

Sticky Learning!

Every presentation provides tools, tips, and resources you can apply in your workplace

- 45-90 minute presentations
- 1/2-day & full-day conferences
- Hands-on workshops
- Custom formats
- Virtual & in-person



people-focused strategies to transform the workplace

Presentations Catalog



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Most presentations can be adapted to fit a 45-to-90-minute format and can be combined to fit a longer workshop schedule.

How to Get Along with Anyone! (Yes, Really!) Frequently requested! Includes temperament style assessment

Knowing our temperament style and how we act in interfacing with people is how we can improve our working relationships. During this presentation, participants will complete a personal temperament inventory. We will learn relationship strategies that we can use when working together with others who have different temperament styles, which will enable us to have more productive working relationships. This eye-opening, and fun!, workshop will have you laughing about yourself, while giving you new insight on how to get along with even the prickliest co-workers and customers.

Power Up! Six Crucial Stages in Applicant-Centric Recruitment & Onboarding Includes templates & process guide

What message is your company sending to applicants & new employees during their hiring, onboarding, and orientation experience with your company? From an applicant's first introduction to your company through their orientation period, they are watching to see how you are treating them and their co-workers. Make sure you are sending the right message in this era of tough recruiting and retention.

Five Elements for Designing an Effective Leadership Development Initiative NEW!

We all know how crucial effective people management skills are to the success of our businesses. How do we train and develop our leaders so that they will replace not-so-good habits with more effective people-leader skills? This presentation will focus on what you should look for as you design an initiative that will truly benefit your managers and organization.

The Transformational Magic of a Positive Discipline Process NEW! Includes templates & resources

Confronting performance deficiencies is one of the least-liked parts of the managerial job. The Transform! Positive Discipline Model makes it easier and more comfortable to address issues.

DISCIPLINE = "To Disciple"

The fundamental purpose of a discipline system is not to punish misbehavior and enforce compliance. Rather, it is to build individual responsibility and re-inspire commitment. The goal of discipline is corrective, not punitive. In this session, we'll learn the components of a positive discipline process.

Taming the FMLA Beast of Burden NEW! Includes templates & process guide

While well-intentioned, the Family and Medical Leave Act places a heavy administrative burden on HR staff. It requires specialized knowledge to administer effectively. It can be a big legal risk to organizations if not managed correctly. You'll learn a process to effectively manage FMLA and you'll leave with templates and resources you can use at your organization. We will cover ways to curb abuse and review difficult cases and scenarios that HR professionals encounter.

This presentation can be expanded to cover the interplay of workers' compensation and the Americans with Disabilities Act.

Four Magical Capabilities of a Stellar HR Department NEW! Includes templates & process guide

This presentation is geared toward company presidents and C-Suite members.

We'll identify the different roles HR can bring to strengthen a company. We'll look at staffing ratios and what you can expect based on your company's employee-to-HR staff ratio. We'll discuss barriers that hinders HR performance and limits it to an administrative function. You'll leave with resources you can use to create an HR strategic plan that will provide your HR department with the framework to gain traction and work magic.

Ten HR Mi\$takes That Can Cost Your Company Money

You try to run your business in an efficient manner and in compliance with state and federal regulations. But do you know if you are or not? The last few decades have seen huge increases in changes to employment laws and fines and lawsuits for non-compliance. This presentation will provide information to help you reduce your risk by understanding hot buttons in employment law compliance.

Just Sue Me! What Managers Need to Know to Stay Out of Hot Water Game show format!

It is important for anyone who manages employees to have a working knowledge of employment laws. Your managers don't need to be experts, but they do need to have a basic knowledge of crucial employment laws and their responsibilities as managers. They are your first line of defense when it comes to heading off employment law issues. This training session provides managers with a basic understanding of key concepts of employment laws, and how to recognize and avoid actions prohibited by the law. Utilizing a game-show format, we learn through humor and group interaction.

Millennials On Board + GEN Z: Connecting the Generations

There are now five generations working side-by-side in the workplace. Millennials comprise 46 percent of the workforce and will make up 75 percent by 2025! On top of that, the new Generation Z is just entering the workplace and they have key differences from the Millennials. This presentation offers a fresh perspective on a topic that can impact how a manager interacts with today's diverse workforce.

Conflict Resolution – Utilizing the 5 Conflict Styles to Build Strong Relationships **Includes conflict style assessment**

Conflict: We avoid it or ignore it. We try to smooth it over without really addressing the issue. We also try the “win-lose” confrontation approach where power is used at the expense of the other person's feelings. Yet, we are still unable to successfully resolve conflict. As part of any dynamic business organization, conflict arises because people care and want to do their job well. Conflict is beneficial when the focus is on finding the best solution. It becomes destructive when the focus is on people and “winning.”

This workshop will introduce the elements that exist during conflict, help us identify the cues that trigger emotional reactions so we can better manage them, and build on communication strategies. We will address the five conflict styles, how to identify them, and how to apply them to successfully address conflict. Each participant will take a personal conflict survey to identify his/her own natural conflict style.

Let's Have a Funeral for the Performance Appraisal! **Includes templates & process guide**

Does your current performance evaluation system enhance an employee's relationship with his/her manager? Does it effectively change an employee's behavior? If not, this workshop is for you. This workshop will turn your perspective of performance appraisals upside down. You will learn how you can have a truly effective alternative to the performance appraisal.

