



## *Nurturing growth from within*

Providing compelling presentations and classes that will engage and inspire your audience, and give each participant thought-provoking tools and concepts in order to change behavior and enhance their life, personally and professionally. Clients partner with Lee when they want to help their audience improve their communication skills, creative spirit, teamwork, attitude, job satisfaction, and maximize their overall happiness and capacity, personally and professionally. She strives to move audiences to focus and implement practical skills to help them reach higher levels of success and happiness by communicating more effectively, and maximizing their capacity. Offering:

- Keynote Presentations
- Communication Excellence
- Leadership & Management Development
- The Art of Supervision
- Your Quest for Excellence
- Speak with Confidence, Comfort and Conviction
- Professional Development Workshops
- Nurturing through Nature



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## **Professional Development Workshops (suitable for all employees)**

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, coworkers, 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 Art and 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 identify their dominant style in order to gain an understanding of their communication style, strengths as a communicator 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.....

### **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.

### **Balancing High Tech with High Touch 1-2 hours**

The art and power of the human spirit is more important than ever to leverage and maximize investments in technology, marketing and people. It requires balancing people with technology and high tech with high touch to maximize growth, productivity, quality and profit. With technology overwhelming our senses, human relations is becoming a dying art. However, as humans we still crave interaction with people and an emotional connection that makes us feel valued.

This session is designed to help you understand how much influence you have on others (clients, co-workers, community members, family, and friends) through the way you communicate. You will uncover the powerful and positive impact you can have on everyone with whom you come into contact, resulting in higher levels of service, enhanced problem-solving skills, and the ability to nurture better relationships personally and professionally, which contributes to your happiness, prosperity and ability to do your multi-faceted job to the best of your ability.



## **Professional Development Workshops Continued**

### **The Art of Time Management: 1- 2 hours**

Have you ever looked at your growing to-do list and felt overwhelmed because you didn't know where or how to get started? Do you get to the end of a busy day and realize that you weren't very productive and only accomplished a fraction of what you had hoped for? Do you sometimes feel like you have too much to do and not enough time to do it all? Are you putting important things, like family, and personal pursuits, on hold because there's too much work to be done? Do you waste too much time each day getting distracted with low priority busywork or diversions like checking email or surfing the web? Yeah, us too!

This session will help you learn to focus on priorities and learn techniques to manage your time and energy in a manner that's most meaningful to you and help contribute to the success to which you aspire. The skills and tips gained can be applied, personally and professionally, providing you the opportunity to enrich the overall quality of your life. Regardless of where you are on the continuum of professional development, this session will impart valuable concepts to help you manage your energy, and ultimately, controlling your stress.

During this session you will learn:

- How to identify and complete high value activities every day in order to accomplish the most important priorities;
- The difference between managing energy versus time;
- The value of setting expectations and how to do it effectively;
- How to develop a system of accountability;
- How to more effectively deal with the pace of change and how to help your staff deal with change;
- Quick tips to keep the momentum going and manage stress.

### **The Art of 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.

### **The Art of Innovation: 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.

### **The Art of 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.



# **The Art of Leadership & Management Development Workshops**

## **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.

## **Speak with Confidence, Comfort and Conviction: 2 full days, 1-2 weeks apart**

A presentation is the ultimate reflection of a person's ability, knowledge and talent. Many skills - from communication to leadership - are put to the test, as well as the ability to perform under pressure. These skills are visible to the entire audience. Presentation skills not only reflect the level of professionalism, but directly impact the ability of the presenter to influence, persuade and inspire audiences. This class will show participants how planning and practice can replace the stress of public speaking with success in public speaking! This seminar is for anyone from a beginner to an executive who conducts presentations to individuals and groups of any size and wants to enhance their speaking effectiveness, communications, proficiency, comfort level and overall professionalism.

## **The Art of Supervision** (see page 4 for complete description)

## **The Art of Exceptional Leadership** (see page 5 & 6 for complete description)



# ***The Art of Supervision***

## **Objective:**

Provide supervisors, new and/or experienced, and those aspiring to be a supervisor, the tools, knowledge and skills to maximize employee productivity, effectiveness and communication for the greater good of your Organization, its customers/clients, all employees, and community members.

