

Stand-up and Lead

September 2016

Leadership Tip of the Month

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See our NOVA class offering on page 2!

Sign up by link or on our website.

<http://lwpap.com/lwpap/>

Time - Is There Ever Enough?

There's a quote my parents use to say, "Time waits for no one". Well, I find myself saying the same thing today because I realize it's TRUE! The question I normally ask is, "How do some people get so much done and others get so little accomplished in the same 24 hour period?" What are they doing that the rest of us aren't doing? How can we make better use of our time and actually get more done? Here're a few suggestions.

Get Up Early! Wait. Let me explain what I mean by early. Early is any time prior to your normal wake up time. Start small with 5 or 10 minutes and work your way up to a half hour. Take the extra time to

think about your activities for the day or get to work a little early and not feel so rushed or behind.

Manage your social media world. Electronics are the biggest distractions and time eaters in our lives these days and we carry them everywhere! Our electronic addictions have resulted in us spending more time doing non-productive activities and less time getting important things done. Here's one solution; SCHEDULE TIME FOR MEDIA! Scheduling time to browse social media, check and respond to messages will help alleviate distractions and save time. Also, using social media time as a reward for completing a task or finishing a project can be a great incentive.



Learn to say, "No". Some Colleagues have a way of politely manipulating others into completing a task or doing something for them. Taking the time to assist a colleague is fine as long as it doesn't interfere with you getting your work completed on time. Letting a colleague know that you'd be glad to assist them after you finish a specific task is an acceptable response.

Let us know if these tips were helpful to you or a friend and feel free to share them with others.

Iron Sharpens Iron



“I Need to Know Now!”

By Janet A. Ford

A Quick Reference Guide for People in CHARGE!

If you are new to supervision or thinking of taking on a supervisory role, this book offers you simple and practical guidance for effectively handling day to day employee relationship issues.

Get Your Copy Today! Click [HERE](#)

NOVA | Northern Virginia
Community College

Want to enhance your managerial skills? Looking for a local management certification program with CEU's? Well look no further than NOVA!

The NVCC Certificate in Management Practices provides a firm foundation in management, with an emphasis on practical and applicable skills and techniques. The program is designed for those starting out in management positions or those wishing to take on a more supervisory role in their career. The courses are taught by instructors with practical management expertise and based on the essential management functions – Planning, Organizing, Staffing, Leading and Controlling

Go to the website to learn more and Sign-up for the upcoming fall program!

<http://www.nvcc.edu/workforce/programs/management.html>

Day and Life of Supervision

One of your female employees walks into your office and request to have a personal conversation with you. She closes the door, sits down and pulls out several pornography magazines she found on the top shelf of the breakroom kitchen cabinet. You are really disturbed by this because all company employees just completed required training on sexual harassment the previous month.

How would you handle this issue?

**ADULT
SUPERVISION
REQUIRED**

Connections

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

‘Leadership: Management Skills, Social Skills, Communication Skills - All The Skills You’ll Need’

by George Baisley

‘The Five Dysfunctions of a Team: A Leadership Fable

by Patrick Lencioni

Article:

5 Keys to Inspiring Leadership, No Matter Your Style

by Gwen Moran

<https://www.entrepreneur.com/article/227012>



The Readers of

Today

are Leaders of

Tomorrow

Worth Repeating

Ultimately, leadership is not about glorious crowning acts. It's about keeping your team focused on a goal and motivated to do their best to achieve it, especially when the stakes are high and the consequences really matter. It is about laying the groundwork for others' success, and then standing back and letting them shine.

— Chris Hadfield —

Quote

I have a question

When competing for a managerial position, what should a selecting official look for in candidates with equal minimal qualifications?

The goal of any selecting official is to hire the most qualified candidate for the position being filled. However, when all the candidates on the list are equally qualified, then other factors must be considered so a final selection can be made. Here are a few factors that selecting officials may use to hire the right person for a position.

Candidates,

1. Ability to see, understand and appropriately respond to situations that may occur in the work environment and employees.
2. Ability to be real, true to self and others regardless of personal gain or self-preservation in any given situation.
3. Ability to connect with others, build relationships and get employees/peers to work with them.



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 for a free consultation at:
leadwithpurposeandpassion@gmail.com



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" People Pains "
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www.lwpap.com

Janet A. Ford, CEO/Principal
Leadership with Purpose and Passion, LLC
Email: leadwithpurposeandpassion@gmail.com