



Brown Bag Learning Bites

Five Steps to Dealing with Difficult Conversations

Do you tend to stay away from difficult conversations with employees, co-workers, or your boss because you are afraid addressing them might blow up in your face? Often we avoid difficult situations because we don't trust ourselves and our ability to handle them. Learn a five step process that will build your confidence and give you a game plan the next time you know you need to talk with someone about something, but are afraid to do it.

Leading with Passion and Purpose

Research shows that up to 75% of our workforce is disengaged from their work and the organizations they work for. The cost in terms of low morale and lost productivity is very large. In order to engage workers we must have engaged leaders who are passionate and on purpose. Participants will have an opportunity to explore their passion and purpose as a leader and understand why this is such an important quality of highly effective leaders and the impact on those they lead or manage.

Set and Achieve Inspiring Goals

Two percent of the population today set goals. Of the two percent who set goals, one percent writes them down and follows a plan of action. Why is this important? Goal setting and having a clear vision have been shown to be important keys to becoming successful and self-actualized. However, most people have never been given the necessary tools to create their lives the way they would like them to be. Instead, every day may be an exercise in just getting by and trying to handle the bumps and bruises the best that one can. Life can become more personally meaningful when we take charge of our direction, and set a course that will lead us in the direction of our dreams.

What's My Style and How Do I Work with Yours?

We work with people day in and day out and often wonder why they behave as they do, but we never really understand them, or why with some people it's so easy to get along and with others it always seems like a struggle. In this fast-paced fun introduction to styles you just might finally understand why people behave the way they do.

7 Techniques for Highly Focused and Effective Meetings

A recent study shows that up to 50% of time spent in meetings is a waste of time. You can enhance your meetings by implementing 7 easy techniques. By using these techniques people will come away more engaged and committed to decisions made and you will keep your meetings focused and on track.



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Creating Synergy on Your Team

High performing teams know that $1 + 1 \neq 2$ but much more than that. How do you get a team so it is operating at a high level? Assess your team and discover key strategies for taking your team to the next level.

Create Meaningful, Focused Dialogue in Your Meetings

Ever struggled with getting meaningful conversations going in your meetings? Not sure what to do when the discussion goes flat? Learn a conversation method that provides you with structure for asking questions that get people talking about important issues.

Build Consensus in Five Easy Steps

Consensus is often misunderstood. Do you know when consensus is important for a group and when not to use it? If you struggle with understanding this collaborative decision-making approach you're not alone. Discover how to build consensus in 5 easy steps.

Handle Difficult Situations in Meeting with Ease

Tired of dealing with difficult situations and difficult people in your meetings? Identify your top five challenges and how to deal with them. This interactive session will model a facilitation technique that gets expert knowledge on the table so you can use it in your next meeting.

Form a New Team That Works

If you are forming a new team for a project or department in your organization the steps you take during the forming stage of your team can make the difference between a team that is productive and up and running quickly or struggles and flounders. Get your team started on the right foot.

The Power of Trust

Is lack of trust wearing you down? Where does trust begin, how do you get it, what happens when you lose it, and how can you get it back? Consider what could be different in your workplace if you had a very high trust culture and how you can contribute to it.



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- Length:** All BBLB's are 60 minutes to easily fit into your organizations lunch hour.
- Handouts:** A master copy of handouts will be provided to your organization to duplicate for participants. If you would like us to bring copies there will be a \$2.00 per person charge.
- Investment:** \$500.00 per session or see packaged prices listed below
- Packages:** 4 BBLB \$1800.00 (\$450.00 per session)
8 BBLB \$3200.00 (\$400.00 per session)
12 BBLB \$4200.00 (\$350.00 per session)*best deal
- All packages must be complete within 18 months.
- Purchasing 4 or 8 sessions require payment in full at the time of the contract. The payment for 12 BBLB's can be split into two payments ½ at time of contract and ½ mid-point in the contract.



Presenter/Facilitator

Penny McDaniel, President of Collaborative Connections, Inc., has more than fifteen years of experience working in the fields of facilitation and training and development.

Penny specializes in helping people develop their leadership skills, improve new and existing team effectiveness, and create and implement shared visions within their organizations. She believes that every individual and every organization should be challenged to reach their highest potential. Her commitment as a facilitator and trainer supports that process.

Penny is a skilled meeting facilitator and group mediator. When working with groups, she is committed to creating a collaborative environment which supports individuals in solving problems, setting goals, building cohesiveness, and working through conflicts and issues in a positive and productive manner.