**Course Objectives:** After completing this course, participants will be able to:

- Define and maximize leadership and personality styles.
- Identify the role of a supervisor.
- Understand the importance of communicating effectively and how to do it.
- Learn when and how to make decisions and set expectations.
- Solve problems effectively and confidently.
- Learn the importance of developing a team and identify ways to build a team.
- Learn ways to motivate and recognize employees.
- Deal with change more effectively.
- Coach and manage performance to maximize productivity and strengths.
- Manage energy vs. time.

## **Program Agenda**

**Day 1:** 7 hours, including lunch

- ⇒ Introduction
- ⇒ The Power of You and Your Personality Style to Coach Effectively
- ⇒ Communicating Effectively
- ⇒ The Leadership Chain – realizing the power and influence of your leadership
- ⇒ Leadership Styles
- ⇒ The Role of a Supervisor
- ⇒ Making Decisions and Solving Problems
- ⇒ Handling Change

**Day 2:** 7 hours, including lunch

- ⇒ Setting Expectations
- ⇒ Effective Coaching and Performance Management
- ⇒ Teamwork
- ⇒ Managing Time so it Doesn't Manage You
- ⇒ Motivating Employees
- ⇒ Recognition
- ⇒ Maintaining Energy to Energize Others
- ⇒ Three Primary Responsibilities of Managers and Leaders
- ⇒ Discover What Followers Want
- ⇒ Commitments



# ***The Art of Exceptional Leadership***

## **Purpose**

To advance leadership knowledge and skills in order to maximize individual and team excellence, potential and capacity.

## **Structure**

The workshop modules listed below and on the following page include subject matter and are each 2 hours in length. The workshops are listed in the recommended proposed order, however you can eliminate or combine any to suit your needs.

At the conclusion of each workshop, participants will be asked to make commitments of what they will start doing, stop doing and do differently, based on the skills they gained during the workshop. This helps hold them accountable to try new techniques and change behavior.

## **Introduction**

Quest is defined as a “search for something - a journey.” As you pursue your quest for exceptional leadership, the following elements are vital skills on your journey of continuous improvement:

- ◆ Excellence in developing relationships through exceptional communication.
- ◆ Establishing goals that become reality for you and your team.
- ◆ Enhancing your ability to accomplish the most important aspects of your job each and every day.
- ◆ Tapping into your creativity to promote a more cooperative and collaborative team.

These workshops will not only provide tools to achieve greater success, but will also leave participants feeling empowered, energized and enlightened to utilize practical tools to apply excellence in all they do, leading to greater satisfaction, purpose and success.

## **MODULES**

### **1. Exceptional Communication: 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, leaders can improve their interpersonal skills and develop stronger relationships, resulting in enhanced collaboration and cooperation.

This program provides every participant the opportunity to identify their dominant style in order to gain an understanding of their communication style, strengths as a communicator 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. Participants will also learn a powerful communication technique to enhance the influence they have on everyone with whom they interact, contributing significantly to demonstrating exceptional leadership through their communication. This is a very powerful learning experience that has lasting and far reaching results, impacting employees, managers, community members, friends, family and the list goes on.....

MODULES CONTINUED ON NEXT PAGE

# ***The Art of Exceptional Leadership*** - MODULES CONTINUED

## **2. Exceptional Leadership: 2 hours**

Leading with what is commonly referred to as “people skills,” is necessary for leaders to deliver on *Exceptional Leadership*. This session will build on the communication module and help leaders enhance their influence, accountability, and responsibility as a leader. Participants will:

- ◆ Identify the 3 primary responsibilities of leadership and the areas on which leadership has an impact.
- ◆ Understand the influence leadership has on employee and customer loyalty, productivity, internal quality and profit.
- ◆ Discover what followers want.
- ◆ Realize the value of acknowledging individual and team success, and how to do it easily and quickly.