Don't Sabotage Your Credibility: Five Tips to Boost Your Professional Image **Can be adapted to fit female-only or young professional audiences.**

Women are susceptible to using body language, words, and short phrases that sabotage their professional image. In this presentation, we will learn to recognize common actions that women do, often subconsciously, that undermine their image as someone who is capable and competent. We will review five traits that are characteristic of successful leaders that can be easily implemented.

Jerks, Divas & Hotheads – Dealing with Difficult People **Includes temperament style assessment**

Managing high performers with difficult personalities is one of the greatest managerial challenges that leaders face. Whether it is the rainmaker with the golden Rolodex, the genius software engineer, or the prickly neurosurgeon, sometimes we can't live with these people, but we can't live without them. So, what can leaders do to bring out the best in these employees while minimizing the negative impact they have on their co-workers and the organizational climate? This presentation will share information from new research that seeks to understand the best ways to manage these difficult workers, and will provide tips for managing these difficult, yet high-performing employees, in an effective manner.

Increasing Productivity Through Effective Time Management **Includes templates & resources**

The most productive employees are those who have effective time management skills. We talk about it all the time, but it's usually just lip-service– “Oh, I need to be better at managing my time.” This three-part class is designed to teach employees effective, practical time management skills that they can begin using immediately. Because changing habits is hard and doesn't happen overnight, this class is a three-part series, with each one-hour class held about a week apart. Each class builds on the previous session, and attendees have practice assignments between each class to hard-wire the learning and hold them accountable for putting the techniques learned into practice.

Beyond a Roll of the Dice: How to Increase Your Odds of Hiring the Right Person by 50 Percent **Includes templates and resources**

Imagine a workplace with empowered employees who are passionate about the success of your business. Sound impossible? It's not! This presentation is jam-packed with techniques and tools for hiring the right people in an era where recruiting is tough.

A Different Perspective on Diversity **Includes temperament style assessment**

When you hear the word “diversity,” what first comes to mind? If you're like most people, you think of race and gender, and perhaps age or disability. Diversity is actually a way of thinking and goes much further than the traditional EEOC definition. In this learning session, not only will we look at the traditional aspects of diversity, we'll be challenged to consider new perspectives on ways diversity is prevalent in our workplace.

The Impact of an Empowering Leader: Raising Productivity and Profitability

As a leader, your ability to achieve results depends greatly on your ability to inspire confidence and action in others. Truly great leaders have a knack for getting their people to give more and do their very best. Leadership genius can be developed. It can be fostered to bring about amazing results in your business and personal life.

Effective leaders who have charismatic qualities can drive higher employee engagement and morale. In a study by Towers Perrin, companies with high employee engagement saw a 19% increase in operating income and a 28% growth in earnings per share. In this workshop, you will learn how you can become a more effective leader. You will also learn how to harness that effectiveness to achieve superior bottom-line results for your business.

Among other things, you will hear about:

- The drivers of employee engagement
- The critical interpersonal behaviors shared by all effective leaders
- How to plan to raise your leadership persona and drive the productivity associated with such an increase

Eliminate the #1 Interview Mistake: Effective Interviewing Skills for Managers **Includes templates and resources**

What is the number one mistake managers make in an interview? Interviewing is both an art and a skill. A good interviewer can make the difference between a good hire and a bad hire. In this workshop, we will cover the legal and illegal pitfalls of interviewing. We will learn what makes a good behavioral based interview question, and how to use good interview questions to find out how the candidate will perform in your organization. The presentation will include sample behavioral-based interview questions, an evaluation tool to help you quantify your candidates.

We will also discuss how to get beneficial information from references, even if the reference is reluctant. This workshop is chock-full of useful tools that you can take back to your workplace and start implementing immediately.



Speaker Bio

Anita Buchanan, MBA, SPHR

Anita is the founder of Transform! My Workplace, a company focused on helping businesses strengthen their operational, strategic, and people processes.

She provides managers with the training and skills they need to effectively manage today’s demanding work force. She is skilled at turning around struggling HR functions, streamlining processes, setting strategic direction, and increasing operational efficiency.

She is gifted with both the ability to look at the big picture from a visioning and strategic perspective and can also step in and manage details and design efficient processes. Individuals naturally feel comfortable and sense her sincerity, compassion, and optimism.

Anita is the lead innovator and facilitator for the management development process, Transform! Management Elevation. She holds a bachelor’s degree in communications and a master’s in business administration from Baker University. She is certified as a Senior Professional Human Resources (SPHR).

Anita has a heart for community service and supporting others in their professional growth.

Past and current service and leadership roles include:

- Supporter, Volunteer* Christ Church, a non-denominational Christian church
- Connection Builder* Wichita Women for Good. a local philanthropic group
- Supporter, Volunteer, Board Member* Raise My Head Foundation, an organization serving women who have been victims of sex trafficking
- Supporter* Sunlight Children’s Services, an organization supporting children and families in struggling situations
- Mentor* The Thread Women’s Leadership Collective, a professional organization nurturing the ambition in women to lead
- Supporter, Volunteer, Board President* Ability Point, an organization providing services to individuals with developmental and intellectual disabilities
- Board Member* Kansas Hospital Human Resources Association
- Board Member* Wichita Society for Human Resources Management
- Supporter, Volunteer, Board President* Flinthills Services, an organization providing services to individuals with developmental and intellectual disabilities.
- Board President* Kansas Association of Healthcare Communicators

