



## **Michael Lewis Training, Motivation and Development 2019 Child Care Professional Education and Learning Package**

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Thank-you!

**I am proud to say that 2019** will be my **25<sup>th</sup>** year in business as a speaker, trainer and workshop facilitator and it is a year I celebrate my silver anniversary and even still after all these years I continue to be blessed to love what I do, do what I love.

Since early 1994, I have spoken in approximately **383** different communities of all sizes in Ontario (**As of Jan 1<sup>st</sup>, 2018,**). I have had the sincerest pleasure, privilege and honour to have spoken to and / or provided training / educational services to around **700** different clients since 1994...the vast majority non-profit groups, organizations and associations.

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, senior centres, long-term care and retirement homes, professional trades, landscaping professionals, volunteer coordinators ...and to volunteers at numerous volunteer recognition events.

**A comprehensive and updated client listing is available @**

[www.michaellowistraining.com](http://www.michaellowistraining.com)

## **Presentations (45 - 60 – 90 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.

### **The Art of Constructive Advice (Constructive Criticism)**

It is not what we say but how we say it...that makes the bigger difference. As professionals, it will fall to us to speak to issues and provide in a positive way – constructive criticism. This presentation teaches you to look at this as providing critical advice and thus maintaining working relationships.

### **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 on 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.

### **The Power of WE and US!**

Individually we can do so little but together and working to support each other we can do so much! There is strength, not weakness in reaching out and asking for help. Nothing empowers and uplifts more than being of direct assistance and support to someone who needs it. Discover the power of "we" over "me" and how when we work together, US is a powerful word indeed.

### **Dealing with Difficult People!**

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.

### **Building Self-Esteem in Children: Encouraging Confidence to Learn!**

When a child's life is full of potential, we have the incredible opportunity and even obligation to make a real difference in helping that child develop a positive and confident self-image that in time helps that little soul become the person that should be.

## **Champions...Building Champions for Life**

As childcare professionals, you can be champions and champion the lives of little ones by role modeling healthy personal choices and bringing forth the best choices for positive reinforcement. By your example every day, you model respect, patience, honesty and integrity. As a child observes, he or she learns by your example.

## **Coaching, Mentoring and Helping Your Team Manage Stress!**

Supervisors can play very transformative role in helping to develop and support their team members by coaching on skills and abilities, mentoring through challenges and being there for times of stress.

## **If It's to Be, It's Up to Me!**

Accountability. It's a big word. It means standing up and taking action without being told to do so. It means that there is no "that's not my job". It means that all of us have a responsibility when we see something that needs a solution or someone who needs help, we have it within us to make it so...and become a "hero".

## **A Leader's Toolbox to Applying the Four Guiding Principles!**

How Does Learning Happen will shape your program going forward but supervisors / leaders can take each of the four guiding principles of belonging, well-being, expression and engagement and demonstrate to their team through tools HOW they relate to their lives and world they live in.

## **Stepping into Leadership: How to Lead with Confidence!**

New supervisors often report that the transition in to their new roles comes with a number of challenges seen and unseen so this presentation presents the ten things they need to adopt to build confidence in themselves and in their new roles.

## **Creating a Place Where your Team Will Love to Come to Work!**

Imagine coming to work everyday with the anticipation of having a great day, full of fun and shared joy and learning and a high level of mutual engagement. Children want it and parents expect nothing less. This presentation outlines how to create a program in which its enthusiastic spirit feeds back to sustain it.

## **Simple, Fun and Effective Teambuilding Ideas for Your Staff Meetings!**

A selection of icebreakers, partner and small group exercises and problem solving and challenging activities that are easy to set-up and that your team will enjoy and come together.

## **Seminars (90- 120 min)**

### **How to Deal Effectively, Productively and Positively with Change “Overload”**

With so much change going on and the increased pressure of the expectation that we can and must take it on and accept it, is there any wonder we are feeling overwhelmed. The pressure to perform and to respond to the requirements and expectations of whatever that change entails can bog us down, mentally, emotionally and physically and leave us all to wonder how to proceed. This seminar slows everything down and outlines step by step how to individually and as a group...how to take on change and make it all work out.