## **3. Exceptional Inspiration: 2 hours**

Continuing the momentum from the first 2 workshops, this session will help leaders enhance their productivity, creativity and innovation, and ability to lead change in a supportive manner. Participants will:

- ◆ Learn how to lead, teach, and encourage creativity and innovation to enhance service, efficiencies, problem solving and more.
- ◆ Take the lead on change — leading in a positive and productive manner.
- ◆ Learn the power of high-value activities when it comes to productivity and time management and how to accomplish the most important activities of a leader. No more, “I don’t have time.”
- ◆ Enhance their ability to be an inspirational leader.

## **4. Exceptional Teamwork: 2 hours**

This workshop will help leaders create an environment of cooperation and collaboration and expand the synergy and diversity of their team by focusing on the power of the human spirit. Leaders will:

- ◆ Realize the value of various perspectives and taking time to understand and respect them.
- ◆ Uncover the importance of using prototyping in the development process of any new idea, initiative, or procedure.
- ◆ Make commitments to use the tools and skills from the entire program to improve their productivity, capacity and professionalism, contributing to their ability to become an exceptional leader.



## **Keynote Presentations - for annual or employee meetings, conferences, recognition events, or any event where you want to inspire and entertain your audience!**

***The Art of Attitude*** – Discover joy throughout each day and your life overall by learning how to control your attitude and make productive choices.

***The Dog Days of Life – Lessons to Get Your Tail Waggin’!*** Are you digging around for a fresh and fun presentation to entertain and delight your audience while providing meaningful content about communication, attitude, productivity and change? Look no further - You have found your buried treasure in this presentation and your audience will feel like a lucky dog and howl with excitement!

***Live with Beauty*** – In the fast paced, action addicted world in which we survive, it can be challenging to recognize the beauty surrounding you, the beauty found within each other, yourself and today. This program helps people who may be feeling lost, confused, overwhelmed, stressed, or simply desires a fresh perspective and inspiration. In this day and age, I think that’s most of us!

***Our Point of View*** - Witness the extraordinary events, people, wildlife, storms and the changing seasons as you are transported to the edge of the continent to experience life in an authentic and operating Maine lighthouse. Based on the Szelog’s book, *Our Point of View—Fourteen Years at a Maine Lighthouse*.

***By a Maine River*** - Discover the natural beauty found within our own backyards through interesting, surprising, beautiful, and memorable wildlife and nature photographs and stories. An unusual visual journal, a personal almanac, a keepsake unique to Maine. Based on the Szelog’s book, *By a Maine River—A Year of Looking Closely*.

***Wild by Nature*** - This unique and inspiring presentation will take you on an extraordinary journey on the wild side. Through this multi-media presentation your audience will explore the Maine woods, and coast, from a typical backyard to Maine’s great north woods through the Lee Ann Szelog’s stories and photographs.

***Nature Nurtures*** - Staffing issues, budgeting, and customer and administrative demands are a part of every day life, contributing to a significant amount of stress. On the other hand, both rural and urban areas have green spaces that can help us relax, reduce stress and renew our energy every day. Connecting to the natural beauty, regardless of where we live and work helps us calm the chaos. During this presentation you will experience nature’s powerful source that helps us enhance our physical and mental well-being. Exposure to nature not only makes you feel better emotionally, it contributes to your physical well-being, reducing blood pressure, heart rate, muscle tension, and the production of stress hormones.





# ***The Art of Human Relations and Communication***

***Purpose: To provide employees knowledge, and practical tools to help them refine communication skills in order to create stronger teams and enhance their ability to attract, retain and expand client relationships.***

## **Objectives**

- To build a strong foundation of skills and knowledge so employees can enhance their communication on the job with both internal and external clients.
- Help employees understand how to look at situations from their coworkers' and clients' perspective, thereby enhancing teamwork, mutual respect and sales opportunities.
- Provide understanding and appreciation of how every employee impacts the external customer and thus profit.
- Reinforce accountability and taking responsibility for every word and action.
- Improve the interpersonal skills of your employees.
- Provide an amazing learning experience for your employees.
- Create a positive experience with every customer during every interaction.
- Enhance employee engagement, teamwork and value, contributing to greater productivity.

