

HULL &
ASSOCIATES

The Corporate Communicator

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hullonline.com

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Thoughts for the Day

"I have lots of things to think about
but nothing to worry about"



Show your Appreciation

As the holiday season approaches, here are some tips to recognize your employees for their hard work.

Give people extra time off (longer lunch or early day) on a rotating basis. Let them create the schedule. This is often more appreciated than a party.

Write a personal note to the employee and/or their family expressing your thankfulness for something they did. Generic cards are turnoffs!

Create a package wrapping station — leave wrapping paper, ribbon, tape, scissors, and cards in the break room so that your staff can wrap their gifts.

Create a holiday suggestion box and give a prize for the best suggestion.

Have a "no event" event. Set a date for the no event. Tell your employees up

front they are not to attend and give them certificates for pizza and a movie rental.

And finally, what all employees want, not only at the holidays but all year...provide capable leadership, fair treatment, appreciation and respect!



Our Blog is Back With a New Address

Hull & Associates is proud to announce the renovation of its online blog. We hope that this service can provide a new way for us to connect and interact with those who are interested in the newsletter and with what Hull & Associates has to offer. If you wish to learn more or explore the site itself, please visit our blog at www.hullonline.blogspot.com. We would greatly appreciate your input or suggestions

Blog Features

- Bi-weekly updates by Hull & Associates
- More in depth analysis of certain topics covered in the newsletter
- Slides from some of Dr. Mimi's PowerPoint presentations

- Comments feature where you can provide feedback
- Links to current and previous newsletters
- List of recent seminars Hull & Associates has provided

Please feel free to post your comments or questions. We would love to hear from you!



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Did You Know That Hull & Associates Offers ...

- Employee Satisfaction Surveys
 - Organizational Assessments
 - 360/Multi-rater Feedback
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 - Strategic Planning
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 - Coaching
 - Organizational Development
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 - Leadership Development
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 - Communications Training
 - Assertiveness Training
 - Time and Stress Management
 - Conflict Management
 - Not-for-profit Board Development
 - Conference and Convention Speaking
- Call us today (407-628-0669) to see if we can help you satisfy your Human Relations and Organizational Development needs.

What Type are You?

The DISC Personal Profile helps you understand your behavioral tendencies. It also helps you understand, respect, appreciate and value the differences of others. Effective people *know themselves, the needs of others, needs of the situation and respond appropriately.*

Here are descriptions of the four basic types. Of course when you take the profile, you learn how much you are of each type and their interactive effects but in the mean time, try to determine which description fits you best.

D (Dominance)

- High ego strength
- Results oriented
- Basic fear: being taken advantage of/ loss of control

I (Influencing)

- Optimistic
- People oriented

- Basic fear: social rejection

S (Systematic)

- Consistent performance
- Team oriented
- Basic fear: confrontation/change

C (Conscientious)

- Analytical attention to details
- Task oriented
- Basic fear: Criticism of their work

When you get a resume on a person, you get an advertisement about what they can do. If you get a DISC profile on a person, you get an operating manual on how they work and how to work with them. Often we wait until we get in a jam before we seek to understand. Resolve those personality conflicts now and work better together. Take the DISC!

If you want to take the DISC Profile Online, please call us at 407 628-0669 or email us at info@hullonline.com and we will set you up for a very special price.

Holiday Stress

With the holidays fast approaching, you might find your staff stressed due to an increased workload both at home and at work. Here are some tips on how to deal with this busy time of the year.

- Let your employees know that you appreciate how busy and stressed they are.
- Help them prioritize and focus on job commitments at work and avoid adding unnecessary projects.
- At a small business, let your employees participate in determining how many people are needed to keep the business productive.
- Praise and recognize cooperation and keep your own spirits positive so people will want to come to work.

Holidays are stressful

Do you find yourself saying:
I will never get it all done.
Why is everyone else so happy?
Wow is this holiday going to be expensive.

This is not fun!

You are not alone! Accept the stress and try not to beat yourself up. Take a

day at a time. Cut back. Ask for help (If you don't ask you won't get it!) and you too will get through these next couple of months a little less stressed and a lot less depressed.

More Information

To learn more, please visit our blog at www.hullonline.blogspot.com

Did you know Dr. Mimi does ...

- Stress and Time Mastery
- Organizational and Leadership Development
- Team Building

Call Dr. Mimi for your next seminar!



Managing Remote Teams

As technology improves, the use of remote teams increases. Here are some tips to help you manage your remote team.

- **Maximize face time.** If possible, launch the team with a face-to-face meeting. Get together as frequently as resources permit.
- **Be considerate.** Team members should know what times are appropriate to call one another (think time zones here) and what days (considering cultural, family or work schedules) are off limits.
- **Use Respond All ONLY** if everyone really needs to know. Avoid e-mail clutter.
- **Handle serious conflicts** face-to-face whenever possible. Remember that overt conflicts often conceal underlying issues that hinge on matters of trust and respect.
- **Keep all communications** in a shared database. Create historical documents of the group's work for new team members to study.

- **Be specific** with the uses of e-mail, subject headings, file types, urgency markers and the use of corporate intranet or portals.
- **At teleconferences** have the main speakers sit together.
- **Utilize appropriate technologies.** Email is good for sharing tactical information. Phone and Video for strategic thinking.
- **Communicate, communicate, communicate!** Being on a remote team can be lonely so do keep people in touch and informed.

(Managing Remote Teams Seminar, Mimi Hull)



Have You Visited Our BLOG?

Please visit our **BLOG**. The address is www.hullonline.blogspot.com. Ask us questions. Comment on questions posed by others. We would love to hear from you!

THANKS FOR YOUR REFERRALS

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Any Changes?

To keep a strong connection with you, we would like to have your current contact information. If your information has changed or will change, please let us know!

A Special Offer

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*MSRP: \$35

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Reduce Personality Conflicts!

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A resume is an advertisement. Now you need the "operating manual" for your employees and coworkers.

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drmimi@hullonline.com
Online: www.hullonline.com

CC by Dr. Mimi Hull

THE corporate couch



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.

Q: I'm interviewing candidates for an opening on my staff and received a resumé from a man who is perfectly qualified. However, my supervisor suggested he was "too old" at 62.

A. Don't let your supervisor divert you from this candidate. Today, many people are starting second careers in their 60s. You can reap maximum benefits from older workers on your team! First though, help your boss see past his or her stereotype of seniors. Older people are not slow learners. They are often faster learners than those with less experience, and they typically make fewer mistakes. Some other tips for hiring seniors:

- Don't teach them what they already know. Seniors already have a lot of job skills that transfer to a new position.
- Don't assume seniors will resist technology. Many older workers welcome training on the newest technologies.

Should I ignore his resumé, assuming he'll want to retire in the near future and I'll thus lose all of his training and experience in just a few years' time?
—*Giving Senior Consideration*

- Do train them. Invest the time to train your older workers. What may appear as resistance may in fact be fear of failure.
- Create a positive learning environment. Good lighting, good acoustics and reduced background noise can play a positive role in reducing learning time.
- Praise and encourage. Seniors are like all employees. Honest praise and sincere encouragement are always great motivators.

— *Dr. Mimi*