

# NEWSLETTER

## Leadership with Purpose and Passion LLC

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## LEADERSHIP TIP OF THE MONTH



### Let's Have a Holiday Party!

It's the holiday season and employees are having parties, gatherings with family, friends and co-workers and, yes, you have a special invitation to join them as their supervisor or manager. It's very thoughtful and humbling to know that your employees not only like you, but like you enough to extend invitations to outside functions during the holidays. Realizing that some boundaries should be established and behavioral awareness is crucial when socializing with employees after work. Think back to a conversation with a former mentor and the tips provided on this topic. Here's what you recall from the conversation:

1. Only accept invitations that include spouses or partners. Attending single-gender events create a more vulnerable atmosphere for leaders because statements such as "Don't worry, we are all women or men here" or "Have a drink and tell us what's really going on", may result in unprofessional responses. Spouses and partners, as bystanders in work related conversations, can easily pick up on cues or non-verbal gestures that seem "off" and give a nudge or suggestion to move on or change the subject. Additionally, conversations tend to stay more on the lighter side when others outside of the work group are present.
2. Never arrive early and don't be the last to

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leave. Plan to arrive 15 to 30 minutes later than the start-time to give most of the guest an opportunity to arrive and mingle. This alleviates idle time that some employees take advantage of to start "fact finding" conversations or ask questions they hope will be answered outside of work. Yes, your arrival puts you in the spotlight for a few minutes, but that's o.k., especially if they really like you! If not, consider not attending at all or stay for the main event (dinner or a presentation) and then excuse yourself.

3. Refrain from having one-on-one conversations with employees away from the main event area. If an employee wants to discuss an isolated work-issue or concern, advise that the time is not appropriate for the discussion and ask if they are willing to meet during the next work day. This also alleviates employee perceptions of questionable conduct.

4. Don't police the party! Yes, you are the supervisor or manager of the employees in attendance. However, don't purposely seek out things to hold over your employees' heads at work. If there's any behavior observed that results in a violation of company policy, address it with the employee the following work day. If there is none, enjoy the event!



MAY YOUR HOLIDAY BE BLESSED AND FULL OF LOVE.

## IRON SHARPENS IRON

### The L & D Series:

**Leadership Tips and Holiday Protocol**

Join Janet and Dr. Coop as they discuss various topics on leadership, diversity and inclusion. You don't want to miss it! Click the link below.

[Watch L&D Series](#)

# CHECK OUT OUR NOVA CLASSES!

LOOKING FOR MANAGEMENT TRAINING FOR YOUR WORK TEAM?



**SIGN-UP FOR THE NVCC Management Practices Certificate Program CLASSES for 2017 Spring Semester are open!**  
Click the [Link!](#)

## ASK DR. COOP

Diversity Doodles & Aha's

**Situation:** A White facilitator arrives late to her session. She places her purse on a table, grabs markers, turns her back to attendees and begins writing. Derek, an African-American employee feeling sick to his stomach, approaches the facilitator to excuse himself to the restroom. The facilitator sees Derek in the corner of her eye, turns around abruptly and states, "You have no reason to be up here. Please move back." As Derek retreats, the facilitator grabs her purse and drops it on the floor in front of her. "Now, what do you want?" she smiles. Derek filed a complaint about how he was treated. How do you respond?

**Thought:** Remember, consider both sides of a situation as everyone has a story, and every story impacts from more than one angle. Think about what it means to arrive to work late and what it feels like to excuse yourself in front of co-workers. Still, consider what is invisible or unsaid in the situation. Seek to deliver your response with poise and equitable goodwill.

**Suggestion:** Identify circumstances that provoked respective behaviors, i.e. late needing to get organized quickly and sickness needing to be excused quickly. Bring into focus what was seen by others and how reactions to the situation caused contention. Finally, articulate overtones that allude to more implicit assumptions such as bias and micro-aggression. Sorting through with poise and equity will help diffuse escalated contention and save face when in front of co-workers in the future.

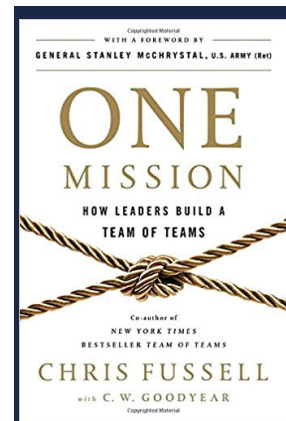
Ken Coopwood, PhD  
Follow Dr. Coop at @askdrcoop

## CONNECTIONS BOOK HIGHLIGHT

[ONE MISSION: How Leaders Build A Team of Teams](#)

From the co-author of the New York Times bestseller *Team of Teams*, a practical guide for leaders looking to make their organizations flatter and more interconnected.

Written by: Chris Fussell





# DAY IN THE LIFE OF SUPERVISION

During the holidays, management always tries to let as many employees off as possible to enjoy family and attend events. You generally don't have an issue with this practice because having things to do during the holidays is expected and employees appreciate the effort made to give them the time off. However, one of your peer supervisors went a little over board with approving employee's time-off for the company's annual holiday party. Now, you are faced with too much work and not enough employees.

How will you address the current issue? What can be done to prevent this situation from reoccurring next holiday season?

**WOULD YOU LIKE TO  
HAVE YOUR  
SCENARIO  
FEATURED IN THE  
NEXT NEWSLETTER?**

**SUBMIT YOUR  
SCENARIO TO US!**

Email [jford@lwpap.com](mailto:jford@lwpap.com)  
*Subject: 'DAY IN THE LIFE'*

## 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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