



## SESSION OVERVIEW

### **Maintaining Positive Workplace Attitudes – Michael Monroe Kiefer**

Is a sour mood pervading your workplace? Do people seem on edge and stressed out? Energize and positively empower yourself with people reading skills. Learn to invite positive responses from coworkers to maintain strong cooperative and respectful working relationships. Learn skills to modify your daily communications with others to develop “likability”. This is an inspirational, fun session, studded with entertaining real life experiences to illustrate the concepts. Bonus! All participants will take a short survey to determine their individual personality style.

### **WHO AM I as a Leader? – Jennifer Liberty Clark**

Take the time and energy to examine who you are as a leader. You don't need the title “manager” or “director” to be a leader in your organization or your non-work roles! Reflectively examine yourself and assess how you function as a leader. Critically think through the scripts that have been created over years of experience in your leadership roles. We'll look at intra- personal conversations that we have about our leadership strengths as well as the areas where we can improve. Identify intra- personal language all of us use and practice re-writing them to become a “creator” in your role as a leader at work, in your communities and in your family. Participants will create a leadership vision and commit to new paradigms within their role as a leader!

### **Leadership Communication: Reach Higher Levels – Jennifer Liberty Clark**

This session will focus on interpersonal communication. We'll review the basics and then practice improving our ability to listen and to ask questions. You will actively practice building relationships by opening the lines of communication and focusing on how to interact **effectively** when you disagree. Practice live scenarios using the funnel-method of communicating to resolve situations where you disagree with the views of others. This eye-opening session is about communication and the position you hold to either build *walls* or *bridges* in your relationships when using your communication skills!

### **Leading Based on Others' Strengths and Learning Styles – Jennifer Liberty Clark**

Evaluate your own learning style and examine how that impacts your roles in the workplace. Extend your awareness to those you lead and how their learning styles should affect how you lead them! We will dissect how these differences impact how you coach, teach and train others. Explore how to give effective feedback to your direct reports and learn a simple method of communication that you can use to coach and improve your employees' performance and hone your leadership abilities. Address conflict-management and practice effective strategies you can use on the job. Commit to change and create a vision for your future as a leader.

### **Self-Motivation, Inspiration, and Drive – Michael Monroe Kiefer**

Distraction, lack of focus, and low energy all lead to decreased performance. Explore self-motivation strategies by goal setting. Learn how to: life plan, set job goals, and use the wish listing and vision board methods. You will learn a proven 8-step formula for rapid goal achievement. Generate a “life plan” for your future in the following critical goal areas: job, health, relationships, hobbies, vacation, material, family, and FUN! Learn practical, realistic life planning and achievement skills that you can use at work and at home.

**Jennifer Liberty Clark** earned her Master's Degree in Counseling Psychology from St. Cloud State University in 1995. As a Dale Carnegie Training Consultant, and now an avocational trainer, she has worked with both Fortune 100 as well as Fortune 500 companies. She became tenured faculty at Anoka-Ramsey Community College in 2004, mentors high school instructors, and co-chairs the Student Success Committee at Anoka-Ramsey. She has been nominated for the Board of Trustees Teaching Excellence Award for the last four years.

**Michael Monroe Kiefer** earned his psychology degree from Addison University and has worked with, and for, top organizations including Northrup King Seed Company, KRAFT Foods, Trane, MN State Patrol, Andersen Windows, SHRM, Minnesota Workforce Center, and the Minnesota Department of Employment and Economic Development (DEED). Drawing from his extensive work experience and educational research, Michael provides powerful, effective and engaging instruction that consistently “meets the mark” for the companies he serves.