

NEWSLETTER

Leadership with Purpose
and Passion LLC

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LEADERSHIP TIP OF THE MONTH

Off Again!

Employees request time off work for numerous reasons that can range from personal illness to exotic vacations. Research has proven that taking time away from the job or office is a benefit for both companies and their employees. Time away from work provides a mental, physical and emotional restoration period that improves employee performance and overall functionality when they return.

However, just like other employee work benefits and privileges, taking time off work can be abused if not managed properly. Here are a few tips for managing employee time-off requests while maintaining an adequate number of employees to do the work.

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1. Determine the minimum number of employees needed each day or shift to meet business requirements. This number will serve as basis for both approval and disapproval of time-off requests.
2. Establish a policy and procedure for requesting time off work. This should include, but not limited to, illnesses for self or family member, scheduled and unscheduled requests, approval and disapproval process and documentation.
3. Ensure all current and new employees are thoroughly briefed and understand the policies, procedures and processes for requesting time off work.
4. Don't do favors or make allowances that deviate from established time off requirements. Request a review and change of the requirements if needed. Remember, one favor is never just one!

IRON SHARPENS IRON

2017 Consortium Diversity and Leadership Programs

**Coopwood Progressive Workshop Development (CPWD)
Leadership with Purpose and Passion (LWPAP)**

“Organizational and Personal Growth Professionals”

CPWD and LWPAP is a Consortium of leadership and personal development professionals who are inspired to change organizational culture through focused seminars, workshops and on-site consultations. The consortium’s vision is to be recognized for excellence in igniting organizational change and personal discovery by offering unique learning experiences and programs to small, medium and large profit and non-profit organizations.

To schedule a FREE Consultation or receive more information on the programs offered, Contact drcoop@cpwdllc.com or jford@lwpap.com.



2017 Spring Semester Enrollment Starts May 22nd

The NVCC Certificate in Management Practices provides a firm foundation in management, with an emphasis on practical and applicable skills and techniques. Go to the website to learn more and [Sign up](#) for the upcoming Summer program!

2017 Summer Sessions NVCC in Reston, VA

- June 15 | Successful Time Management 6pm – 9:30pm
- June 1 | What Management Is and Manager’s Do 6pm – 9:30pm
- July 13 | Teamwork in Today’s Work Environment 6pm – 9:30pm

DAY AND LIFE OF SUPERVISION



You've been temporarily promoted to acting manager and have been performing all the required duties and more for the past two months. You were told by the selecting company manager to continue performing as you currently are and you'd definitely be considered as a strong candidate for the vacant manager position. A few weeks later as you're rushing into the office to grab a vendor contract, you notice a stack of papers on your desk. As you stop to quickly scan the pile, you realize that they are application packages submitted for the manager position you're currently filling. You instantly become so hot and angry that your blood seems to start boiling but, there's no time to deal with the abrupt distraction right now.

How would you handle this occurrence if it were you?

ASK DR. COOP

Diversity Doodles & Aha's

Situation: You are the first person of color to work in your department. Because of this, your supervisor has “sworn to your success” by engaging in a consistent pattern of behaviors that ultimately equate to micromanaging. “I want more people like you,” the supervisor remarks when asked why you're getting so much attention. How to ask for this behavior to stop without losing support you need as a new employee?

Thought: It's time to act as a professional, not a recipient of preferential treatment. Acknowledge the attention given to you as a groundbreaker, but be especially prepared to demonstrate your competence and confidence about navigating your workplace without someone holding your hand. This concerns the health of your relationship with the supervisor and your coworkers, so be personal early on and more businesslike and formal if you need to repeat the conversation.

Suggestion: Work to build confidence in your manager about your capacity to perform more so than about your need to be “covered” or “protected” from failure due to your “status” as the only per-

son of color among the ranks. Stress the importance of equitable treatment so that when you are successful, you are viewed as a peer instead of a pet. A very real point to make is that if people of color, or any people, are continuously micromanaged, this behavior towards them will become a self-fulfilling prophesy. That is – the company will attract staff who aren't capable and who are happy to let someone else do their job.

Ken Coopwood, PhD
Follow Dr. Coop at @askdrcoop

CONNECTIONS

The readers of today are the leaders of tomorrow

BOOK HIGHLIGHT

‘The Servant Leader: How to Build a Creative Team, Develop Great Morale, and Improve Bottom-Line Performance’

by James A. Autry

A top-selling author, former Fortune 500 executive, and business consultant shows you how to remain true to the servant leadership model when handling day-to-day management situations and how to manage with respect and honesty and empower employees to achieve new levels of satisfaction.

I HAVE A QUESTION



I am new to my management position and I inherited a number of unaddressed employee and customer complaints. One of the company managers in our division calls me each day and hardheartedly asks why my team isn't meeting company performance requirements. This manager is scheduled to visit my location sometime next week. What should I do?

For the Answer Go to [LWPAP online!](#)

WOULD YOU LIKE TO HAVE A QUESTION FEATURED IN THE NEXT NEWSLETTER?

SUBMIT YOUR QUESTIONS TO US!

Email jford@lwpap.com
Subject: 'I Have a Question'

CONTACT

Leadership with Purpose and Passion was launched to address the need for practical and effective leadership in today's workplace. The lack of effective leadership has led to rapid employee turnover, increased absences, rising health issues, increased overtime pay and customer dissatisfaction. All these issues have a direct impact on your organizations performance, productivity and profits. LWPAP provides unique coaching/training services for management teams in small to medium size organizations with 10 to 1000 employees seeking help with workplace issues. Our services are available to both profit and nonprofit organizations and are specifically designed to meet the needs of our customer.

**Contact us today for a free consultation!
540-358-5323**



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