#### **The Power of Passion: How to Re-ignite Your Career with Purpose!**

As with all careers, there are many changes that affect us and new challenges that can distract from our original excitement and enthusiasm for our work. We once embarked on a career that has brought us many rewards. Our work has a greater purpose and meaning in lives of the children and parents we touch daily. And like all careers there can be burn out and creative / emotional fatigue. This compact seminar is all about you and revitalizing and renewing your passion for your career. This highly engaging and enjoyable seminar is filled with group and partner exercises along with learning and sharing moments. It's for the childcare professional who needs a shot of encouragement and a real opportunity for self-empowerment.

Learn, laugh, share and most importantly renew your passion.

#### **Inspired Leadership: Motivating Your Team to Bring Their Best to Work! (Supervisors / Managers)**

Leaders that inspire us to be our best are leaders that earn great 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 the 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 develop and improve team-based communication. Also covered is a look at keeping positive attitudes in the daycare with children, parents and co-workers.

#### **Leading Effective Meetings (Supervisors / Managers)**

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 motivate and inspires action with effective communication.

#### **Championing Change: A Leader's Guide to Navigating in Times of Rapid Change (Supervisors / Managers)**

Our profession is always evolving and changing but change can be overwhelming and even confusing to many so great leaders learn that they need to step up and make change manageable. Your team looks to you to help them move forward through change and you need to look at change as an implementable process that can be broken down into steps and stages. Discover how change can be managed rather than being managed by it.

#### **The Art of Delegation: How to Delegate Responsibility with Respect (Supervisors / Managers)**

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 manager 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.

## **Communicating Effectively with Parents and Fellow Staff!**

Everyday you have the daily challenge of ensuring an effective and positive / constructive communication between you, your fellow staff and all those parents and guardians that visit. It takes tact and patience and the ability to remain truly professional at all time. This seminar outlines solutions and tools for making sure that how we communicate and handle situations will always serve the children's best interests and that we will maintain the supportive and welcoming environment they need and deserve.

## **How to Deal Effectively, Productively and Positively with Change "Overload"**

With so much change going on and the increased pressure of the expectation that we can and must take it on and accept it, is there any wonder we are feeling overwhelmed? The pressure to perform and to respond to the requirements and expectations of whatever that change entails can bog us down, mentally, emotionally and physically and leave us all to wonder how to proceed. This seminar slows everything down and outlines step by step how to individually and as a group...how to take on change and make it all work out.

## **Stepping into Leadership: How to Lead with Confidence!**

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. It is an excellent workshop for those who are new supervisors and are working through its challenges are a designated supervisor when your program / centre supervisor is away. This session might be of interest to any frontline staff or student that could be in line to become a supervisor in the future.

## **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.

## ***How Does Learning Happen?* – Exploring and Engaging with the Four Foundations!**

At the heart of "*How Does Learning Happen?*" lie the four foundations of engagement, expression, belonging and well-being. The four foundations are viewed as the key ingredients for optimal learning for children. They are also at the heart of what makes for a happy, connected and successful adult life. This seminar explores the core of "*How Does Learning Happen?*" by introducing engaging partner and group exercises that brings each of the foundations to life and demonstrating very clearly just how powerful and meaningful they are in our lives – from childhood throughout our adulthood. When we explore together what engagement, expression, belonging and well-being means in life to us and others we begin to see the importance of the four foundations really are.

## **Nurturing a Child's Self-Esteem and Self-Worth!**

Every child has a destiny and purpose to fulfill in life. The foundation for our self-image and self-esteem is grounded in the early years of life. Our influences may seem small...but they play a very important role in a child's life. Discover how as parent or guardian who you can play a life changing role in ensuring your child develops a positive self-esteem and self-concept. What a parent says and does with his / her child today echoes through eternity. When you raise your children with a positive self-esteem, you will also be raising grandchildren with positive values.