## **Session One**

- Introduction
- Your uniqueness - your success
- Echo Phenomenon
- Emotional contagion

## **Session Two**

- Communication Styles
- Communication insight and techniques
- Attitude

## **Session Three**

- First Impressions
- Generational Opportunities
- Email communication tips
- Taking Ownership and Accountability

## **Session Four**

- Embracing Change
- Process vs. Customer Focused/Problem Solving — Service Recovery

## **Session Five**

- Effective listening
- Teambuilding
- The Power of Thoughts

## **Session Six**

- Review
- Continuous improvement opportunities and commitments

## **Class structure**

The recommended schedule is 2 hours each week for 6 weeks with real-life assignments in between each session to help reinforce skills and knowledge and to **change behavior**. If this structure does not fit your needs, it can be structured in a manner that is most suitable for you.

## Executive-level Testimonials



*"A genuine ability to connect with audiences, refreshing, thought-provoking and meaningful messages, and a high standard of professionalism are just a few of the qualities that earned Lee rave reviews at our international conference. I especially value her high standards and exceptional communication skills, which makes working with her such a breeze."* **Ashley DiBlasi, Assistant Director of Professional Development, International Institute for Municipal Clerks**



*"Continuous improvement comes from lifelong learning, regardless of the depth of our education and experience. When Lee learned that I was a retired Brigadier General, she wondered why I would register for one of her classes. I told her that I am always striving to 'sharpen my saw.' Lee didn't disappoint – she helped me realize the opportunities I had to improve my skills. I have had the pleasure of attending several classes with Lee in small and large groups. She has a gift of connecting with people intellectually, which gets them to think, and emotionally which gets them to act, resulting in changed behavior."* **Robert Carmichael, SVP – Chief Strategy Officer, Maine Savings FCU: Brigadier General, Retired, Maine Army National Guard**



*"I highly recommend Lee Szelog and her Communication Excellence program to any company wanting to provide an exceptional customer service experience. This course has been one of the best (in my long HR career) communication programs I have attended. I have taken great pleasure in observing the positive and powerful impact of sending all employees through this program as a team. The personal and professional growth experienced by our employees translates to an individualized customer service experience for our members. The outcome has been a win-win for everyone."* **Barbara Bartlett, Former Director of Human Resources, Infinity Federal Credit Union**



*"I strongly recommend Communication Excellence to any business who wants to have a competitive advantage. My goal was to provide a learning opportunity for my staff to expand their professional competencies in the area of customer service. Much to my amazement, the results from this 6-week class were far reaching, both personally and professionally. Not only did we learn techniques and tools, but we learned how to apply them effectively and consistently. Having all my employees attend class together provided additional benefits I didn't expect; we learned and grew in the spirit of cooperation and collaboration as we shared our experiences. It is evident that human relations skills are more important than ever in this "high tech" day and age. I not only highly endorse this program, but I also recommend Lee Ann Szelog, the co-author and facilitator of the course. Her unique style, expertise and passion for the subject matter made it meaningful and comprehensible for all of us."* **Robert Wheeler, Owner, J. Edward Knight Insurance**



*"I was very pleased with how Lee's messages and approach resonated with our diverse group of employees. Our organization consists of employees from various generations, and with varied experience and work responsibilities. From office staff to water and sewer crews, Lee was able to connect with them and provide them meaningful skills and knowledge. The result has been improved communication, teamwork and morale."* **Sid Hazelton, Water & Sewer Superintendent, Auburn, Maine**



## **Testimonials**—more available at [simplyputllc.com](http://simplyputllc.com)

*"The series of workshops Lee presented to our leadership team over a 14 month period were all exceptional and exceeded my expectations. Just when I thought she couldn't raise the bar any higher, she concluded the series in an amazing manner. She delivered perfection, ensuring her message was exactly what we were looking for. The messages and activities really brought our group together and we had so much fun."*

