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The Corporate Communicator

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Hull & Associates

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Thought for the Day

Remember ...

"The quickest way to become an old dog is to stop learning new tricks."



John Deere

5 Ways to Deal with Negativity

Dealing with negativity is difficult but needs to be done. Here's how:

1. Confront or Let it go? Ask yourself: Is your coworker a habitual offender? Are they just having a bad day? If so, offer support. However, if they are negative on a regular basis, even if they are unaware of it, you need to confront it.

2. Evaluate You! What's your behavior? Do you play into this situation? Are you adding to the negativity by agreeing with them? Are you enabling their negative attitude? Are you being negative? What can you do to help?

3. Build your case. Collect 'data' on their attitude and performance. Look back over the past few days and write down their negative behavior and its

effect on others. Solicit feedback from others to help you be objective and to show the impact of their negativity.

4. Discuss the Situation. Pull the negative person aside and tactfully let them know the behavior you have observed and its impact on others. Just having that conversation can result in a positive change. Allow your coworker to explain their attitude and actions. Allowing them to defend themselves and suggest specific ways they can change their behavior.

5. Be Positive! The best way to counteract negativity is to BE POSITIVE! Negative attitudes are contagious but so are POSITIVE ones. If they choose to do nothing, let it go. Being negative over negativity is unproductive. So brush it off and get back to work!

Dressing on a Budget

1. Cleanliness. Clean and pressed clothes without stains are essential to making a good first impression. A dirty expensive suit is worth less than an affordable clean one!

2. Wardrobe expenses. Don't spend a fortune to get an expensive wardrobe. Shop consignment shops, clearance racks, garage sales in high end neighborhoods, and use coupons. Don't be afraid to go to thrift shops. You will be surprised what you will find and who else is shopping there!

3. Everyday work wardrobe. Ladies, here are some wardrobe basics: A black skirt, a black suit jacket, a tan suit jacket, a white tailored blouse, and a black pair of comfortable pumps. You can mix and match these items to make several outfits to save money.

4. Jewelry. Jewelry will add style to your outfit but don't overdo it. Think one. One finger, one wrist, one necklace. If it makes noise, don't wear it!

5. Makeup. Makeup for women should be applied lightly in neutral shades and heavy eye makeup should not be worn during the day.

6. Hair. Men and Ladies: Hair should be styled neatly and kept off the face. If you're constantly pushing it aside, get a better cut!

7. Cologne. Cut the Cologne. No one wants to smell you at the office and, in fact, some people are allergic to different scents.

8. Tattoos. Research shows that having a visible tattoo implies that you lack professionalism and good judgment. Many employers equate tattoos with being difficult.

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Is a Meeting Really Necessary?

Too many meetings! When have you heard that?

It's not news to anyone that a lot of meetings are unproductive, lack focus and waste people's time. Often holding a meeting is unnecessary and can be replaced with an email or a one-on-one conversation. Time is valuable and in order to make the most of it, you need to

determine whether holding a meeting is absolutely crucial to the task at hand.

To find out if you need a meeting, ask yourself:

1. Does the task require more than one person?
2. Are the tasks interdependent?
3. Is there more than one solution?
4. Are misunderstandings likely?
5. Is there enough time?
6. Do you need buy-in?

If you answered "yes" to more than one of these questions, hold a productive meeting, with an agenda, a facilitated discussion, action items and a summary at the end! Even if a meeting is "on the calendar," if you answered "no" to the questions above, send an e-mail, make a phone call, or have a one-on-one conversation! No one will complain if you cancel the meeting but they will complain if it is an unproductive one!



Make an Impact! Adapt Your DISC!

High impact people adapt their DISC to keep organizations on the cutting edge. They are valued and kept...even when others are being laid off. So what are the keys to having impact?

Establish your network of knowledgeable people and resources when things are going well. When a crisis develops, you know who to call. ("I" behavior.)

