



Jones Loflin

*Helping You Make
The Best Choices
With Your Time!*



Onsite and Virtual Presentations

General Information

Length:	Available from 30 minutes to 3 hours
Minimum Number Of Participants:	10
Maximum Number of Participants:	No maximum
Included with each presentation:	Handout/Pre-program call to discuss objectives

Note: All programs are customized to meet the specific needs of the participants

How To Thrive

Areas of Focus:	Strategic Planning	Goal Achievement
	Time Management/Productivity	Adapting To Change

Description

The past year has created within many individuals and organizations a “wait and see” mindset. And while hope is a positive attribute, it’s not a means by which to secure better results for the future. The bigger question that needs to be asked is, “How can we move forward now?”

This timely program is designed to equip participants with a mindset and practical tools to focus on professional and personal improvement when the path ahead is uncertain.

Key Takeaways

- How to improve your resiliency in these times of massive change
- Using the “3Ps” to create an initial plan to initiate change
- Developing daily activities and routines that move you and your team forward
- Determining what’s NOT important right now so you can free up resources
- Getting others to embrace change

How To Become A Stronger Leader Or Manager

Areas of Focus: Leadership Development/Managerial Skills

Description

You're busy. You are already feeling overloaded. You'd like to build greater capacity in yourself and members of your team, but where would you find the time? In short, you want to take your leadership to the next level, but the question is "How?" You need a fresh and practical blueprint. Jones says that new approach is built on four words: *Grow, Cultivate, Prune, and Harvest*.

In this innovative and engaging presentation built on the timeless practices of a gardener, Jones equips leaders to identify where change is needed in their daily activities and take productive action. It's time to get "growing" and harvest something better for your people and your organization.

Objectives:

At the end of this presentation, participants will be able to:

- Create a high trust environment for their team
- Communicate goals and expectations with greater clarity
- Use more of their time for developing the talent on their team
- Identify routines that will increase team member engagement and effectiveness
- Address issues related to poor performance more effectively

What To Do About Too Much To Do

Areas of Focus: Time Management/Work Life Balance/Productivity

Description

Let's be honest. Your proverbial plate is already running over with all you have to do. Even worse, your mind is racing with fresh ideas for improvement and growth. If only there was a solution to this dilemma that didn't involve cloning yourself. Our speaker today says the answer is to run off and join the circus... at least mentally.

Using the model of a successful circus, this highly engaging presentation will equip you to better manage your time and energy to explore new opportunities and achieve better results. From being a stronger ringmaster to building a quality "3 ring" lineup, expect to complete this course with a myriad of practical tips to manage your distractions and more fully focus on the present moment. Most importantly, you'll be ready to run your circus instead of letting the circus run YOU!

Objectives

At the end of this presentation participants will be able to:

- Identify sources of professional and/or personal overload
- Determine ways to take greater control of their time
- Create a daily and weekly time management plan that addresses their highest priorities
- Manage the distractions and interruptions in their schedule

The Four Pillars Of Productivity

Areas of Focus: Time Management/Productivity

Description

Are you tired of putting your head down on your pillow at night thinking, “I was so busy all day, but I don’t feel like I accomplished anything of value?” You try to make a list but find yourself frequently jumping from one thing to the next, rarely finishing anything.

In this keynote or training program filled with practical tips and strategies, we will focus on the four pillars of productivity: Planning, Communication, Prioritization, and Management. You’ll learn how to follow a consistent plan to ensure that what you *say* is important can actually get *done*.

Objectives

At the end of this presentation, participants will be able to:

- Align professional and personal goals with their daily schedule
- Create monthly, weekly, and daily time management plans
- Better manage personal expectations and expectations of others
- Use the Eisenhower Matrix to determine priorities
- Minimize the impact of non-essential activities in their day

How To Talk Your Way To A Stronger Team

Areas of Focus: Leadership/Communication

Description

In today’s technology-driven, fast-paced work environments, it’s so easy to forget the human element that is the key to building cohesive teams. We’ve become so busy trying to get work done that we sometimes neglect to invest time in fostering healthy work environments that help each team member deliver their best work. Our ability and willingness to listen is limited, we take a “one size fits all” approach to communication, and we rarely think about how to build a higher degree of trust with others using our words.

In this program, you will explore the significant impact your personality can have on how you communicate with others. Learn what it means to be an “aggressive listener,” hearing both the content AND intent of the words spoken by others. You’ll also discover the negative power of “trigger words” and how to reduce them in conversations with team members. Expect to gain fresh insights on how to motivate individuals across all generations with your words. Most importantly, you will finish the course equipped to express your own thoughts with greater clarity, confidence, and competence to those around you.

Objectives

At the end of this presentation, participants will be able to:

- Identify at least 3 biases they have that impact their communication style
- Understand the 3 levels of listening and their influence on relationships
- Create a consistent plan for communicating with team members that enhances trust
- Use questions that illicit the most helpful responses from team members
- Follow a “positive accountability” model when addressing problems with team members



For more information on any of these presentations, contact us!

info@jonesloflin.com

336-859-9862