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The Corporate Communicator

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Consider This ...



New Year's Resolutions for a Stronger Career

New year, new you ... right? 2017 can revitalize your career. A fresh start is always energizing, but how can you make the most of it?

Maintain Focus. Focus is easily lost over the holidays but it's time to get back to reality. Use this New Year to get ahead on your projects. Focus on both short and long-term goals to see how much you can achieve this year!

Organize your workspace. Your desk is the first impression for anyone that is working with you. It shows how you take pride in your professional presence ... and an organized workspace can reduce stress!

Improve your relationship with the boss. Let your boss know about your

progress on important projects. Let him know that you're there to help him. Ask how you can be better and what the expectations are.

Improve your relationship with your co-workers. We all want to have supporters who will have our backs. It comes down to communication and knowing your team better. Remember: if your team looks good, you do, too.

Network and stay in touch - We often say, "Let's stay in touch!" but we don't! Whether it's catching up over coffee, or congratulating someone on their promotion, remain true to your word and stay in touch!

And remember, "What the New Year brings depends on what you bring to the New Year!"

Are You Building Your Team?

Answer these questions to see if you are building a team.

Have you clarified a common vision?

Do you set common goals and do people know how they affect accomplishing those goals?

Are there clear Roles and Responsibilities? We have found that clarifying roles helps support and achieve the vision and goals.

Is there management support? Management needs to encourage ongoing learning and training.

Are you using engaging exercises to build your team? Our team building programs always include exercises that are interactive, engaging and fun.

Do you know your team members' behavioral preferences? Knowing how

to work with different styles is the key to a successful team.

Do you work on communication skills? Are the messages sent and the messages received the same messages, both in content and in feeling and impact? If not, personality conflicts will develop.

Do you have regular team building events? These events can do wonders to boost morale and increase productivity. A once-a-year team building program can do a lot, but ask yourself, "What would it be like if we did something more often?" Imagine the results!

If you integrate some of these ideas into building a team, whether it is via a retreat, team coaching, or a workshop, your team will be stronger, happier and more productive.

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development needs.

Training Millennials

Millennials were born between 1981–2000. About half of them are in the workforce and they have very specific training needs and desires.

In a recent SHRM article, it was reported that 90% of millennial respondents said it was important that training is easy to complete and understand. 85% said that it needed to be engaging and fun; 85% said training needed to be personalized and relevant; **and, sadly, 30% said they received no formal training on the job.**

These results were not surprising. Millennials want training that will help them improve and grow, not only at work but in their personal lives as well. As you present to millennials, it is important to tie the information back to how it will help them be more effective and efficient.

Millennials are tech-savvy and they like

having technology woven into their training. This may mean providing links and additional online resources that they can access while taking or following their training.

Millennials expect visuals. If you're using PowerPoint be sure to have pictures, video and infographics. When it comes to training, they are less about entitlement and more about engagement. Keep it fresh. Keep it fun and keep it interesting.

Millennials want constant praise and feedback. They appreciate opportunities for coaching throughout a training experience and enjoy having more senior employees in the sessions so that they can be mentored by them.

In reality, what millennials want is simply great training that is engaging and effective ... and that is good for any training no matter what generation is attending!

DiSC® and Meetings

Depending on your meeting goals, choose a different DISC® style to facilitate it.

If time is short and you need to get right to the point, have a **D style** facilitate it. D's see long meetings as a waste of time and get bored easily, especially with long discussions. D's love to be in charge and keep meetings efficient, making sure to get right to the point. They worry less about consensus building and can make tough decisions, be blunt, cut out chitchat, while covering the necessary information.

An **I style** will provide inspiration for your meeting. I's get energized, inventive, stimulated and creative when in a group. I led meetings are typically social and collaborative but might ramble. They foster creativity, connections, and improved morale. An I sees the big picture, and uses their sense of humor, charisma, and natural flair for communication to bring out the best in others. An I can change minds, generate enthusiasm, open the lines of communication and infuse participants with optimism.

An **S style** is a good choice to lead a

meeting if team building is your priority. People with an S personality strongly prioritize team unity, equity, and stability. If there is infighting, personality conflicts, and lack of cohesion, an S leader is ideal. An S is sympathetic, genuinely cares about the team, and is skilled at conflict resolution. Their supportive and compassionate nature creates a harmonious work environment.

