

# 2019 CONFERENCE PRESENTATIONS & KEYNOTES

---

The following presentations can be delivered either as a 1-hour keynote address or as conference workshops, ranging from 1 hour to full-day programs. Your attendees will learn – and laugh – at all of these sessions!

For pricing and availability, please contact Karen Main at 720-272-3433 or [k\\_main@msn.com](mailto:k_main@msn.com)

## Communication Matters

---

Our ability to effectively communicate with others is probably the most important skill we bring to the workplace each day. There are many ways to communicate, including phone, text, email and instant messaging, but the most powerful form comes through our face-to-face interactions. Conversations with others in real-time strengthen relationships and create opportunities for innovation, problem-solving and sharing. This interactive workshop reviews some of the most basic skills associated with face-to-face interactions. Through a series of fun activities, we'll practice skills such as:

- Mirroring
- 4 types of questions
- Communicating through body language
- Paraphrasing
- Active Listening

Come and have fun exploring all of the intricacies that go into dialogue and conversation. This workshop is especially useful for anyone who manages others or interacts with the public.

# The “I” in Team

---

Strong teams don't magically happen because of just one person's influence. Strong teams are built when each member decides to participate fully and authentically each and every day. In this interactive workshop, we'll learn the elements that define a high-performing team, then, a challenging activity will give you the opportunity to experience what it's like to be on team when everyone participates fully – or will someone on your team sabotage your efforts? You'll walk away with a better understanding of the importance of active participation by each and every member on your work teams and what you can do to contribute more fully to your team's efforts.

# Public Speaking Skills to Make Your Presentations Stand Out

---

At some point in your career you will be asked to give a presentation. Can you do it? *Will* you do it? Having the confidence and skill to share your ideas in front of an audience of any size is an important professional skill. If you shudder at the thought of standing up in front of an audience, or if you'd like to improve your skills, then this session is designed for you! Attendees will learn how to:

- Organize a presentation
- Tips on using PowerPoint
- Common pitfalls to avoid
- Preparing yourself before a presentation
- Interacting with an audience
- Recovering from mishaps when speaking

This workshop is an open laboratory, so everything the speaker does – or doesn't do – is up for evaluation and discussion at the end of the session! Bring your questions and concerns about everything presentation related.

# Coaching Skills for Supervisors

---

The most effective leaders utilize a coaching approach with their employees. Come and discover how and why this approach is so useful in today's workplace. You'll learn what the best Performance Coaches do and create a plan for yourself so you can begin to coach your employees to success. This workshop is best suited for supervisors, managers or anyone serving in a leadership capacity. We'll address:

- Why a coaching approach is so effective in today's workplace
- Why coaching builds a culture of accountability
- How to incorporate coaching into your leadership practice
- Coaching strategies you can immediately use!

# Beyond the Great Divide: Generational Differences @ Work

---

If you find yourself baffled by the work habits of someone older (or younger) than you, this workshop is for you. Explore the characteristics that distinguish a Baby Boomer from a Generation X'er. Discover how X'ers are different from their younger counterparts, the Millennials. Find out what we know so far about Gen. Z (or the "i-Gen, as some call them). How do you manage a staff of mostly younger workers or figure out how to create a good working relationship with a boss who's younger than you? Let's take all of this to a practical level. This interactive session provides a basic understanding of the cultural influencers that shape the different generations and offers real tools for improving your ability to communicate, collaborate and manage across the generations.

# Mistakes that Even Seasoned Supervisors Make

---

*“He’s a great guy, he’s just a horrible boss.” “She’s super nice, she just doesn’t know how to manage.” “I wish he would just make a decision!” “Doesn’t she trust us to do our jobs?”*

Ouch. These are phrases we hope our employees aren’t muttering about us! There are some simple – and predictable – mistakes that even the most experienced supervisors and managers are making that move them into the “ineffective boss” category. Don’t fall into the trap! Your employees want you to lead. This workshop reviews some of the most common mistakes that supervisors and managers make, specifically around issues of accountability, delegation, providing feedback and managing relationships at work. This workshop will help you explore:

- The impact you are having on your team and your work environment
  - Are you inadvertently holding people back? Or helping them along?
  - How can you respectfully hold individuals accountable?
- The way in which you are providing input and feedback to your employees
  - Is it effective or trite?
- The degree to which you coach, inspire and guide staff versus micro-managing
- How you make decisions and the degree to which you involve staff in decision-making

For pricing and booking information, please contact:

Karen Main

720-272-3433

[K\\_main@msn.com](mailto:K_main@msn.com)

## Your Facilitator: Karen Main, Founder/CEO, Innovations In Training



Karen Main specializes in the design and delivery of innovative leadership development programs. Her work has been recognized by numerous professional associations including the Asch Center @ The Harvard Kennedy School. She is a graduate of the University of Denver and certified by Harvard in “The Art & Practice of Leadership Development.” As a popular speaker and consultant, Karen delivers interactive training that gets participants out of their seats and thinking differently. She was past faculty at the University of Denver’s University College and has held leadership positions with the Rocky Mountain chapter of the Association for Talent Development and the Colorado chapter of IPMA-HR. Her company, Innovations In Training, celebrates it’s 10-year anniversary in 2019.