



Simply Put, LLC

Practical skills for a more purposeful life

Professional/Personal Development Workshops

*“We have more ways to communicate, yet our communication seems weaker.”
“We have more ways to connect to one another, yet we seem more disconnected.”*

Lee Ann Szelog

Effective human relations skills are the building blocks for what is commonly referred to as “people skills,” and impact many facets of our success. Employees who can effectively manage time, communicate persuasively, and maintain a positive outlook will be more successful and satisfied employees. Managers require time management, teamwork, sales, leadership and communication skills to clearly execute a coherent business strategy. With the proper skills, managers and employees can modify their behavior to enjoy the success they desire, personally and professionally. Regardless of where any individual is on the continuum of professional development, these programs will impart valuable concepts to help them expand their talents.

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 **Program Options:**

You can mix, match and combine any of the following modules to build a program that is most suitable for your audience. I will include unique aspects about your company or organization to ensure a meaningful learning opportunity for participants with practical applications. Programs are suited and recommended for all employees; when employees learn together, not only are they learning from one another, but they are also creating strong bonds that will forever benefit your organization and each individual. Plus, the concepts create an exceptional opportunity to establish a good understanding of expectations and help develop mutual respect among employees at all levels. The programs help people, regardless of age, title, position, etc., realize the impact they have on all of the people around them (customers, fellow employees, etc.) and how they can change their behavior to make a positive impact on others - which, in turn, brings great things back to them.

The Power of You: 2 hours

This highly-recommended workshop will bring about meaningful improvements in communication skills, and is the best way to begin to build a better understanding of personal communication styles and their effects on others. By understanding one's own communication style as well as other styles and behavior, managers and employees can improve their interpersonal skills and develop stronger relationships, resulting in enhanced collaboration and cooperation.

This program provides every participant the opportunity to complete a self assessment in order to gain an understanding of their communication styles, their strengths as communicators and the areas that adversely impact their communication effectiveness. Additionally they learn through a dynamic team exercise about the other communication styles and how to adapt their own styles to more effectively convey information. This is a very powerful learning experience that has lasting and far reaching results, impacting employees, managers, clients, community members, friends, family and the list goes on.....

Communication Gaps and Teamwork: 2 hours

Group discussions and interactions to understand communication gaps, how to avoid them and understand the various perspectives that get in the way of good communication. Learn a powerful technique that helps individuals control and maintain productive and positive communications. Discover how to communicate clear expectations and how to balance communications via technology and in-person.

Yippee, it's a New Day! 1- 2 hours

An attitude contributes to success, productivity and happiness or it contributes to failure and despair. Developing a positive attitude leads to productive behavior. It's a word and subject that has become trite, but it is one of the most important aspects of our ability to achieve the level of success to which we aspire at work and at home. We own our attitude and have the power to control it. By doing so we navigate our future and take ownership of our behavior and the life we have. In this day and age, it is more challenging than ever to maintain a positive, productive and healthy attitude and behavior. The great news is that maintaining a positive and productive attitude and behavior can be achieved, regardless of circumstances. Do you want to replace negative energy with positive energy? Are you looking to enhance productivity, workplace culture and efficiencies, and have some fun? In today's competitive environment, companies and organizations are expected to do more with less; therefore it is more important than ever to educate and promote a positive and productive state of mind.

The Best of the Best Tips for Professionals: 3 hours

Don't have much time, but are in search of the best tools and tips to help employees improve communication, manage time better, embrace change, establish expectations, maintain a productive and positive attitude and enhance overall success and happiness? Rather than focusing on just one subject, this program will provide quick, effective and easy-to-use and implement techniques and tools on numerous topics to help employees in many aspects of life, personally and professionally. Participants will walk away from this program with practical skills that will make a positive impact on their life immediately.