## **Let's Communicate: Practical Communication Skills for Connecting with Others!**

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 inter-personal communication will inspire you to assess your effectiveness as a communicator and have you applying the valuable tips and techniques right away!

## **Seven Things Every Educator Wants Their Supervisor to Know!**

After decades of training and more importantly listening to educators, there are many things that they wish their supervisor would understand and perhaps consider incorporating into their daily leadership approach. I've taken the seven most critical and potent suggestions and in this seminar, supervisors discover how their team can be instrumental in making them better supervisors and better people.

## **Privilege of Leadership: How to Inspire the Best in Others! (Supervisors / Managers)**

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. This workshop covers a wide range of essential leadership tools that every leader needs to use to succeed. We'll explore tools for building morale, resolving conflicts, improving productivity, raising business standards, coaching the ABC model, mentoring, leading staff and personal meetings and addressing and correcting behavioral challenges.

## **Professionalism Is Our Goal: Defining, Developing and Maintaining the Highest Standards! (Supervisors / Managers)**

We work in one of the most challenging workplace environments. We have to all times look, speak and act at a very professional level **all** the time and **all** day long...and always in front of parents and children. We'll discuss how the importance and benefits of having very high standards and on how to raise your standards and enjoy the rewards of excellence. It is about awareness and pride in what you do and working to ensure that everyone is on the same page when it comes to delivering a service worthy of recognition. We'll look at what it takes to be "**ON**" all the time. This interactive workshop strives to inspire the desire to raise the level of professionalism in your program and to know what it is to be a leader in the profession and a preferred program for children.

## **Twenty Lessons for Inspired Supervisors! (Supervisors / Managers)**

Inspired, engaged employees look to their leaders and truly inspired leaders step up every day and make a real difference. Discover twenty lessons and tips that ensure you can lead your staff in the way they deserve and with the goal of creating a productive, professional harmonious workplace in which your staff, parents and children will treasure. Come and be inspired to be the best supervisor you can be and your reward will be new tools you can bring to work every day to make it the preferred place for everyone.

## **Creating A Place Where Your Team Will Love to Come to Work! (Supervisors / Managers)**

Should a supervisor or manager strive daily to ensure that every staff member comes to work feeling supported, respected and included? Can you imagine the benefits to your program or centre and the improved interpersonal relationships between parents and your staff? As a leader, would you be interested in working towards a workplace environment that everyone feels that they belong, that they have arrived, that they feel truly engaged? Of course, you would. Everyone counts and everyone wants to make a difference. If we can win hearts and minds and begin today to shape our programs and centres to be a place where positive emotions flourish, people seek ways to help and mentor each other and kindness and kind acts rule...we'll have achieved a lot!

## **Managing and Leading an Intergenerational Workplace! (Supervisors / Managers)**

The intergenerational workplace has become so common place and its diversity is often its greatest strengths and even preferred. In such an environment, you have the wisdom and experience of older employees and the energy and new ideas of younger employees. In theory, it should make for a balanced work environment but sometimes generational differences and outlooks create barriers. This workshop closely examines today's generational workplace and provides insights on how to lead and maximize its full potential. Learn that you can get a lot from achieving a collaborative effort that people of different ages and backgrounds can contribute.

## **What We Permit, We Promote! The Leadership "Boot Camp" (Supervisors / Managers)**

Don't let the "boot camp" part scare you off from attending this super leadership workshop. We'll look again the **MUST DOs** of effective leaders and you will feel a renewed sense of confidence in your ability to get results with your staff and make the changes and improvements you want and need in your programs or centre.

## **Seven Things Every Educator Wants Their Supervisor to Know!**

Everyday we work together, side by side and strive for the best learning experiences for children. As an educator you work closely with your supervisor or manager and take their guidance but what advice would you give them to be better in their roles? What should they consider implementing as they provide leadership at work? We'll discuss what educators feel would be of great and immediate benefit to their supervisors.

