

Job Link

Bringing You News You Can Use

Volume 7, Issue 2

February, 2003



MENTORS - THE KEY TO SUCCESS?

From - Monster.com

Increase Your Performance- Find a Mentor

Too often people associate mentoring with inexperience and underperformance, ignoring the more important benefit to strong performers. Top people have learned the basics. On their own they study, plan and improve. They learn to become self-sufficient and productive. Still, that "next level" seems all too elusive.

Many managers ignore the developmental needs of their competent employees and spend an inappropriate amount of time with struggling employees. Don't allow this common situation to slow your progress. Seek knowledge on your own. Find a mentor!

Mentors can be found in many places:

- Within your company
- User groups or networking events
- Chat rooms on the internet
- Seminars and workshops
- Professional organizations

THE KEY: Seek them out! Rarely will they come looking for you. The best mentors will want you to prove your worthiness. Top people like to take an interest in the success of people with an abundance of potential.

Tips:

- Ask questions about their success
- Be sincere
- Be persistent, don't stop looking if one or two potential mentors decline a relationship
- Do research on their history if possible

TABLE OF CONTENTS

Page 1 ...

MENTORS - THE KEY TO
SUCCESS?

THIS MONTH'S
NOTABLE QUOTABLE

Page 2 ...

5 MAJOR TIME WASTERS

MENTORS - THE KEY TO
SUCCESS? (CONT'D)

THE WORKPLACE

Page 3 ...

COMMUNICATING BETTER AT
WORK

NOTABLE QUOTABLE

"In any moment of decision, the best thing you can do is the right thing. The worst thing you can do is nothing."

- Theodore Roosevelt



NRI Accounting Resources • NRI HealthCare • NRI Legal Resources • NRI Staffing Resources • NRI Technology Solutions

Celebrating 35 Years of Staffing Excellence!

By Dr. Jan Yager

1. Spreading yourself too thin by trying to do too many things at once.

Suggestion: You must set priorities for each day and, if necessary, each hour. Get the most important things done first.

2. Being afraid to delegate.

Suggestion: Convince yourself that it's not necessary to do everything yourself. You can still be certain things are being done the way you want them to be when you delegate.

3. Not wanting to say "no" to requests.

Suggestion: You can't say "yes" to everything without getting in over your head. Decide what you must do - and want to do - and say "no" to all other requests.

4. Being tied to the phone.

Suggestion: Have others screen your calls. Use an answering machine when you don't want to be disturbed. Schedule a telephone hour to return phone calls.

5. Procrastinating.

Suggestion: Get those unpleasant chores done first - if they're important. Divide large tasks into smaller ones. Reward yourself when you accomplish something.

Continued from page 1

Increase Your Performance- Become a Mentor

Providing guidance to a peer or associate may actually enhance your own work performance and enjoyment. Managers hoping to induce leadership from experienced workers will frequently facilitate a mentor relationship with a new or struggling team member.

To their surprise, it is the mentor who typically sees the most obvious improvement. Too often experienced employees, even successful ones, perform their work on "autopilot". They don't think much about what they do or how to improve, they just do it.

When given the responsibility of becoming a mentor, many find the task challenging. Describing a work process that has become automatic isn't always easy. Frequently, mentors will create a "Best Practices" document. They will make recommendations and to begin to train their protege. Very frequently this process becomes a refresher course for the mentor.

The mentor finds themselves teaching tactics that they themselves no longer employ. Knowing best practices doesn't ensure their use. Additionally, as part of their communication, mentor and student share success stories. As the skill of the student increases, the mentor will feel obligated to "best" the novice. In the beginning this is easy, in time it should require increased performance by the mentor to keep up. This is a good thing!

This also may become a low-risk leadership opportunity for an experienced employee to demonstrate managerial potential. Success of an employee promoted into a supervisory position is not guaranteed by an individual's strong track record. In fact, many individual performers make poor leaders. A mentor role can become an ideal opportunity for testing abilities.

THE WORKPLACE

-by workplaceblues.com

8-10, maybe more! Those hours spent each day interacting with co-workers can be exciting, rewarding and educational. They may also be stressful, emotional and physically dangerous!

Fortunately... You can choose your work environment. NEVER allow yourself to forget this. Who you work for, your interaction with peers, and your workplace ethics must be consistent with your guiding principles. If they are not, trouble will follow!

Seek workplace relationships that allow you to learn or teach. Form alliances with loyal associates and leaders. Healthy "outside" personal relationships may develop as a result.

By Communication Briefings

Employees often show concern about the quality and quantity of communication at work.

Some claim that management gives only lip service to open communication but does little to really communicate with them.

Others contend their organizations believe that posting notices on bulletin boards and sending out memos provide adequate communication.

Still others say they receive vague instructions that are difficult to follow.

Ineffective communication often results in poor cooperation and coordination, lower productivity, undercurrents of tension, gossip and rumors, and increased turnover and absenteeism.

Experience shows there are many ways managers can improve internal communication. Here are some things you should do:

- Understand that communication is a two-way street. It involves giving information and getting feedback from employees. It isn't finished when information is given.
- Put more emphasis on face-to-face communication with employees. Don't rely mainly on bulletin boards, memos and other written communication.
- Ask yourself, each time you give an instruction, if the message is clear. Most vagueness is caused by failing to be specific. Example: Don't just tell an employee to "show more interest" in his or her work. If an employee spends too much time chatting with others, be specific about it.
- View information as "service to" employees and not "power over" them.
- Listen to employees; show respect for them when they speak. They'll feel like part of the team and will tend to be more dedicated and productive. One way: Ask questions to show interest and clarify points.
- Don't just talk open-door policy. Practice it by walking around and talking to employees. Allow people to disagree and to come up with new ideas.
- Conduct one-on-one meetings. Ask each employee to tell you how you can help him do a better job. Then how he can help you do a better job.
- Prepare publications frequently. Emphasize current issues that employees care about; don't substitute quarterly "prettier" publications for substantial, up-to-date ones.
- Concentrate on building credibility with employees. Managers who lack credibility and fail to create a climate of trust and openness aren't believed – no matter how hard they try to communicate.

Celebrating 35 Years of Staffing Excellence

Return Service Requested

Executive Offices
1899 L Street, NW
Suite 300
Washington, DC 20036



**Do you know someone
interested in an exciting
new job?**

NRI has temporary and permanent positions
available today for:

**Accounting Positions
Administrative Positions
Healthcare Positions
Legal Positions
IT Positions**

And for you...

**We will give you \$35 for each
person you refer!**

You get \$35 for each person who gets a
permanent job through us or works as a
temporary employee for 80 hours.

**For 35 years, NRI has been
providing the Washington area
with permanent and temporary
job opportunities.**

With twelve specialty teams conveniently
located within the metropolitan Washington-
Baltimore area providing three service
options, NRI can provide endless
combinations of job opportunities!

Visit our website today at:

www.nri-staffing.com

to browse our online job listings, register with
NRI or update your availability or see which of
our locations is near you!

For 35 years NRI has had the best trained and
most experienced Staffing Specialists. Let us
put you to work!