

# Stand-up and Lead

March 2016

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## Leadership Tip of the Month

My, how times flies when you're knee deep in dealing with project deadlines, employee demands and customer desires! It's so easy to come in at 8am and the next time you look at the clock it's lunch time or even worse, it's almost time to go home, pick up the kids from school, run errands and get to doctors' appointments! Where does it end? How do you gain control and get some of that time back?

Well, unfortunately, there's no way to "turn back the hands of time", although the song makes it seem pretty easy. However, there are some things you can do to buy yourself more time at work and at home. Here are a few tips that many may have heard before but don't use:

1. If possible, (we know sometimes it's not possible) make a plan of what you're going to do the day before and write it down. Yes, writing it down keeps you on track and reduces the stress of thinking about all the "to do's" in your head. It also helps you prioritize and separate the urgent, important and routine tasks.



2. Schedule a 5 to 10 min personal break time and go talk to someone that always makes your day. Hmm, you probably thought I was going to say read your e-mail or get a cup of coffee. Well, those are options, but talking face to face with someone that builds you up or makes you smile goes a lot further and will make the break well worth the time spent!

3. Use the people resources around you! Ask for assistance and give someone an opportunity to be a support. This doesn't reflect on you as being weak or incapable, it demonstrates that you see the value

and skill that others have and want to give them an opportunity to use it. Is this delegation? Yes it is and it works well!

Let us know if this tip was helpful to you or a friend and feel free to share the tips with others.

## Day and Life of Supervision

The maintenance manager walks into your office and advises that there was a major water main break near your building and the water will be turned off most of the evening and into the night. You were about to leave early to get ready for vacation and be gone all the next week. The morning shift employees will be getting off work in an hour with the evening employees reporting for work in about 45 minutes. The evening supervisor just called and advised a major highway accident just occurred and she would be running late. Your manager has been home ill all week and authorized you to handle anything that comes up.

1. How would you handle the situation?
2. What would you do to take care of your employees?

## I Have a Question

### Question:

In management, is it difficult to become "manager" of someone you know on a personal level? And, how do you handle the relationship change in the workplace?

### Answer:

Congratulations on the promotion! Yes, it is difficult to go from being a peer and friend to being the "boss". However, it's not impossible to have a healthy transition into management in the same workplace with your former peers. As the saying goes, "remember where you came from" is very vital to not only your success in that new position, but the ac-

ceptance of your success by others around you. Here are a few suggestions:

1. Have a conversation with your close friend or colleague outside of work and let them express how they feel about you leaving them behind.
2. Let them know that although your position has changed, you will still respect and value them as a person and consider them a valuable part of your team.
3. Advise them of the boundaries that must be set in order to do your job objectively and be able to support them in their position.
4. Look for an opportunity to build rapport and respect in your new position by addressing or solving a problem that impacts morale and job satisfaction.

## Worth Repeating

John Maxwell has said,

“A great leaders courage to fulfill his vision comes from passion, not position.”

Let us think about how we can apply this to our workplace, families and our lives in general.

## Connections

We have put together a list of books and articles that provide information on various leadership and management topics.

**The First-Time Manager** by *Loren B. Belker, Jim McCormick and Gary S. Topchik*

**High Output Management** by Andy Grove

**Leadership is About Emotion** by Meghan M. Biro <http://www.forbes.com/sites/meghanbiro/2013/12/15/leadership-is-about-emotion/#6991a3ce269d>

“Becoming a leader is synonymous with becoming yourself. It is precisely that simple and it is also that difficult.”

- Warren Bennis

## Featured local business leader

Mr. Cuthbert Rogers has over 20 years of professional experience in program/project management, capital planning and investment control (CPIC) business case development and analysis, business process analysis and re-engineering, and concept development and requirements engineering. He is the President of GSE Solutions, Inc., an IT company that works with various government agencies to provide project management, requirements management and other systems management processes. Mr. Rogers also is a certified Agile Project Manager.

Mr. Rogers has performed in lead roles on several high profile IT modernization initiatives in both the federal sector and the private sector, including: Health and Human Services (HHS), Housing and Urban Development (HUD), Federal Emergency Management Agency (FEMA) and the Internal Revenue Service (IRS). At HHS, he led the business case development for the portal for

Grants.gov. At HUD, he led the integration of several grants programs and systems into one integrated grants management system which would interface with Grants.gov.

At FEMA, Mr. Rogers led the development of an investment management system, in alignment with CPIC and DHS portfolio management system. At the IRS, he participated in the requirements engineering efforts in support of the Affordable Care Act (ACA) Coverage Data Repository (CDR) initiative.

Since 1991, Mr. Rogers has been actively involved in community development, and has served as a board member and volunteer to various non-profit organizations. As a corporate executive and management consultant, he has held leadership positions that produced highly effective results by successfully aligning people, process, and technology, as a foundation for continuous growth and improvement. Mr. Rogers has managed a va-

riety of complex teams, both in-person and virtually. His style of management is to be proactive, to empower staff and to provide frequent retrospective feedback to his staff. Leadership has many meanings to him such as: 1) to be visionary, 2) to articulate a clear mission and roadmap, 3) to develop and utilize the expertise in and of his team members, 4) to lead by example and 5) to foster a strong team environment.

“Leadership is the growth and improvement of everyone around you, not just yourself.” - Cuthbert Rogers

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If you have a leader or supervisor that you would like to be spotlighted, send your leader’s information to :

Leadwithpurposeandpassion@gmail.com

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 non-profit organizations and are specifically designed to meet the needs of our customer. Call us today for a free consultation!



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[www.lwpap.com](http://www.lwpap.com)

Janet A. Ford, CEO/Principal  
Leadership with Purpose and Passion, LLC

Phone: 844-482-5323  
E-mail: [jford@lwpap.com](mailto:jford@lwpap.com)