## **Workplace Happiness and How to Grow and Nurture It!**

Are you happy at work and should you be? Is happiness something tangible and worthwhile working for personally, professionally and as a team? We work in place in which we want children of ages to experience happiness and to feel that they belong so why are we not working to ensure a culture in which we can grow and nurture our own sense of happiness, comradery and mutual support?



## Teambuilding Seminars for your staff...

### **The Amazing Power of WE and US! How A GREAT Year Begins with A GREAT Attitude!**

- The perfect back-to-school post summer workshop designed to refocus our purpose, uplift us and set in motion a great year built around good and supportive attitudes.

### **We're ALL in This Together!**

- Discovering what a real team can do, how it can create a place people will love to come to work and what T.E.A.M. really means in this purely teambuilding session.

### **The Four Foundations Explored!**

- Discover how engagement, expression, belong and wellbeing has always been part of our lives and how they be as we all hope to live a life well lived.

### **Putting More Passion into Your Profession!**

- The purpose of life is to have a life of purpose and making your purpose into passion can inspire you in ways you can't even conceive.

### **Achieving Better Partnerships Through Better Communication!**

- Discover the ten best ways to ensure improved interpersonal communication thus ensuring better relationships, mutual understanding and better developed listening and interpreting skills.

## Teambuilding seminars/workshops for supervisors, managers and directors...

### **Miss-Demeanors: Understanding, Addressing and Correcting Poor Workplace Attitudes!**

- Poor and unproductive attitudes and behaviours can corrode and distract from all the important work that you need to do every day. It will erode overall morale and worse, it hurts those who present with great attitudes and children and families are the ones that suffer.

### **Say What? How to Use Softer Language to Connect, Correct and Communicate!**

- When you need to have a conversation and address an issue, learn just how effective using a softer language can be. Words are weapons in the mouths of some but effective leaders learn early that words can inspire improvement and change and really shape outcomes.

### **What We Permit, We Promote! The Leadership "Boot Camp"**

- The best refresher course on leadership I offer as it examines ten leadership "MUST DOs".
- Designed to instill a renewed sense of confidence and to help supervisors and managers make the changes and improvements they need in their programs and centres.

### **How to Deal Effectively, Productively and Positively with Change "Overload"**

- There is so much change happening and much of that change is creating a real sense of change "overload". Leaders know they have a critical role in presenting and implementing change but often lack process and the "how to's". This seminar make change workable and manageable!

### **The Seven Things Every Educator Wants Their Supervisor to Know!**

- Decades of training and listening to the ideas and concerns of child care educators has led to the creation of this seminar. Educators explore how children have a "voice", this seminar imparts their collective thoughts, ideas and suggestions as their "voice".

### **Managing and Leading an Intergenerational Workplace!**

- Today's child care programs can see quite an age range in terms of staff and managing and leading an intergenerational workplace can be quite a challenge...but also a reward. Learn how to make all your pieces fit together and how to inspire a collaborative spirit.

### **Pathways to Excellence: How to Ensure High Standards in Your Program!**

- This is a workshop for any supervisor who is interested or tasked with ensuring that high standards are the rule and not the exception. Setting a standard and receiving wide spread support and compliance can often be two different things. Learn how to raise your bars, get cooperation for everyone and see your program rise to new heights.

### **Help! When Did I Become a Referee?**

- Child care environments can generate strong emotions and those emotions can lead to arguments, disputes and differences of opinion. Discover how to calmly step in between parties and implement a dispute resolution process.

## **Half-Day Workshops (2.5 -3.0 Hours)**

### **Motivating, Inspiring and Rewarding Your Employees! (3.0 Hours) (Supervisors / Managers)**

Every supervisor and manager will tell you that employees that are happy, inspired and feel successful are easier to lead and motivate. But how do you ensure success in doing so? Everyone is different and everyone has various reasons for what they do and consequently the rewards are different too. This workshop examines what it takes to lead others through positive leadership.

