



PROGRAM SUMMARIES
PRESENTATIONS FOR PROFESSIONAL GROUPS

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www.deblieux.com

MIKE DEBLIEUX, SPHR-CA

Mike Deblieux designs and presents seminars and workshops for workplace leaders and their teams. Some of his more popular programs include:

- The Performance Feedback Workshop
- The Corrective Action Workshop
- The Workplace Coach Workshop
- The Selecting the Right People Workshop
- The Sexual Harassment Prevention Workshop

Mike provides 1.2.1 Management Development for individual workplace leaders. He also plans and facilitates retreats for workplace and leadership teams. He is a frequent speaker at professional conferences and meetings.

Mike supports workplace leaders at all levels by helping them develop, understand, and apply leadership concepts, practices, and habits. His practical approach to analyzing issues and exploring solutions allows supervisors, manager, and executive to ask difficult questions, seek guidance, and adapt to the ever-changing realities of their workplace.

Various organizations have recognized Mike for his contributions to workplace leadership including:

- PIHRA with the HR Excellence Award,
- The University of California Irvine Extension with the Distinguished Instructor Award, and,
- The American Management Association with a Blue Ribbon Speaker designation.

Mike is the author of seven popular management books including:

- Documenting Employee Discipline
- Supervisor's Guide to Documenting Employee Discipline
- Documenting Discipline
- Supervisors Guide to Writing Employee Performance Reviews
- Stopping Sexual Harassment Before it Starts
- Legal Issues for Managers
- The Performance Appraisal Sourcebook

Mike writes The Deblieux Report (www.deblieux.com), to provide productivity, leadership, and team building ideas for workplace leaders.

PRESENTATION TOPICS

Mike's most popular presentation topics are listed here. Please feel free to suggest a special emphasis on a particular topic within one of these standard presentations. Likewise, feel free to contact Mike to discuss a special subject that you would like presented to your group

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PERFORMANCE MANAGEMENT

Creating Opportunities for Success

This presentation is about making clear work assignments, empowering employees to complete them, and providing meaningful coaching support to keep them on track. It offers four key performance management lessons including:

Lesson One involves learning how to plan end-result work assignments that include doing the job, collaborating with others, and meeting time commitments.

Lesson Two is about creating engagement by involving an employee in the planning process to gain their commitment to successful performance.

Lesson Three is about the manager's coaching role. Participants learn how to initiate and lead discussions about performance shortcomings, challenges, and issues.

Lesson Four is about what to write and how to write it. Participants learn how to use documentation to create opportunities for successful performance. They learn techniques for documenting their own efforts to manage performance and the employee's role in meeting performance expectations.

Participants learn practical tools and techniques to guide them in creating opportunities for success for employees.

Time: One Hour Fifteen Minutes

Speaker: Mike Deblieux, SPHR-CA

THE STRATEGIC ROLE OF FRONT-LINE LEADERS

Converting Strategy into Action

The Board of Directors, the CEO, and the Executive Team develop strategy. Front-Line Leaders translate it into action. They convert the concept of a strategic goal into the practices, habits, and behaviors of line employees. It is not a magical process. It depends on an effective HR process that selects, develops, and guides Front-Line Leaders.

This presentation is about the skills and abilities of Front-Line Leaders in organizations that expect to achieve their strategic goals. It is about the investment organizations need to make in Front-Line Leaders if they expect to excel in the market-place. It is not glamorous. It is not fancy. It is about five simple tools that Front-line Leaders must practice in their day-to-day interactions with employees.

You will leave with a renewed sense of responsibility for the critical role of Front-Line Leaders in bringing strategic plans to fruition. You will gain new appreciation for the importance of Front-Line Leader development programs. You will gain new insights into what you can do to help Front-Line Leaders guide their teams to strategic success.

Speaker: Mike Deblieux, SPHR-CA

Time: Ninety-minutes

PUTTING STRATEGIC BACK INTO HR MANAGEMENT

A Discussion Most HR Professionals Do Not Want to Have

Human Resources Management involves balancing strategic, administrative, and operational roles. Realizing an effective role in strategic management within an organization is often a challenge for HR professionals. Part of the challenge is to convert the concept of strategic management into on-going HR programming activities. This presentation:

- Defines strategic planning,
- The role that HR can and should play in a strategic planning process, and,
- Provides steps and tools that HR professionals can use to become more effective strategic management participants in their organizations.