Program Options Continued

Managing Time so it Doesn't Manage You: 1- 2 hours

In this day and age, time truly is a gift. However we only have 24 hours per day, so it's vital that we use each moment of every day to maximize what's most important to each of us. Since we cannot create more time, it's more useful to learn how to manage our energy. The productivity of individuals and organizations depends on their ability to plan and manage energy and time effectively. Harnessing this critical resource increases both employee output and organizational competitiveness. During this workshop you will gain the personal insight and practical skills to develop and implement a framework for successful energy management. You will adopt proven tools and techniques to make better day-to-day choices about investing your time and achieving your goals.

Innovative and Creative Decision Making and Problem Solving: 1-3 hours

Have you ever heard, "we've got to be more creative around here?" Improving creativity at work can open our eyes to opportunities to enhance our ability to deliver on our brand statement, resulting in greater capacity, better problem-solving and decision making, enhanced earnings, and more! In this day and age when competition is fierce, we have the opportunity to embrace creativity and innovation as a way to gain a competitive advantage. This program will provide concepts and tools to encourage the innovation process, which can contribute to product development, enhanced efficiencies, productivity and profit. It will help us learn how to nurture creativity individually and within your work groups, and how to turn problems into opportunities and possibilities into solutions.

Opportunities for Productive Change: 1-2 hours

Change is nothing new; however the pace of change has increased significantly over the past 30 years. People have a more difficult time keeping pace with changes, both personally and professionally, contributing to higher levels of stress, resulting in decreased levels of productivity and creativity. Whether a change is big or small, personal or professional, impacts many people or just one, there are certain dynamics associated with any change.

Specifically for Managers and Supervisors:

Managing in Thirds: 90 minutes

Managing in thirds is an effective performance management tool to help managers more effectively individualize coaching sessions for their direct reports. It teaches managers how to identify the top, middle and bottom third of their direct reports, which provides them insight on knowing how best to coach them to move them up, out or retain them. This session, recommended for all managers and supervisors, will not only teach them about the power of managing in thirds, but will also provide time for them to stack rank their direct reports into 3 groups. They will leave this session with insight and techniques to better manage their employees every day. Suggested audience: All managers and supervisors who have direct reports, even if it is only 1.

Effective Performance Management: 2-3 hours

Managers and leaders will learn how to manage performance every day, rather than once a year. Participants will learn how to deal with poor performance and negative behavior and provide consistent and constructive feedback whenever necessary. They will also learn how to identify opportunities, plan an appropriate course of action, and develop an effective discussion to manage performance effectively.

Preparing and Conducting Effective Performance Appraisals: 2 hours

A meaningful performance appraisal is a critical tool that contributes to the development and retention of employees. This program provides insight on common performance appraisal errors, and tools and steps to plan and conduct a successful performance appraisal session.



Testimonials: More available at www.simplyputllc.com

"High praises keep coming in daily about our annual conference and networking day and Lee is definitely the top reason why. The standing ovation she received reflects how much the audience enjoyed and appreciated her message. She provided lively and meaningful content and techniques that everyone can use to enhance their overall quality of life, personally and professionally."

John Myers, President, Maine Town & City Clerks' Association

"Working with Lee is truly a pleasure! She tailored her Creative Decision Making class specifically for the needs of our bank while delivering the material in an engaging and focused manner. Many employees commented how valuable the class and the message was to their career growth."

Cynthia Stuart, Senior Vice President of Retail Banking & Deposit Operations, Connecticut River Bank

"You have an impact on people - a beautiful gift." Sue Clements-Dallaire, audience participant

"Thank you for opening our eyes and looking from within!" Jennifer Soper, audience participant

"It only takes doing one thing differently to make a change; Lee gently encourages people to step out of their comfort zones to make a change and make a difference! By doing so, she makes a difference to so many. Her style and techniques are very refreshing in this day and age, and her messages are ones that help everyone grow and experience life, at work and at home, in a more meaningful manner."

Jennifer L. McWain, audience participant

"Lee gives an awesome presentation that can be applied to all aspects of one's life!" Rebecca J. Curtis

"Lee's program helped me realize the importance of a positive mental attitude and that success is measured by happiness." Terry Gunzinger

"I recommend this class to any company that wants to improve the attitude of the staff and the overall success of the business." Germaine Waltz



References: More available at www.simplyputllc.com

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