### **How to Make Things Right, When Things Go Wrong! (3.0 Hours) (Supervisors / Managers)**

When things are said, feelings are hurt and healing isn't optional supervisors and managers must take on the pivotal role of mending fences and building bridges. But where to start? And what questions must be asked and answered before, during and after an issue or incident. Rebuilding trust and working through anger means being skilled and patient, firm and understanding and above all...caring enough for wounded parties heal and move on. Supervisors learn that using restorative questions as a guide, they can meet with the parties involved separately and being a process of resolving issues and create understanding on how words and deeds can be hurtful and that how reflecting on them can pave a way to healing.

### **Pathways to Excellence:**

#### **How to Ensure High Standards in Your Program! (3.0 Hours) (Supervisors / Managers)**

The pursuit of excellence suggests that it is never truly captured but that when you arrive there you discover the desire and often need to raise the bar again. Great leaders know to get a lot you need to be bold enough to ask for it. High standards are an expectation, but they require diligence, commitment and discipline. Discover how you can see your program and centre be a real leader and one that you and your team can be proud.

### **Greater Employee Engagement:**

#### **Pathways to Ensuring Positive Attitudes and Sustainable Morale! (3.0 Hours) (Supervisors / Managers)**

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, workplace atmosphere and environment and a morale that is conducive for the common good of all. Supervisors learn that engagement begins with them and that they have a real opportunity and obligation using various tools to shape the workplace that they, the children, the parents and their team want to be belong to and ensure that it is positive and supportive place it needs to be.

### **Respectful Communication: We're All in This Together! (3.0 Hours)**

Respect is fundamental for productive relationships and a positive, supportive workplace environment. This workshop defines respect and its critical role and mutual responsibility for us all to ensure in our everyday interactions with co-workers, higher ups and clients. In the end, we are all in this together when it comes to nurturing respect and creating the workplace we all want!

## **Achieving Balance: A Guide to Achieving a Balanced Life! (3.0 Hours)**

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. Perhaps as we grow wiser and develop patience, we see that we have the strength to endure. Maybe it is all about having faith and believing that we can make a difference, now and over time. There are also those who allow their humour and positive attitude to become part of their ability to cope. Whatever we do, we wish to ensure healthy life, healthy relationships and an empowered sense of being.

## **Workplace Personalities and How to Work with Them! (3.0 Hours)**

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 have a better handle on how to work and communicate with those with whom you work and to whom you report.

## **Choices for Success: Communicating, Collaborating and Contributing! (3.0 Hours)**

Throughout all our lives we all make choices. Great choices yield great rewards and they ultimately bring us closer to people, build productive relationships and allow us to find the success we seek and deserve. In this motivational and rewarding workshop, you will discover the power of your choices as you develop skills in communication, learn to work together, seek out answers to questions, provide insights and solutions and learn the value of contribution.

## **Connecting to Communicate: Building Teamwork with Communication! (3.0 Hours)**

This interactive workshop aims to meld communication and teamwork into one great learning event for staff. Through various group exercises and intermingled with lots of humour and insights, we learn that teams thrive of communication, familiarity and mutual understanding and gratitude. This workshop would be perfect for larger teams or teams that work apart from other teams.

## **Building the Winning Team:**

### **A Guide to Hiring, Training and Keeping Great Employees! (3.0 Hours) (Supervisors / Managers)**

Great employees can make all the difference when it comes to providing quality work and exceptional service. This motivational workshop provides numerous useful tips and great common-sense advice on how to interview, hire, train, lead, motivate, reward and retain employees so that they contribute to your business success. Discover how to get that competitive advantage, grow your business, and reduce your employee "headaches". Learn how to place your effort into ensuring your employees are working competently and collaboratively as a team for your customer's satisfaction.

## **Art of Delegation: How to Delegate Responsibility with Respect! (3.0 Hours)**

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 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. 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.