Participants will leave this presentation with a new perspective on their role in formulating, developing, implementing, and evaluating strategic organizational decisions. They will learn how HR plays a key role in positioning an organization to move successfully toward its future goals. The key points of the presentation will include:

- Defining Human Resources as a Profession
- Contrasting tactical and strategic management
- The key elements of strategic planning
- Creating vision and mission statements
- Conducting a SWOT analysis
- Action items for HR Professionals at the strategic management table
- Implementing strategic as a way of HR life

This is an interactive presentation. Participants will be involved in the discussion through an activity based workbook, mini-case studies, and interaction with the speaker.

Speaker: Mike Deblieux, SPHR-CA

Time: 75 minutes

TAKING STRATEGIC TO FRONT LINE LEADERS

Five Must Skills to Get Your Organization to the Next Level

A strategic plan provides an organizational road map to the future. It is a roadway that must be traveled by leaders at all levels. Too often, front-line leaders are left to navigate the trip on their own.

If you are an HR professional, this presentation will show you how to focus your development plan for front-line workplace leaders on the five key skills they need to support the strategic plan. If you are a front-line workplace leader you will gain some new insights into the strengths and weaknesses that you bring to the table to help your organization create change and achieve strategic goals.

Bring a sharp pencil to this meeting. It will be a working session. You will roll up your sleeves to work with your colleagues on case studies and interactive discussions. You will leave with a renewed commitment to the role of front-line workplace leaders in achieving the strategic goals of your organization.

Speaker: Mike Deblieux, SPHR-CA

Time: 75 minutes

GETTING STARTED

The Things a New Workplace Leader Needs to Know

A new workplace leader is often a very good employee who stood out from the crowd with strong technical skills and a unique dedication to the job. Unfortunately, the proven track record of a strong contributor does not include the knowledge, skills and abilities that are required to manage work and supervise people. It offers little insight into the process of moving from colleague or friend to supervisor. It does not explain a myriad of complex HR policies and practices. Most importantly, it places the new leader in the middle between employees and management without answers and unclear resources to figure out what to do in new environment where everyone expects the right thing to be done.

This presentation is about the responsibility of senior leaders and Human Resources in the transition from staff member to workplace leader. It provides a roadmap of key steps that must be taken to give a new supervisor a fair opportunity for success. It looks at the opportunities and pitfalls that often occur in the early weeks and months of new leadership opportunity. Participants learn what they can do to open doors, prevent missteps, and reinforce best practices.

Speaker: Mike Deblieux, SPHR-CA

Time: 75 minutes

FIVE REALITIES FOR WORKPLACE LEADERS

What Workplace Leaders Need to Know about Workplace Leadership

Do you lead or do you manage? It is a titillating debate among academics, consultants, and pundits. The reality is that you do them both and you better do them both well. It is one of the many contradictions of workplace leadership. It is one of the ten realities that is revealed, discussed, and debunked in this presentation.

The life and challenge of a workplace leader can be summed up in the famous phrase – “On the one hand, but on the other hand.” Leaders are constantly challenged to understand both extremes of this statement but survive in the middle of it. Here are a few examples:

- The best worker makes the best supervisor, but they don't know how to lead.
- Manage diversity, but don't discriminate.
- You can fire an at-will employee anytime you want, but you better not do it.
- Ask for help when you need it, but if you do you will look weak.

The list goes on. Our speaker has guided workplace leaders in a cross section of industries and professions. This presentation is about his practical perspective on their experiences and what they need to do to be successful. You will leave with a new perspective and a new commitment to the profession of workplace leadership. More importantly, you will leave with tools that you can use to increase your credibility, your decisions, and your ability to guide your team to success.

Speaker: Mike Deblieux, SPHR-CA

Time: 75 minutes

CHANGE, CHANGING, AND WORKPLACE LEADERSHIP

Helping Workplace Leaders Introduce, Guide, and Implement Change

It is one thing to say that change is normal. It is quite another to be the workplace leader that everyone is looking to for answers. Executives introduce change. Managers and supervisors are left to figure out how to make it happen. It is often new, unsure territory for them. The old way of doing things no longer works. The new way is clearly established. There are more questions than answers.

This presentation maps out a plan for managing change in the workplace. It provides concepts and tools that HR professionals can share and first line leaders can use. Participants learn how to sell the reason for the change over the impact of the change. They learn to accept and foster the time between leaving the old and moving to the new as an opportunity to be creative. They leave the session with proactive change management steps that they can use in the workplace.

Speaker: Mike Deblieux, SPHR-CA

Time: 75 Minutes

THE STRATEGIC REALITIES OF PERFORMANCE FEEDBACK

Creating Opportunities for Success

Strategic goals establish a direction for an organization. They define how an employer expects to differentiate itself from its competition. Their success depends on an engaged workforce that measures success by contributing to strategic initiatives.

