

Steve McClatchy - Alleer Training & Consulting

Keynote Speech & Training Topics

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Keynote Speech

Time Management & Personal Leadership Double Your Productivity, Reduce Your Stress & Balance Your Life!



Your life is a product of your decisions. Your criteria for making decisions is at the very core of your effectiveness. Great decision making habits can yield a lifetime of success and achievements while poor ones can keep you stressed, frustrated and out of balance. In this fast paced, interactive and engaging presentation you will learn which decisions bring you success, balance, reduced stress and control and which ones do not.

After Attending this Session Participants Will Be Able To:

- Rank and prioritize tasks based on the results they produce.
- Execute specific tasks that create work/life balance.
- Plan more strategically to reduce stress and save time.
- Prevent details and follow up from falling through the cracks.

(Breakout Sessions)

Time Management & Getting Organized Skills, Tools & How to Manage Information

Do you have the information you need at your fingertips when you need it? Do you have a foolproof system for making sure nothing falls through the cracks? Do you use your time management device to its full potential? Great time management and organizational skills are at the core of your success. In this dynamic presentation you will learn the four keys to using a time management system effectively and the three skills possessed by great time managers. You will also learn how to gain master control over your to-do list, calendar, contacts and notes.

After Attending this Session Participants Will Be Able To:

- Better document, retrieve and organize information.
- Use “future to-do lists” to reduce stress and prevent details from falling through the cracks.
- Get more done in less time by becoming dangerously organized.

Trust, Conflict & Business Relationships

How To Lead and Succeed in Every Relationship (Yes, Even That One!)



Most people approach relationships with the mindset “if you’ll be nice to me I’ll be nice to you.” The problem is someone has to go first. Someone has to be nice first, trust first, care first, understand first and make the effort first. Do you take the risk of going first or do you wait? The way each individual on a team takes risks, builds trust, communicates and resolves conflict determines the effectiveness of the team. In this presentation you will learn when to take the risk of going first and when it might be better to wait. You will also learn how to better communicate, set expectations and resolve conflict. If relationships at work are causing you stress this is a presentation you won’t want to miss.

After Attending this Session Participants Will Be Able To:

- Better communicate, build trust and set expectations.
- Identify your hot buttons and the hot buttons of others.
- Build, maintain and repair trust with every member of the team.

Lead Your Team, Don’t Just Manage the Process

How to Get It Right & Make It Last



Vision, mission, values & goals are essential for a team to stay focused and on track. But even more important are the systems, processes, structure and decision making that bring them to life. For some leading a group is a difficult and challenging responsibility but it doesn’t have to be. In this thought provoking and inspirational presentation, we will examine what it takes to be the successful leader of a team and whether you are truly leading your team or merely managing the process. Today more than ever we need leaders. If you are interested in creating a world-class team that consistently produces outstanding measurable results this is a “don’t miss” presentation.

After Attending this Session Participants Will Be Able To:

- Create a compelling team purpose, list of values and team goals.
- Correct misalignments and remove obstacles in the way of the team’s success.
- Keep your team motivated and engaged.

Microsoft Outlook Tips, Tricks & Shortcuts

Use Outlook Like Bill Gates!



How much of your time do you spend each day using Microsoft Outlook®? Do you consider yourself a power user? In this module participants will learn the best kept secrets of Microsoft Outlook®. This module does not require a computer for each participant. This session condenses 3 full days of Outlook training into 60-90 minutes and promises to take you from a novice user of Outlook® to an advanced expert. Here is a sample of some of the things you will learn:

Topics Covered:

- How to set up the Outlook® To-Do Bar to manage “multiple to-do lists.”
- How and where to keep lists of “don’t forgets.”
- How to delay delivery, include voting buttons, have replies sent to someone different, request read receipts and set importance level of e-mails.
- How to use Outlook for performance management and performance documentation.
- How to turn procrastinated tasks into scheduled appointments in one click.
- How to use signature templates to send follow up and routine emails in under 10 seconds.
- How to turn off the email notification for every email and turn it on for specific people.
- How to use folders and “rules” to organize your emails.
- How to use “drag & drop” for virtually everything.
- How to use Outlook® for remembering birthdays, anniversaries with the company and a million other things.
- How to reduce the size of your Outlook without losing important data.
- How to delegate tasks and receive progress updates.
- Learn management strategies if your Smartphone syncs with your Outlook.

Consultative Selling Skills

Skill Development for Professional Sales Consultants



Are you satisfied with your close ratio, profitability and the length of your sales cycle? Do you know how to sell value and return on investment for every sales opportunity? Consultative selling is more than just asking questions and listening. It's about seeing the entire sale from the customer's perspective. In order to deliver a customized service with flawless execution, you must possess exceptional consulting and communication skills. In this session you will learn the principles and skills necessary to sell in a consultative way and questions that will change the way you sell forever!

After Attending this Session Participants Will Be Able To:

- Develop new business in a consultative way.
- Flip from answering questions to asking questions.
- Get answers to difficult questions and stop guessing.
- Build a solid business case for every proposed solution.

Steve McClatchy Profile



Steve McClatchy is an international speaker, writer, consultant, trainer and founder of Alleer Training & Consulting. Steve has spoken before thousands of audiences on the topics of Time Management, Leadership and Consultative Selling Skills and his client list includes the NFL, Merck, Microsoft, Disney, Comcast, State Farm, HP, Ikea, Wells Fargo and Nestle. He is best known for his passion, sense of humor and genuine personality. He leaves each and every audience with a wealth of knowledge delivered in a fun and interactive fashion. You will be captivated, motivated and truly inspired by his unique and practical approach to effectiveness and success.