## **Together...We're Better! (3.0 Hours)**

This highly engaging and interactive three-hour teambuilding program is designed to bring people together, build a greater sense of connection, create conversations around important areas of mutual interest, build communication skills and provide a fun place and time for collaborative problem solving and integrated team competition. Either with partners, in round table and group exercises, this immensely fun and enjoyable workshop connects people to purpose without preaching and involves everyone in seeing the power of coming together, to communicate together and to collaborate together.

## **Effective Stress Management...And Championing Change in Child Care Settings! (3.0 Hours)**

There are two things we can agree on in the child care profession today...it's changing and the change brings on stress. As a supervisor and leader of a program or centre you need to guide team during these challenging times. They count on you and you in turn count on your team. We'll look at two primary areas of discussion – how to reduce stress and manage the ongoing change and look at how as a supervisor you need to handle the challenges going forward personally.

## **A Leader's Toolbox to Applying the Four Guiding Principles! (2.0 Hours)**

There is a wonderful opportunity for supervisors and managers to make the four guiding principles come alive in your program and become more meaningful and directive in those you lead daily. Everyone wants to feel and know they belong. We've strived to ensure a healthy, positive workplace with attitudes and approaches that provide a sense of well-being. We know the importance of being fully engaged in our daily connections and of course, effective communication based on respect ties directly in our desire to express ourselves. This presentation inspires leaders to embrace the four guiding principles and to use new tools to connect with staff. We'll leave with a renewed passion to integrate the great ideas and values of the four principles and hope to see them embraced on our teams.

## **T.E.A.M.: Five Fun Teambuilding Activities That Bring People TOGETHER!**

This is a strictly teambuilding workshop that engages people in five powerful teambuilding activities. Each exercise is interactive and teaches your team a message that coming together and working together has so many benefits and that it's not about being or feeling isolated but in being part of a bigger and combined effort.

## **Investing in You: Examining Your Wellness Strategies!**

Some work environments can be emotionally taxing and can affect our sense of wellness. This workshop examines personal wellness strategies by covering the impacts of vicarious trauma or care giver fatigue. The work requirements may always present challenges so if they never change, then it is up to us (personally and in team settings) to look at supports, to actively engage in self-care and even explore mindfulness. If people are struggling -personally, professionally and even in their relationships due to the stress of caring too much, this a great seminar for them.

## **A Leader's Guide to Ending Gossip and Addressing Toxic Conversations in Your Workplace!**

This workshop identifies how and why gossip and toxic conversations has become a negative, distracting and unproductive behaviour in today's workplace and how to productively address / end this behaviour and reshape your culture into one that based on total respect. Equip yourself with a plan and the tools to address and resolve this behaviour and have better workplace relationships.



## **Full Day Workshops (6.0 Hours)**

### **SUPERvisor Power Summit (6.0 Hours) (Supervisors / Managers)**

#### **Modules include...**

Wisdom Works! Attending supervisors each bring their "question" – based on their biggest challenge as they see it in their role. We then play the "consultant game"...a motivational group exercise that allows for table mates to share their wisdom by providing them insights and solutions (first anonymously) then in as a group table talk, then possibly to the entire group.

Motivating Staff - How to motivate all of your staff members to bring and delivery their best at work.

Coaching, Supporting and Mentoring - How to formally introduce and implement coaching and mentoring for improvement...in other words, the supervisor and staff member recognize and agree on developing opportunities to sit down and discuss, listen and think about how to make modest improvements in various areas.

Professional Distance - how to ensure that supervisors are able to be effective supervisors by developing the needed professional distance to do their jobs effectively, this module will introduce how supervisors need to transition from the relationship they have now ...to one that will enable them to accomplish much more for the benefit of all, (staff - old and new, clients, parents and children).

Time Management - A final module to end the day could take a look how supervisors need to master their use of time by managing it better... so they can motivate and reward / recognize staff, ensure they minimize them in office time, be available to coach, support and mentor staff. This is a comprehensive and interactive workshop for supervisors and staff that are becoming supervisors. It is customized for the needs of the group.

