurrents so that you can navigate the uncertainties of conflicted situations with confidence. This will include mini-lectures, small group activities and lots of hands on experience to help you resolve conflict respectfully and effectively at work.

PRESENTATION OUTLINE:

- Identify the dynamics of conflict in the workplace
- Understand the progression level of emotional issues
- Learn ways to "unclog" the sources of group energy
- Practice the skills needed to mediate differences
- Develop strategies for dealing with specific dispute situations

AUDIENCE:

This presentation works well for all organizational leaders at any level.

ADAPTABILITY:

Will fit a 1 hour to full day time frame.

THE REAL CURRENCY OF LEADERSHIP: HOW TO BUILD TRUST AND CREDIBILITY

Every word and action a leader exhibits adds to an imaginary emotional bank account with each employee. Add to the account and you create deposits. Make a mistake or fail to follow through on a commitment and the leader makes a huge withdrawal. Using his book, *Building Trust and Credibility in Uncertain Times*, as the foundation, Dr. Randy Gregg helps leaders discover the real currency of their leadership presence.

BLIND SPOTS OF LEADERSHIP: HOW THEY HELP AND HURT GOOD LEADERS

Every leader has them. It is those aspects of their leadership style and tendencies they just don't see. Wise leaders look for ways to discover new insights about themselves so that they are not held captive to outdated patterns of thought or behavior. Unwise leaders never ask or never look for ways to grow. Based upon his book, Dr. Gregg offers insights and strategies for moving beyond our "self-imposed" limitations that hold us back.

TO FIND OUT MORE ABOUT ANY OF THE LEADERSHIP PROGRAMS,
OR TO HAVE A PROGRAM CUSTOM DESIGNED TO FIT YOUR
COMPANY'S NEEDS, CONTACT DR. GREGG AT 478.472.9658 OR
VIA EMAIL AT INFO@1CPR.NET