

Gaining loyalty and respect

A good leader knows the beneficial impact of talking to its employees one-on-one once in a while. As the boss, experts suggest to take time to meet with your employees individually. Talk about their work, their career ambitions, their ideas, and anything else that interests them. Showing personal interest is a

powerful way to earn employees' loyalty and respect.

Source: <http://www.managebetter.biz/>



Feeling dumped? Here's what to do

There are times that we are dumped with a lot of work from our colleagues that really pique us. When this happens, Lisa Kohn, <http://chatsworthconsulting.com>, suggests "get on the same side of the problem with your colleague and find a way for the two of you to be, and act as, a team to handle



all the best approaches you stay dumped on. At that point, it's best to look for what you can gain by tackling the project. What new skill or knowledge can you learn? How can the experience enhance you? What do you want to get out of it? If you can't get the dumping to stop, finding the silver lining will at

least make it a bit more palatable.

Source: *Thoughtful Leaders:* <http://chatsworthconsulting.com/>

Knowing the right words for greater communication impact



Good communication is not about knowing a lot of words. It's about knowing the right words and using them well, writes Beth Nyland, a corporate poet and founder of Spencer Grace

impact, she adds. In suggesting this, Ms. Nyland means: developing well-reasoned ideas, so what you say generates meaningful results; appreciating your audience and the moment, so you say the right thing at the right time in the right way; prioritizing and organizing information, so you present the right points in the right order; cutting all the fluff, so you respect your audience's interests and time; and mastering spelling and grammar and style, so you don't make embarrassing mistakes that distract from your message.

Source: <http://www.ragan.com/>

LLC. A bigger vocabulary is not necessarily better. If your goal is to become a better communicator, learning more words may not be your best bet. Instead, invest time and energy in using plain, ordinary words for greatest

Make employees more accountable for their own learning path

Employees today see their relationship with employers in less paternalistic terms than previous generations. They expect access to learning opportunities as a partner in the relationship, but a partnership is a two-way street. So it's perfectly fair for compa-



nies to hold employees accountable. Be clear about who owns what and give them responsibility for their own development and the tools they need to advance.

Source: *Dominique Jones,* <http://humanresources.about.com/>

Correcting mistakes promptly

As human beings are susceptible to committing mistakes; employees could not shun the reality of unintentionally committing mistakes sometimes.

Disciplining employees is an important part of leadership. Expert says that as a leader, when you hear unpleasant conversations about performance or behavior, don't put it off. Be honest, but stay professional. Point out the impact of the employee's behavior without getting personal.



Source: <http://www.managebetter.biz/>

When you're better off skipping a difficult conversation



Every leader needs to give negative feedback to their employees. But not every conversation needs to happen immediately – or at all. To determine whether you can avoid the conversa-

tion, ask yourself a few questions: If I have this conversation, what will I realistically achieve? Do I tend to look for problems in this individual? How committed am I to being "right"? Is there a reasonable solution that I can offer? What is my role in this situation? If your answers indicate that the situation will likely be resolved on its own, that you intervening is not necessary, that you're more focused on being right than listening, or that it isn't the right time to bring up the issue, then don't schedule the meeting. By choosing which conversations not to have, you're making sure the messages you do communicate are delivered for the right reasons and generate the desired results.

Source: *Management Tip of the Day,* Harvard Business Review

5 essential traits of successful CEOs



A company is only as good as its people. That's why the CEO position is crucial. After all, he's the one who calls the shots. Dr. Alejandrino J. Ferreira, CEO of the ACE Center for Entrepreneurship and Management Education Inc., and one of the gurus of the Master in Entrepreneurship Program at the Ateneo Graduate School of Business in Manila, Philippines, lists five essential traits of a successful CEO.

1. Vigilance. To keep the firm competitive, a CEO has to have a keen ability to scan for trends, opportunities, and threats, to ensure that the company's business strategy remains relevant.

2. Focus. To keep the firm on track, the CEO should constantly monitor and evaluate the strategy and the consistency of internal systems, structures, and people. This includes a deep understanding of the firm's performance in terms of operations and finances.

3. Innovation. To keep the firm ahead of the game, a leader has to be able to lead innovation and take the firm to the next level.

4. Inspiration. To keep the people involved and committed to the firm, the CEO should be able to inspire team members to execute the strategies he has laid out for the organization.

5. Vision. To keep the firm's growth momentum, leaders should be able to lead and manage succession process of the firm.

Source: *Entrepreneur*, [entrepreneur.com.ph](http://entrepreneur.com/ph)

Some suggestions to make your employees happy

Have you heard the expression "happy wife, happy life"? The same logic applies to employees and the organizations for which they work. When employees are happy, organizations succeed.



Here are some suggestions for keeping employees happy and excited about their work:

➤ Host internal networking events. When employees connect with their co-workers, they learn more about how the organization operates. This helps them feel more connected to the company and its success.

➤ Highlight employees in the organization's newsletter. You need content for the newsletter, and employees crave recognition. Featuring them in a publication will allow everyone at the organization to celebrate their success.

➤ Promote physical activity. Encourage walking meetings, or, if possible, offer discounted gym memberships. Exercise not only keeps employees healthy, but it also releases endorphins that make them feel happier.

➤ Ask employees what motivates them. You'll never know what inspires people to do their best if you don't ask.

Source: ragan.com

➤ If its possible offer your employees a break room in which they can relax and spend their lunch breaks. Getting away from your desk helps you refocus and comeback re-engaged.

➤ Make sure your employees have everything they need to excel. If they all have the tools they require to accomplish their goals, it will go a long way in keeping them engaged and motivated.

➤ Away days allow employees to leave their desks and take sometime to enjoy themselves, bond with colleagues and do something different. After all, a change is as good as rest.

➤ Creating challenges or competitions can increase productivity and camaraderie, and encourage staff to become more engaged in a project.

➤ Deal with issues in morale, or problem employees behind closed doors. Whatever the problem, solve it quickly and handle situations professionally. Even the smallest change can make a BIG difference for your employees.

➤ Show your staff the value in their work. Everyone wants to feel that their work has a higher purpose, so point it out to them every once in a while.

A good leader takes a little more than his share of the blame, a little less than his share of the credit.

--Arnold H. Glasow

Who are the best leaders?



Research shows that today's leader needs a comprehensive set of financial, operational and executive skills that combine the best qualities of corporate-world "C-level" executives (think CEO, CFO, COO, CMO and

the like). The best leaders:

- Have strong executive, operational and financial skills.
- Are emotionally intelligent – trustworthy, persuasive, perceptive and flexible.
- Infuse the organization at every level with a commitment to the big-picture vision.
- Advocate for the mission at every turn.
- Collaborate with people and organizations that can help to advance the cause.
- Motivate people with passion, a proactive attitude and a commitment to set and reach goals.
- Fundraise and encourage the board to do so too.
- Clarify board and staff relationships and encourage open communications.
- Embrace participation, build strong teams and encourage risk taking.

Source: <http://nonprofitanswerguide.org/>

What is employee empowerment?

Employee empowerment is a strategy and philosophy that enables employees to make decisions about their jobs. Employee empowerment helps employees own their work and take responsibility for their results.



Employee empowerment helps employees serve customers at the level of the organization where the customer interface exists. To read more articles on employee empowerment, please follow this link: <http://humanresources.about.com/od/employeeempowerment/>

"Leadership and Learning are indispensable to each other"

John F. Kennedy

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