### **Guide to Assertive and Effective Communication (6.0 Hours)**

A dynamic full-day workshop dedicated to understanding how to be assertive in your communication style without sounding or appearing aggressive or insensitive. To be an effective communicator you need to balance a lot of common sense interpersonal skills and present the right mix of listening, thinking and articulating skills.

### **The Privilege of Leadership: How to Inspire the Best in Others (6.0 Hours) (Supervisors / Managers)**

This is full-day workshop that explores leadership in a common-sense way and that comprehensively addresses solutions to the common challenges associated with guiding, coaching and directing fellow associates and staff. Building on the lessons of the previous leadership workshop and reinforcing its strongest components, this workshop focuses on the development of character, ethical leadership, personal responsibility and accountability. We will place a learning emphasis on gaining mutual respect, ensuring clarity in terms of communication, positive reinforcement and tactful correction to ensure a positive and productive workplace environment.

### **Motivation Made Easy: How to Motivate Yourself to Stay Positive, Focused and Productive! (6.0 Hours)**

Discover how energized, focused and productive people ARE energized, focused and productive. Learn how to “win” before you play. Learn how to consistently coach yourself to succeed through any challenge. Master the inner critic and supercharge your potential through gradual but sustaining personal development. This workshop is a purely motivational experience designed to instill an “I Can” attitude that in time and practice creates an “I Am” lifestyle.

### **Stress Busting Summit (6.0 Hours)**

As our lives get busier and often more complex with work, life and family pressures and stresses, the importance of responding to various stressors become increasingly more important. Join for a "stress busting day" and learn everything you need to know about stress so you can develop a personal plan to ensure that you cope with it in a positive, proactive and productive manner. It is an unrealistic expectation that you will have a "stress free" life and in fact, we need healthy amount of stress in our lives to be able to function. Audience (staff and managers of non-profit organizations)

### **The Abundant Life "Buffet"! (6.0 Hours)**

Because of the new diversity of the staff within today’s contemporary workplace we created an absolutely new full-day workshop. Our approach for this workshop is to present a wide range of skills with something to satisfy everyone. Our common threads will be on improving communication between people and inside team environments, working together and collaboration, developing a positive attitude and a philosophy of gratitude as an outlook in life, tolerance and sensitivity to people of different approaches to work. The day concludes with a session on how we can all work together to ignite more joy and purpose in our careers and support the people we support with greater purpose. Audience (staff and management of non-profit organizations)

## **The Leadership Toolbox (6.0 Hours) (Supervisors / Managers)**

The Leadership Toolbox is the ultimate workshop for both those new to leadership roles and those well experienced in leading others. We'll 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.

## **If it's to Be, It's Up to Me! (Staff retreat workshop) (6.0 Hours)**

This full-day workshop focuses on two primary elements of recognizing the power of empowerment. In the first section, we look at what real "wealth" is and that each of us IS very wealthy if we recognize and celebrate what we have. The second part of the workshop looks at the need for each of us to learn how care for each other. This workshop is also punctuated with two motivational presentations "Another Bad Hair Day" and "...And Other Duties as Assigned". The workshop concludes on a theme of gratitude as we take a moment to express our appreciation for those who have helped up through life.

## **Together We Can: Communicating and Resolving Conflict! (7.0 Hours)**

A full-day staff development workshop that engages with three important modules – preventing and resolving conflict, understanding workplace personalities and effective communication skills. Integrating four group exercise – this comprehensive workshop is perfect to get deep into the challenges of working together and with parents / visitors.



# The “Collaboratory”

(a collection of group teambuilding exercises for improving workplace collaboration)



## “10,000 Used Washing Machines”

Objective: Through collaboration, teams use imagination and creativity to develop an idea.

Teams are given a *unique challenge* and a limited amount of time to come together and work together to create something new, unique and marketable. We discover that everyone can add something to the project and that all can take pride and pleasure in its success.

