

# Making Yourself and Your Team Indispensable

How to become an extremely valuable asset to your workplace. Includes a session on Presentation Skills for Managers. McKimmon Conference & Training Center, North Carolina State University, Raleigh, NC

## Why you should attend

Just as effective marketers create a niche for the products or services they promote, you and your managerial team must create a niche for yourselves to effectively advance in your respective careers. Creating a niche involves making yourself indispensable – becoming the kind of professional that others seek first when reorganizations begin, and becoming the type of employee your organization cannot not afford to let go, even in a shaky economy.

In this insightful two-day workshop, Jeff Davidson will cover a broad swath of strategies for making yourself indispensable and enabling your team members to do the same. Finding out what's needed on the job (not merely what is expected) and doing it will get you noticed quickly.

## Attend and you will learn

- \* Why anyone, of any rank, can become indispensable on the job.
- \* Why it's crucial to understand the needs and wants of your team, division, and company.
- \* Why it's vital to stand out from the pack but not alienate others.
- \* How to stay focused despite inevitable distractions.
- \* Activities you can initiate right away to become more valuable to your organization.
- \* How to make others want to work with you.
- \* Actionable strategies for succeeding in your career.
- \* How to adopt a sure-fire approach to becoming indispensable.
- \* How to feel better about job security.
- \* How to strengthen your long term career potential.
- \* How to continually spot new opportunities to stand out from the pack.
- \* How to gain a sense of accomplishment and mastery in making presentations.
- \* How to calmly and effectively speak in front of others.
- \* How to help team members better understand and act upon what you have said.
- \* How to speak with authority and position yourself.
- \* How to use humor in high content communications.

## Attend and you'll receive

- \* 1.4 CEUs
- \* Two networking luncheons
- \* A certificate of participation

## What others have said about this instructor

"Thank you for providing me with an excellent opportunity to learn some effective ways to influence my career advancement. Your presentation was refreshing and uplifting, and gave me renewed enthusiasm to strive for more. I look forward to implementing my chosen key components, and eventually all of them."

- Rob Leek, Williamsburg Community Hospital  
Williamsburg VA

"Thank you for such an exciting and informative session. Wow, did I need it. Your ability to excite a crowd and hold their attention, particularly over two days, is fantastic."

- Pat Baughman, Manager, Associates Relocation Management,  
Washington, DC

"I really enjoyed the workshop. You have a very energizing and enjoyable presentation style. You are articulate, able to remember tons of facts, and most of all, seem to walk your talk. Thanks again for your inspiring presentation. It was a positive experience for me and a great shot in the arm!"

- Andrea Goodman, Administrator of National Banks,  
San Francisco, CA

"Your program had a great impact on me. I had already been working on the premise that the best way for me to optimize my performance was to focus my efforts rather narrowly...but you put a different spin on the concept of focus. After attending, I've been looking at what I'm doing from an opposite perspective, which feels almost liberating. Thanks for the help!"

- Denise Chicoine, Prudential Securities  
Virginia Beach, VA

## Meet your instructor

Jeff Davidson, MBA, CMC

President, Breathing Space Institute



Jeff Davidson is the work-life balance expert for our time-pressed workforce. In 1995, Jeff founded the Breathing Space Institute, based in North Carolina and on the web at [www.breathingspace.com](http://www.breathingspace.com). As demonstrated at more than 770 live presentations, he is a captivating speaker and presenter, able to hold an audience's attention by combining outstanding content with humor, flare, and

inspiration.

Jeff is the author of 56 mainstream books, including *Breathing Space: Living and Working at a Comfortable Pace in a Sped-up Society*, *The Complete Idiot's Guide to Reaching Your Goals*, and *The 60-Second Self-Starter*. He's been quoted in the *New York Times*, *Washington Post*, *Los Angeles Times*, and *USA Today*. His recent audiobook, *The Power of Simplicity*, offers instructions on simplifying every part of one's professional and personal life.

## Course Fee

\$945 for single registrations

\$845 per registration for three (3) or more registrations\*

\$795 per registration for seven (7) or more registrations\*

\* Can be any combination of registrants/classes (i.e., one person registering for all three classes, three people registering for different classes, etc.)