**Stephanie Wagg, Assistant Vice President, Administration, Bath Savings Institution**

*"If you are looking for a speaker who can motivate, engage, and have fun with your audience, while providing useful skills, I highly recommend Lee Ann Szelog. For 2.5 hours, Lee held the attention of our entire team as an enthusiastic speaker. She left us feeling re-energized about ourselves, and our work, and contemplating easy techniques to help us continually improve our communication and teamwork. Her messages are refreshing and inspiring and suitable for a diverse audience."* **Kelly Noonan, Human Resource Manager, Medical Mutual Insurance, Portland, Maine**

*"One of the most valuable professional development presentations I have ever experienced."* **Lisa Tessler, Colby College**

*"Lee is the consummate professional – warm, personable, reliable, and clear in all of her interactions. She practices what she preaches, consistently demonstrating exceptional human relations, respect and personal pride."* **Suzanne Miller, Quarry Hill Retirement Community**

*"As you must be aware, I met you at one of the lowest points of my life. My confidence and self-esteem had just taken a nose dive. With your gifted talents, you taught me to pick myself up, dust myself off and not to start over again, but to move forth taking my accomplishments with me. I couldn't have been able to take that second foothold without you!!"* **Participant asked her name remain anonymous**

*"Presented in a fresh way that had great meaning and usefulness."* **Suzanne Parkman, 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**

*"Thank you so much for all that you do and the positivity you bring into people's lives. You are such a ray of much needed sunshine in this world!"* **Leanne Gagne, Loan Officer, Franklin Savings Bank**



## Testimonials continued

*"I have never been so inspired and motivated by anyone or anything as I have the messages and lessons that you presented. I have been actively sharing my experience with my friends, family, and coworkers. The concepts you taught have all had a profound effect on me and you have inspired me to work harder at it than I ever have. Thank you for being an inspiration to me."* **Chase Smith, class participant**

*This is the BEST class I have ever taken!!!! Lee made a strong impact on me and my choices going further in my life! You are incredibly powerful and have done more for me than you could possibly know. You truly have a **gift** Lee! You have inspired me and helped me believe in myself."* **Vicki Winnie, workshop participant**

*"The supervisor class that Lee Ann facilitated was extremely beneficial. She made a difference in not only my day-to-day life, but also in the way I will supervise others in the future. Thank you for doing what you do so well and for making it so fun!"* **Janel Danforth, class participant**

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

*"I recommend The Art of Human Relations to any company that wants to improve the attitude of the staff and the overall success of the business."* **Germaine Waltz, class participant**

*Lee's presentation to the New England City Clerks Association was dynamic, energetic and fun. She was able to engage the audience immediately and kept our interest and strong participation for the three hour session; no small task in a large room of almost 200 people. Attendees commented the session was one of the best they have heard in several years and felt they are able to connect with Lee personally. They were impressed with how very personable Lee was and her warmth and sincerity shone through immediately. It was a real pleasure hearing Lee's presentation, and it most definitely was a conference highlight."* **Kathy Montejo, Lewiston City Clerk**

*"Lee maximized the time she had at our all-employee meeting to provide us practical tools, ideas, and inspiration about how to manage our time personally and professionally. The insight she provided motivated us to more effectively manage our energy, rather than our time, thereby managing our lives in a manner that helps us prioritize what is most important. Many employees said her presentation was one of the best parts of the day."* **Christiane Cornish, Director, Human Resources, SeniorsPlus**

*"I so enjoyed having the opportunity to hear Lee's uplifting and contagious presentation at the Connecticut Town Clerks Conference. Her rollercoaster ride still has me engaging in the awareness of staying on the fun side of life. I so enjoyed her presentation that I wish I could have put it in a bottle to share with others who need it. I am grateful that Lee shares her experiences and zest for life with others."* **Linda R. Amerighi, Town Clerk, Sharon, CT.**

*"You inspire me to be a better leader!"* **Nancy Alling, audience participant**



## **Quotes from class participant surveys—anonymous:**

*"I have never been so moved to be a better person and employee, nor have I been given the tools in a format that are easy to apply. I can honestly say I feel like I was able to take so much away from the class; my life will never be the same. I can't thank Lee enough for her time and efforts to enhance our lives. I only hope everyone will at some point have the wonderful opportunity to take this class."*

