

NEWSLETTER

Leadership with Purpose
and Passion, LLC

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LEADERSHIP TIP OF THE WEEK

Is Your Team Distracted?

How's your team focus these days? Are you and your employees distracted with all the external noise going on in our world, our country, our cities and neighborhoods? How do you as the supervisor or manager keep the moral up, prevent emotional outbursts or alleviate conflict amongst your team members? Today, leaders are seeking practical answers to these questions and several others as they diligently work to "keep it together" in the workplace for their employees, customers and even themselves.

Unfortunately, there are no "one size fit all" responses because every workplace dynamic is different because of the culture and employees. Actually, even if there was a correct response today, because of the rapidly changing world we live in, tomorrow it may be obsolete! However, there are a few things that leaders can do regardless of what's going on within or outside of the workplace that can minimize distractions and give employees a sense of serenity.

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1. **Check personal biases at the door.**

As a leader, there's no room for taking sides on issues or favoring one group of employees over another for any reason. Trust and respect can be permanently destroyed, team cohesiveness severely diminished, performance and ultimately, profits negatively impacted. Any opinions, likes, dislikes, frustrations or prejudices must be addressed and settled, even if time off is needed to do it! Employees need leaders to be objective and able to maintain a healthy and productive workplace versus pouring fuel on smoldering fires.

2. **Acknowledge the tension.**

Employees need to know that their leaders recognize what's going on and how they feel. Schedule team meetings and let employees know that you're aware of issues that concern them and what actions will be taken to minimize workplace distractions. Be available, willing to listen and talk to employees one on one. Demonstrating to your employees that you understand their fears and anxieties puts them at ease, at least in the workplace.

3. **Create Workplace Fun.**

Deliberately start doing something fun in your workplace that can include everyone. Have a monthly team Chili Cook-off with a crazy prize trophy or collect money for a breakroom ping pong table and have Friday lunch tournaments. What's the point? It's a positive and fun temporary distraction from the life draining world realities! Your employees will love it and will come up with other ideas to make work a fun place to be...a place of refuge...

WORKPLACE ETTIQUETTE

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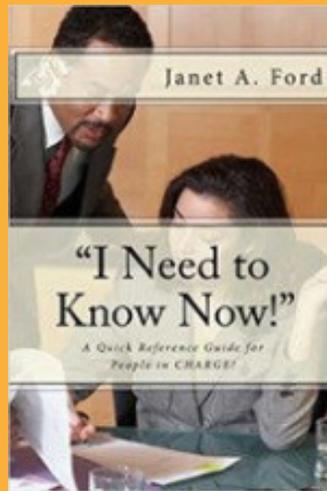
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IRON SHARPENS IRON



"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.

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CONNECTIONS

The readers of today are the leaders of tomorrow

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

BOOKS

‘The Ideal Team Player: How to Recognize and Cultivate The Three Essential Virtues’

by Patrick Lencioni

In *The Ideal Team Player*, Lencioni tells the story of Jeff Shanley, a leader desperate to save his uncle’s company by restoring its cultural commitment to teamwork. Jeff must crack the code on the virtues that real team players possess, and then build a culture of hiring and development around those virtues.

Beyond the fable, Lencioni presents a practical framework and actionable tools for identifying, hiring, and developing ideal team players

ARTICLES

22 Qualities That Make a Great Leader- Forbes 2016

by Adam and Jordan Bornstein

Want to be a laudable leader? Study these characteristics — and the wise words of leaders who strive to embody them.

<https://www.entrepreneur.com/article/270486>

WORTH REPEATING

**From
Passion,
all is Possible.**

-Tory Lanz

DAY AND LIFE OF SUPERVISION



It's your third day on the job as the new foreman for a construction site right in the middle of downtown. As people are walking down the sidewalk during lunch time, you overhear one of the contract carpenters from the local union yelling and making provocative statements to the women walking down the street. One of the women turns around after hearing the offensive remarks, walks up to the administrative trailer and asks to speak to a supervisor. The carpenters' supervisor is off sick and you're the only one in charge of the crew today. She demands that something be done to stop the unwelcomed and offensive behavior.

How do you handle the woman's complaint?
What actions will you take, if any, with the carpenter?

ASK DR. COOP

Diversity Doodles & Aha's

Situation:

You have long been aware of the number of complaints that happen, verbally and on paper, when it's time for annual training on diversity and legal situations employees are to avoid.

People consistently say stuff like "No one ever does anything when I file a complaint," and "This training is a waste of time." No one gets into trouble for being rude to others around here." You are called in to discuss the "climate" of the company. What do you say? What's good advice?

Thought:

This is a time when commitment to the emotional, psychological and physical safety of your employee needs to be demonstrated. Instead of calling out the troublemakers, it will serve well to call out the "right" the troublemakers believe they possess to conduct themselves in unfavorable manners. Also, when you speak about leadership commitment to change, be sure to include yourself as one who needs to help demonstrating the levels of commitment to improve employee perceptions.

Suggestion:

"Awareness of how people feel while at work in our company is very important. It seems that there are too many of us leaders who don't seem to provide enough opportunities for employees to speak about how they are treated. This is always bad news if we want people to be productive daily. We need to provide ways for all employees to have a say about their environment and be willing to be accountable for results of these conversations. One way to provide a company opportunity for input is to conduct a climate study. A climate study is a review of our company's history; a look at who works well or not around whom, a checkup on how people feel about one another; how they prefer to be treated and their level of confidence in us to make these preferences a reality. If we give people a chance to say what's on their minds and connect with others who feel the same way, then we're on the road to a climate change that everyone can be happy about."



I HAVE A QUESTION

How do you deal with tension created in the workplace by your boss having an affair with a co-worker?

Unfortunately, affairs in the workplace are nothing new and they will continue to occur as long as there are people working together in any capacity, society or culture. The best way to alleviate this type of workplace tension is to not have the affair in the first place. However, since that's probably been tried and failed, let's look at a few suggestions for minimizing the impact on the work environment when it does occur.

1. First, if you are in a position of leadership, think about the impact an affair with a subordinate would have on your team. Also, consider the high cost of other employee issues that could and most likely will occur. If at all possible, reassign the subordinate to another team, supervisor or area.
2. As a co-worker, establish boundaries when communicating with the co-worker having the affair. Ask that they not discuss any aspect of their relationship but keep all conversations work related. This helps to keep unhealthy emotions under control.
3. Let the management official in question know that the affair is having a negative effect on the workplace environment and team performance. It's important that the official is made aware of the impact and given an opportunity to address the issue before it escalates.
4. Contact the Equal Employment Opportunity Commission (EEOC) for guidance on your rights as an employee under these circumstances, especially if you are negatively impacted by non-selection for a position, promotion or fired.

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.



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Contact us today for a free consultation!