

2019 Non-Profit Training Day Session Descriptions

Track 1 - Engagement

Session Title: *The 7 Pillars of Employee Engagement*

Presenter: Deb Harrison

Session Description: Making sure that employees are engaged is an important part of leading a competitive organization. We want employees who like being at work, have more interest beyond getting paid, and who understand and buy in to the decisions their leaders make. This is what engaged employees look like when the organization is likely at peak performance. This discussion, based off of the book, *The Extra Mile: How to Engage Your People to Win* by David MacLeod and Chris Brady, addresses the engagement problem by identifying 'seven pillars' that support engagement in the workplace.

Session Title: *Improving Workplace Culture – Things You Can Do Tomorrow*

Presenter: Spencer Stumpf

Session Description: This session will provide and demonstrate techniques employees and managers can use to improve the experience of their workplace tomorrow and positively shift its culture over time. Attendees will learn how to establish their workplace as a safe place to give effort, establish high, healthy expectations, and direct their efforts toward common, worthwhile goals.

Session Title: *Your Organization's Core Competencies: Identifying, developing, and deploying the skills and attributes that employees and volunteers need to carry out their work effectively.*

Presenter: Steven Wilson

Session Description:

This interactive workshop will focus on the concept of identifying and nurturing core competencies to drive engagement, competitive advantages, and future growth.

Topics and activities will include:

- What is a core competency?
- Using a pre-determined set of competencies, participants will have the opportunity to apply them to their own roles and learn how to help others make the same connection.
- Participants will explore the question of what's in it for the individual, the manager, and the organization if we develop in the areas of core competencies?
- Learn how to incorporate the core competencies into such areas as:
 - Hiring

- Individual Development (participants will have the opportunity to create their own individual development plan)
- Promotions
- Dismissals

Who should attend: Individual contributors desiring to be more in control of their own success as well as managers looking to further develop themselves and those they lead.

Session Title: *Volunteer Engagement – What to do when excitement fades*

Presenter: Dani Lind

Session Description: New volunteers are full of hope, nervous excitement, and energy. Over time, this energy can fade. Volunteers may even step away from the organizations they were once passionate to support. This session will offer tips to help organizations identify the causes of and avoid volunteer burnout.

Track 2 – Skill Development

Session Title: *Employee Documentation – The Good, the Bad and the Ugly*

Presenter: Brenda LaMarche

Session Description: Documenting employee performance is an important step in safeguarding your business. Proper documentation helps set the company-wide performance standards and also protects a business from possible litigation.

In this program, you will learn

- Different types of employee documentation
- When and how to document employees
- Ways to clearly communicate expectations through documenting performance

Session Title: *Transformational Leadership*

Presenter: Heather Marquez

Session Description: There is a key ingredient that is crucial to the success of any leader. As the landscape of business changes and a multi-generational workforce is common in every sector, leaders must have the ability to transition from an environment of feedback to coaching.

Raise the level of awareness with your leaders on how they can lead to achieve greater results individually and as a team using the Maxwell Method of Coaching.

This presentation will:

- Lead participants to and through an entirely different level of understanding of how to positively influence the people they lead with the goal to not only exceed existing performance levels, but to excel beyond what they thought themselves capable.
- Understand that coaching is a skill every leader must master.
- Discover why this skill matters more today than ever.

Session Title: *Getting People to Do What You Want: The Power of Influence & Persuasion*

Presenter: Helena Long and Vickie Baych

Session Description: Our success, both with our employees and volunteers, depends on our ability to lead and influence others to get things done. Also, we may find ourselves in roles where we have little or no formal authority to make this happen. In all of these situations, we need to apply our skills and techniques of influence and persuasion. In this workshop you will learn how to tailor your communication to each individual to create buy-in and motivation, and to effectively use your power base to influence others.

Session Title: *No Cost and Low-Cost Technology Tools for Training*

Presenter: Nicole Soer

Session Description: Technology for designing and delivering training doesn't have to be expensive or difficult to use. This workshop demonstrates low-cost and no-cost resources for content creation, collaboration, and performance support. It will provide participants with technology tools and examples to create visuals and interactives for presentations, infographics, educational materials, sales and marketing documents.

In this session attendees will:

- Explore technology tools by looking at an existing course outline and using tools to build it
- Create course materials including video, graphics, job aids, project management tools, and more
- Collaborate on participants' favorite tools

Track 3 – Professional Development

Session Title: *Out with the Old, In with the New – Breaking Old Habits and Developing the New You!*

Presenter: Meg Dindinger

Session Description: We all do it! Without even realizing it, we fall into habits and routines which may not serve us well. This happens in both our personal and professional lives. In this

session, we identify habits which may keep us from reaching the goals we have set, or which waste time we could be using in more productive (or fun) ways. *Out with the Old, In with the New* is a very interactive session where attendees take the initial steps toward positive change.

After attending this session, attendees will be able to:

- Identify at least three habits they want to change.
- List a minimum of three areas where they can reclaim time and/or energy.
- Describe the three stages of a routine.
- Relate how belief systems affect personal and professional choices.
- Complete a personal mission statement.

Session Title: *Identifying and Overcoming the Mediocrity Mindset*

Presenter: James Mayhew

Session Description: The acceptance (tolerance) of the mediocrity mindset is the greatest threat to our personal, professional and organizational excellence.

Session Title: *Your Key To Success in the Twenty-First Century: SELF-AWARENESS*

Presenter: Jennifer Zach

Session Description: Today more than ever, lack of self-awareness can hinder your success and open you up to self-doubt and a lack of confidence in the workplace. Learn how to identify and apply your top five values, be more aware of the inner critic and how to quiet that voice, and practice self-compassion to see yourself in a different light. Expect to experience improved self-confidence, feel more secure and worthwhile in your abilities, and be more open to learning and feedback which can help you acquire and master new skills.

Session Title: *Be the Zebra! (aka Choose Your Stress)*

Presenter: Melanie Hoffner

Session Description: At this point, you may be skeptical, but you CAN choose your stress by choosing your perspective and responses to life events! We will examine your brain's and body's stress response mechanisms and then explore and practice strategies you may use to literally choose and reduce your stress, including how "Be the Zebra" works. You can enjoy better health, a longer life, better performance, and more daily joy when you learn how to choose your stress and commit to "Be the Zebra!"