Analyze and break down complex information into usable pieces. Remember KISS - Keep it Simple, Sweetheart. People want to understand the situation. The simpler the terms, the more understandable the communication. ("S"

behavior.)

Be flexible and respond quickly. You may need to change your position. Remember there is a difference between being right and "dead right." Establish relationships so that you can rally your troops before the situation turns into a crisis. ("D & I" behavior.)

Gather your facts and make a decision. You may have to make decisions based on your gut, and what you believe is the best thing at the current time. ("C" and "D" behavior.)

Strive for perfection but remember failure is not fatal. You will make mistakes. Admit your mistakes. Get help, correct them and move on. ("C" behavior.)

Celebrate success. Give people the credit and recognition they deserve. If you follow these guidelines, you will be recognized as a high impact person who is necessary for the success of your organization. ("I" and "S" Behavior.)

If you want to take the DISC or have someone else take it, please contact us at drmimi@hullonline.com or (407) 628-0669. We want to be your DISC vendor!

(from Making an Impact Workshop - Dr. Mimi Hull)



You're Older,...Who Cares!

So your new boss is younger than you are! Here are some hints for thriving in a workplace with younger leaders.

Don't be surprised. With our diverse workforce more and more people are being managed by someone who is younger than they.

Get rid of stereotypes. Just as the older worker does not want to be seen as senile, stubborn and set in their ways, younger ones hate being told they are disloyal, self righteous or self absorbed. Age and stage are no longer connected. Seniority is no longer the main reason that people are promoted. Employees today are recognized as much for their

performance as their tenure with the organization.

Don't judge. A younger person may have the needed competencies and experiences for the specific tasks at hand. They may do things differently but it is important to realize that different is not wrong. There are many right ways to accomplish a task.

Mentor, coach and train. Your knowledge and experience can be your greatest asset, if you share it rather than flaunt it. Likewise, ask your younger boss to mentor you as well.

Accept and allow. Allow others to take the lead. Recognize that you are still contributing even if you are not the designated leader. A good follower is as important as a good leader.

Benefit from the reduced stress. When you are not the designated leader, you may have the luxury of reduced pressure, fewer hours and less stress. Enjoy it!

(From "Leading across the Generation Gap" by Dr. Mimi Hull)

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C by Dr. Mimi Hull

THE corporate couch



Q: I am so unhappy in my job! But with the current job market, I feel trapped to stay where I'm at. Is there any hope for finding a new job?—Suffocating

A: Today, when many people feel that job opportunities are bleak, opportunities are still available. You simply may have to dig deep to find them. Keep in mind these tips while you prepare for your job search:

Revamp your skills. Make sure you are up-to-date on all the tools and software programs necessary to your profession.

Network. Be visible. Ask for help. Networking can get your foot in the door and inform you about nonmarketed opportunities. Take advantage of online sites, too, such as LinkedIn, Facebook and Brightfuse.

Be assertive. Seek out companies whether they are hiring or not. Think of hidden prospects. Look for out-of-the-ordinary opportunities.

Focus on the positive. Don't give companies any reason to pass you by. Work on your pitch to employers so you are ready to sell yourself. Do your homework and learn what is important for each position and organization where you plan to apply.

Role play. Make sure you are ready for the interview. Practice with others beforehand answering questions the interviewer will likely ask. You'll gain extra confidence.

Lower your expectations. This is not the time to look for your dream job. You may have to take a pay cut or a step down from your current position. Don't be choosy. Remember: It is typically easier to find a job when you have a job.—Dr. Mimi

Dr. Mimi Hull heads Hull & Associates, a team of trainers, speakers and consultants. A licensed psychologist, she has a master's in counseling and personnel services and a doctorate in psychology with specialization in business management from the University of Florida—Gainesville. Her B.A. in psychology is from Syracuse (N.Y.) University. Reach her at www.HullOnline.com or DrMimi@HullOnline.com.