This presentation is about shaping feedback systems to support a strategic plan. It is about the role of HR in creating feedback systems that translate business strategy into workforce action. It explores the key role that HR plays in designing and implementing formal and informal feedback systems that enable an organization to make efficient and effective use of human talent to achieve organizational goals.

Performance feedback is far more than a performance review. It is process that starts with clearly defined expected end-results that are linked to strategic outcomes. It is a culture of on-gong collaboration linked to overall business success.

This presentation provides insights and tools to guide HR professionals as they build, refresh and administer a strategic-based performance feedback system. It uses interaction and case-studies to provide realistic examples that translate into workplace application.

Speaker: Mike Deblieux, SPHR-CA

Time: 75 Minutes

FIRST DISCUSSIONS

Talking When Talking Should Be Enough

An employee falls short of a supervisor expectation for the very first time. The supervisor is disappointed, maybe even a little bit frustrated. It is not a big deal, but it is a concern.

What should the supervisor do? Wait to see if it happens again? Confront the employee? Make a note to discuss the issue in the employee's performance review? None of those are good options, but they are typically what happens. Why? Usually, because the supervisor:

- a. Does not want to create a big issue out a minor problem, or,
- b. Is not sure about what to say.

Neither option is productive. Both lead the employee and the supervisor down a potential road of frustration and disappointment.

This presentation is about addressing and correcting small problems without turning them into big one. If you are a line manager, you will walk away with a plan and a renewed confidence in your ability to lead an employee through a First Discussion. If you are an HR professional, you will strengthen your skill at coaching a supervisor through the process of preparing to talk to an employee about a minor mistake, oversight or transgression.

This session is based on practical workplace examples. It involves interactive exercises with participants and the presenter. Most importantly, it provides a plan for participants to use when they return to the workplace.

Speaker: Mike Deblieux, SPHR-CA
Time: 75 Minutes

UGH! IS IT REALLY REVIEW TIME AGAIN?

Eliminating Writer's Block, Saving Time and Delivering a Clear Message

Believe it or not, there are a few supervisors who really enjoy writing and presenting a performance review. Unfortunately, most do not. It is not all their fault. All too often, they learned how to write a review by looking at the last one they received before becoming a workplace leader. They usually have a story to tell about how they worked hard to write a review only to learn that it was all wrong and required a re-write. Rarely do they have story to tell about receiving a compliment for doing a good job of writing a review and getting it done on time. Nevertheless, giving feedback is one of the main reasons the paycheck of a supervisor is bigger. It is a challenge, but it is an important challenge.

This presentation is about giving feedback. It is about a logical approach to summarizing a year of employee contributions into a three or four page document. Participants leave with a renewed sense of commitment to use a performance review as a coaching tool to create an opportunity successful performance. HR professionals leave with better prepared to coach a supervisor through the process of preparing an effective review. Supervisors leave with a tool to plan, write, and present a review in less time with a clear message about moving forward.

Speaker: Mike Deblieux, SPHR-CA

Time: 75 minutes

FURTHER DISCIPLINE UP TO AND INCLUDING

The HR Song through the Eyes of a Supervisor

There comes a time in working to correct a performance problem that a supervisor must decide if continuing to invest in an employee is a good business decision. If the supervisor set clear expectations, provided training and offered effective coaching, it may be time to take formal corrective action. The action sends a message that the employee must take immediate steps to meet a performance expectation. It notifies the employee that failure to correct the problem will lead to further corrective action up to and including termination.

This presentation explains the process of corrective action. It explains how at-will employment is not a free pass to terminating an employee. Participants learn how to properly investigate a situation, gather facts, and prepare a written reminder notice for an employee. They learn how to show that they have been fair and objective in attempting to help an employee correct a serious performance deficiency. Most importantly, they learn how to create an opportunity for the employee to be successful.

Speaker: Mike Deblieux, SPHR-CA

Time: 75 Minutes

LOGISTICS

Contact Mike directly to invite him to speak to your group or present at your conference. His schedule usually, but not always, requires a few weeks of advance notice. It helps if you can provide information about your group including:

- Name of the Organization
 - Website
- Primary Contact Person
 - Phone
 - E-mail
- Meeting Details
 - Date
 - Location
 - Presentation time and length
 - Expected number of participants

On the day of the presentation, Mike will need:

- Projector
- Microphone (groups over 50)
- Computer table

Mike will provide a:

- PDF of the program handout for your group to make copies
- Follow-up e-mail summary and slides for participants who provide an e-mail address

FEES

Call Mike directly to discuss fees for a presentation to your organization.

CONTACT INFORMATION

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