NOTES: Works best with groups of 15 or more. Excellent icebreaker and designed to get minds working.



## “The Knowledge of One VS. The Wisdom of All”

Objective: To unveil the power and potential of collaborative problem solving in a group setting.

This group exercise demonstrates with great clarity that although individually we bring a lifetime of knowledge and experience to every problem or challenge, we so much wiser when we reach out to others, pose a question and gather their insights and solutions. This exercise teaches both the employee and leader alike, that when we are faced with a challenge the consensus of opinions is a powerful and useful resource. Every participant composes a question or challenge they are facing and / or would like to access the ideas and solutions of their team.



## “Crowdthinking!”

Objective: Collaboration meets synergy and people discover the power of group thinking.

This team building exercise has a mission to prove to the individual that a group is collectively smarter and wiser than any single member and that through collaborative problem solving and analysis, we can learn to come together around ANY problem of challenge and find greater success.



### **“Five Rooms, Five Teams, Five Questions” - (Rotational exercise)**

Objective: Collaboration and team chemistry come together in a competitive environment.

This teambuilding exercise requires the submission in advance of five organizational questions. The questions are “stationed” – one per room. Five equal sized teams of participants are created with an emphasis on creating teams with a mix of diverse talents and experience. Each team enters a room and is allotted only 10 -15 minutes to read the room question and “brainstorm” and record solutions. At the end of time allotted, they are to move to next room and repeat the process until they have all visited all five rooms. Then the full group returns to discuss and analyze the findings.

NOTES:

Works best if a business or organization submits five questions in advance. Alternatively, the group submits questions at the beginning of the exercise and a selection committee chooses five questions to use.



### **“Collaborative Decision Making”**

Objective: Teaches groups and organizations that collaboration mitigates risk and ensures a more thoughtful decision.

More is more when a group of people collaborate around making an important decision or choice and the power of this exercise becomes apparent when people through interactive discussion and decision mapping they weigh the pros and cons of a decision. From decision to implementation, everyone discovers that many minds and hearts will conjure better outcomes and a decision or set of decisions that will result in less risk and more rewards.

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## Fees for 2019

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

**The fees\* range can range from...**

- 150.00 - 300.00 for a 30- 45 - 60 minute motivational / business / educational presentation.
- 150.00 – 250.00 for conference break-out sessions/ workshops

**Workshop and seminar fees\* may range from...**

- 250.00 – 375.00 to 500.00 - 750.00 for half and full day formats.
- Customized workshops / seminars are popular and affordable choices and can be arranged.

**Plenary / keynote presentation fees\* to groups to as many as 1500 people ...**

- 500.00 -1200.00 for a 45 - 60 - 90-minute presentation.

**Specialty service fees\* for Blue Sky sessions / Strategic Planning / Visioneering Retreats**

- 500.00 - 750.00 per day.

**\* Fees subject to travel and HST.**

*Also, non-profit organizations and associations with financial and budgeting constraints are presented special consideration and payment for services is negotiable. Basic costing for most organizations starts at a competitively modest **\$150.00 / hour** pending discussion of the above criteria. Larger audiences and groups can reasonably expect a slightly higher fee.*

## 2019 Mileage Policy

Effective **Jan 1<sup>st</sup>, 2019** my rate for travel will be **0.48 / km**.

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

*Client 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.

## 2019 Handout Policy

After **25** years and handing out 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 and practical, handouts are now available from [handouts@michaellewistraining.com](mailto:handouts@michaellewistraining.com)

Benefits...

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

More and more conferences and meetings have embraced digital files and I want to celebrate my **25** 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 that contact me as soon 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

*“All information contained in the following information package is considered to be of a proprietary nature and is to be used solely for the purpose of evaluating and referencing the information for consideration. This information is not to be reproduced or disclosed to anyone or any organization outside the evaluation group without the verbal or written authorization of Michael Lewis Training, Motivation and Development”.*

## **Our Contact Information**

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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!***