*"I am so thankful to work for a company who cares more about their employees than the bottom line; in doing so, we, as employees will work harder to contribute positively to the bottom line."*

*"I would like to thank my employer and Lee for this opportunity and investing in me/ all of us as individuals. I truly feel we have been given a gift. If we are able to find a solid place personally, it only strengthens our abilities to shine professionally."*

*"It has brought an overall awareness to who I am and how I interact with others. It has provided me useful tools I can put in place here at work, out in the community as well as at home. It also reinforced and supported the way I choose to start each day."*

*"Your work has had such a powerful and positive effect on our organization. There are many folks who were sad when these sessions came to a close."*

*"I graduated from this class a better employee, father, husband...person."*

*"The class was much better than I expected. I have gone through several similar classes at previous employers and through college classes and this was the best."*

*"It gave me a sense of closeness to my co workers that I love. It makes communicating with people not seem so intimidating; everyone has their hang ups and things they need to work on. It made everyone seem more human."*

*"It is a great program that not only gave me skills to continually improve customer service, but also provided skills to improve my personal life and happiness as well."*

*"I thought this class was awesome and has helped me learn more about myself and how to better communicate in many areas of my life; as a coworker, as a family member, in my relationships."*

*"Overall I think the class was well rounded and I like the spacing of the classes. What was said in the class really made you think about things, whether it be personal, work family or friends. I would recommend this to everyone."*

*"Where the world can be such a negative place for our young (school age) generation, maybe introducing these classes to high school students to help prepare them for life in general. I realize that they may not be as receptive to these ideas, but many kids today do not have the coping skills to endure what life throws at them and would probably benefit a bit when thrown into the real world after graduation."*

*"I knew something had to change, but I always thought it was everything around me. I now know, from taking the class that I had to change. The program taught me that I have the power to cause change and ultimately be happier. This class has truly enhanced my entire life and the lives of those around me, both at work and at home."*



## Written Testimonials

April 8, 2014

Dear Lee,

Thank you for giving of yourself. Your skills and energy in this class were only surpassed by your genuine and obvious care for each one of us.

Thank you for your teaching. I have learned to be a better manager and a better person. I am now acutely aware of my spirited communication style and how modifying that style to match that of others, creates success.

Thank you for your inspirational stories. They have given me perspective into the strength of the human condition.

Thank you for helping me practice empathy by treating others as they want to be treated.

Thank you for the all of the keepsakes. The beautiful hardbound journal, the "index cards" and the thoughtful gifts are all lasting physical reminders of the power of this class.

Thank you for making me uncomfortable. Stretching me out of my comfort zone (such as staring silently at another co-worker), forced me to experience and learn new things.

Thank you for making me comfortable. You created a safe and open environment to freely express ourselves.

Thank you for all of the quotes. The wisdom of others is a powerful guidepost.

Thank you for showing me that vague expectations will produce uneven results. The exercise where each table wrote down a list of factors - and came up with dramatically different results was one of my AH HA serendipity moments.

Thank you for giving each of us permission to be individuals - not just employees. Who we are, is so much more than what we do from 9 to 5.

Thank you for all the fun. Learning need not always be in the form of lectures and PowerPoint presentations. Tossing tennis balls and doing the "doggie wag" is just as - if not more - valuable.

Lee, Thank you for the power of your thoughts!

And lastly here is one of my favorite quotes. It is from author and journalist, Garrison Keeler, and it simply says, "Be Well, Do Good Work, and Keep in Touch."

Warmly,

Matt Friedman

April 8, 2014

Lee,  
You're terrific!

"If opportunity doesn't  
knock, build a door."  
- Milton Berle

Thank you for helping  
me build my door!!

♡, Kati G.

Lee Ann

I wanted to say thank you  
for caring so deeply for  
the work that you do. I  
truly enjoyed your teachings  
throughout The Art of Human  
Relations. Thank you for  
spreading such good stuff  
around.