A **C style** brings organization to meetings. If you have a problem project due to inefficiency, unclear expectations, missed deadlines, or problematic scheduling, a C is the ideal meeting leader. A C run meeting solidifies the overall structure of a project, provides clear directions, expectations, and instructions. A C will set an agenda and will follow it to the letter. Although they won't take time for socializing, when it comes to content they won't rush. Accurate, logical, and thorough, a C is prepared and attends to details. If there is a lot of information to be conveyed, a C will handle the task with ease.

Contact us if you are interested in learning more about how DiSC styles act and interact.

Four Signs of Burnout

When we work with organizations and coach individuals, we often discover burnout. Burnout affects a team's productivity and drive. Here are signs of burnout and how to prevent it:

1. A top performer drops the ball ... and it's persisting. When performance is *unusually low*, something is wrong and it could be burnout. Share your concerns with your employee and let them know that you see a performance difference. Let them know that you're available to talk and perhaps make changes.

2. Identify the difference between being tired and burnout. Tiredness relates to sleepiness and not being well rested. Burnout is an ongoing lack of motivation and energy, where it had existed before. Some employees genuinely do too much or don't take a break. To prevent burnout, you might want to consider giving and/or requiring your employee to take time off especially if they have put in a lot of overtime.

3. Emotional outbursts. Blowing up over little things is a sign of burnout. Noticing if

an employee is easily upset will help you identify burnout. Discussing this behavior and getting to the root of these outbursts is key. Let them know appropriate ways of expressing their feelings and that you're willing to listen and possibly make changes, if they express themselves in a professional manner.

4. No enthusiasm. Every employee is different, and some employees might not "blow up" and have big emotional outbursts that are easy to spot. Being detached, uninvolved, and impassive are also signs of possible burnout. Your employee may feel their work doesn't matter or that they won't get recognized no matter how well they perform. This chronic feeling of a lack of recognition can create distress and burnout. No feedback is worse than criticism. People need to know what they are doing well, *and* how they can improve, to stay engaged and interested.

Burnout is common but with proper diagnosis and care it can be reduced.

(Stress Management Workshop by Dr. Mimi)

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FREE CONSULTATION

Have you ever said, "but I told them ..." You probably did, but the message you sent was not the message they received. Call Dr. Mimi to help improve communications!!!

Dr. Mimi Hull is a fully licensed psychologist who has helped many organizations improve communication, leadership and team building. She can help you, your organization, your board and/or your staff.

Her most requested programs are in the areas of Communication, including Team Building, Leadership, Conflict Management and Board Development.

Contact her for a **FREE** consultation!

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Need a Convention Speaker?

For an engaging, fun program, call Dr. Mimi. She

will customize the program to meet your specific needs! You will learn while you laugh!

Our Contact Information.

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www.HullOnline.com

 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.

Dear Dr. Mimi:

I have been working on a special project for my boss for a few days, and today I totally dropped the ball. I made a huge mistake and am afraid I'm not going to be able to correct it. My deadline is tomorrow, and I am panicking about what my boss is going to say if I don't have this project finished.

Should I tell my boss about the mistake and ask for extra time to finish or just rush to finish by my original deadline?

—*Dropped the Ball*

Dear Dropped:

Don't freak out about making a mistake. You're human, I'm human, your boss is human, and we all make mistakes. Owning up to your mistakes is what sets us apart.

Take responsibility for your actions. Tell your boss what happened, but don't dwell on the mistake. Instead, explain how you're going to fix the problem. Your boss will respect you a lot more for taking responsibility for your actions.

See if you can get more time to finish the project. If at all possible, do it the right way rather than rushing and producing something that doesn't meet expectations.

—*Dr. Mimi*

 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.

Dear Dr. Mimi:

I have a real fear of public speaking, and even though I feel like it's gotten better, I'm still nervous when I have to speak to any type of crowd (large or small).

My boss trusted me with a special project, and I'm presenting it to the entire office next week. I'm terrified of making a complete fool of myself. What if I forget everything that I've been working on for the past month?

What should I do to ease my anxiety?

—*Anxious*

Dear Anxious:

You are not alone. Almost everyone gets nervous speaking to a crowd.

Here are some steps you can take to reduce your anxiety about public speaking. Review your material and be organized so that you don't get confused or lost during your presentation. However, don't try to memorize your information. Use notes or PowerPoint. Practice in front of someone you're comfortable with. Finally, accept the fact that you have a fear and that you are willing to work with it. Acceptance lessens anxiety!

—*Dr. Mimi*