Chris Hanks

*"EVERYONE attending your sessions leaves in a better place. You are one of the lucky ones who have found your calling and gracefully share it for the wellbeing of everyone."*

Kandy Moreau, Director of Lending,  
Infinity Federal Credit Union





## About Lee Ann Szelog

Lee Ann Szelog is a sought-after speaker in New England as well as nationally, and an award-winning author, photographer, nature retreat coach and former lighthouse keeper who has learned to rise above adversity, find her voice, and challenge herself to overcome her fears and realize her dreams. After enjoying a successful 28-year career as a marketing and training executive, and receiving national awards for her work, Lee has been President of Simply Put, a company she founded in 2008 to help individuals, organizations and companies nurture growth from within. She has authored a number of classes including, *The Art of Human Relations*, *Communication Excellence*, *The Art of Management & Leadership*, *The Art of Public Speaking*, and *Your Quest for Excellence*. Clients hire her when they are ready to help their audience improve communication skills, teamwork, attitude, creativity, change, job satisfaction, and wellness to maximize their happiness and capacity, personally and professionally. Many clients have said, “Lee is the best speaker we’ve ever had!”

Striving to maximize her capacity, she also works with her husband, Tom, using their words and photographs to inspire people. They have documented life, human and wild, in two quintessential Maine homes, a lighthouse on the coast and a log cabin in the forest, resulting in the publication of two books. The first is the multi-award-winning, *Our Point of View-Fourteen Years at a Maine Lighthouse*, featuring Marshall Point Lighthouse in Port Clyde, and the second is *By a Maine River – A Year of Looking Closely*, which explores the natural beauty found in the backyard of their log cabin in the woods. As passionate advocates for wildlife conservation, Tom and Lee are dedicated to sharing their words and photographs in narrated photography presentations and books to educate and inspire people about the important role our natural world plays in our lives. One of their current endeavors is a feature length film, presently in post production, that will allow audiences to experience nature’s peace of forest.

Lee Ann is grateful for the opportunity to help others maximize the power they have within. The commonality with all her audiences, regardless of age, industry or experience is that people are people wherever she goes, all searching for tips and tools to enhance communication, live more purposefully, and control stress. She strives to move audiences to focus and implement practical skills to help them reach higher levels of success and happiness, personally and professionally. As evident by the responses she receives, participants connect emotionally through her words, and professional photographs that vividly reinforce the important points, skills and tools she imparts. The result is the audience is engaged in an intimate and visual manner, creating memorable learning moments, lasting impressions and an inspirational, artistic experience that helps change behavior.

Lee is flattered with all the kind sentiments that many audience members share. Her greatest satisfaction comes from knowing participants are trying the techniques she imparts, and finding success with using them.



## References—more available at [simplyputllc.com](http://simplyputllc.com)

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Thank you for considering my programs to help others nurture growth from within,

*Lee*





## **Words of inspiration from Lee**

- *The choice is yours; will you have a great day or mediocre day today?*
- *It's not the quantity of communication gadgets, but the quality of the communication message.*
- *Great leaders lead from behind the pack, offering support, guidance and encouragement to explore various paths in order to determine the best one; versus leading from the front of the pack where everyone just follows the same path.*
- *A smile is your sign that you are open to communicate.*
- *Leaders attract followers.*
- *Choice is a gift we receive many times throughout each day; choose wisely.*
- *Leaders not only lead a team, but they are also part of the team.*
- *Optimism is not a matter of circumstance, but rather a matter of choice.*
- *Conflicts are opportunities to enhance communication.*
- *Humans have been given the wonderful gift of choice; allow your choices to contribute positively to your home, workplace, community and life.*
- *If your communication was a garden hose option, would it be mist, jet, shower or spray?*
- *It's not enough to think outside the box; you must walk and talk outside the box too.*
- *Effective leaders lead with a 30,000' view while maintaining a ground-level perspective.*
- *Prepare yourself for many choices today. Choose carefully as the choices you make today impact your tomorrow.*



*Nurturing growth from within*

Lee Ann Szelog

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