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The Corporate Communicator



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Table of Contents

A New Job Pg. 1

Building Community . Pg. 1

If You Do Nothing

Else Pg. 2

Asleep on the Job ... Pg. 2

Social Exchange

Theory Pg. 3

Dear Dr. Mimi Pg. 4

Corporate Couch Pg. 4

Need Speaker Pg. 4

Consider This ...



A New Job - Exhilarating and yet...

A new job can be exhilarating... and nerve-racking. You understood your old job, and the way things were. With this new job, you may have a new boss, new office, and new coworkers which can cause apprehension or stress. **Here are six tips to help you adjust:**

Learn to learn. Be open-minded. Don't be afraid to ask your co-workers and your boss questions. You will be surprised at how much you can gain if you listen to their answers.

Stay Positive. If you start to have negative thoughts about your new position, create a list of all the positive things this job has to offer and why you took it. Review this list should you start to feel down.

Don't listen to office gossip. There

may be some "well meaning" people who try to tell you some awful things about various people and even the organization. Don't be swayed. Make your own opinions based on your personal interactions.

Realize you are not alone. Everyone, including your boss, was once new and had to adjust. If they could adjust, so can you!

Be friendly. Introduce yourself and then listen more than talk. Cultivating good relationships can be very comforting, and people like good listeners.

Ask for feedback. After a couple of weeks, ask your boss how you are doing. They can guide you on how to improve and also how wonderful you've been doing!

'Tis the Season of Building a Community in the Office

Around the holidays, employees are searching for affirmation from not only friends and family but their bosses, too. Here are some ideas to express your gratitude.

Focused attention. Take the time to get to know your employees. Often times managers only know a few details about the people who work for them. It's important to remember, they're people, too. Your employees should be comfortable enough to talk to you about their lives.

Companionship. Be approachable for your team. Life can be overwhelming and it's not difficult to spot when someone is upset. Keep an open mind and be available. Remember that we are all human and

need someone to express our feelings in times of need.

Shared experiences. Sharing your experiences helps create a bond between you and your employees. Not only can it be a great learning experience, employees can learn from it as well! Whether it be workplace related or something personal, sharing grows relationships and trust.

Acts of service. Take your team out and have a team bonding experience through an act of service. Spend time out of the office to support a great cause! There are plenty of opportunities to connect with the community that will allow you and your team to build an unbreakable bond.

At the end of the day, **holiday generosity isn't just a gift... it's an experience!**

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If You Do Nothing Else...

According to Forbes, "Team building is the most important investment you can make!" It builds trust, mitigates conflict, encourages communication, and increases collaboration. Effective team building is good for company culture and boosting the bottom line. I agree!

Productive relationships – Team building increases trust. Often there is a disconnect between the leadership and employees. Team building gives leadership the opportunity to be seen as a colleague rather than a boss. This does wonders for employee morale.

Improved communication – Activities that improve relationships and create discussion enable open communication for both employees and management. Conflict and stress are reduced and production is increased because there is greater understanding.

Sleeping on the Job

We have a "busy" epidemic. People brag about how busy they are and how little sleep they get. **STOP!** Sleep is a vital part of our human functioning and we need more not less! Yes, you may have to work a long night or do a project that keeps you up and that is fine *periodically* but when that becomes the norm, it will work against you.

Why you need sleep!

Better safety and performance. Poor sleep slows reaction times, which increases the risk for injuries. With more sleep, you will make fewer mistakes and function at a higher level and assignments can get done quicker and more efficiently.

Brighter mood. Employees with more sleep typically are in a better mood, which is also contagious for the rest of the office. When you're tired, you are less apt to want to deal with people issues, are more subject to conflict and are apt to get irritated quicker.

Less tardiness. Employees who don't sleep enough tend to hit the snooze button three times before they get up, causing them to be rushed in the morning. With reduced sleep, you are more likely to

Fewer mistakes and more creativity –

With improved communication comes greater attention to detail and fewer errors. People care! They make suggestions on how to do things better and faster. Team building kindles resourcefulness and produces fresh ideas.

Develops problem-solving skills – Team building encourages working together to solve problems and to think rationally and strategically. Thus, they work to resolve problems and issues should a real crisis occur.

Engaged employees – Leadership and team building are two peas in a pod. The more comfortable people are to express their ideas and opinions, the greater the sense of ownership they will have ... particularly if there is a generation gap.

You want engagement? Call us about Team Building!

arrive late and/or disheveled. With more sleep, you will be less groggy, more timely and be seen as a more valued employee.

Better Health. With less sleep, the immune system dramatically plunges causing you to get sick more easily. Your "germs" can quickly spread to the people you work with. Adults who sleep six or fewer hours are more likely to be obese, have diabetes, coronary heart disease, and stroke. Sleep strengthens the immune system and you can better ward off a cold and other infections. You will then take fewer sick days, earn more money and maybe even have more PTO (Paid Time Off) for fun events.

Easier Learning. Part of a job is to learn new things. The more you learn, the more you earn and you need a sharp mind to keep developing. If you are tired, you may not be able to fully comprehend and cultivate new skills; and thus, fall behind or become confused when new methods, new systems and new procedures are introduced.

Sleeping is beneficial for both you, fellow employees and bosses. So throw in the pillow and get some shut eye and encourage others to sleep more!

Non-financial Incentives According to Social Exchange Theory

Social Exchange Theory looks at how people in everyday life create and maintain relationships. *The theory assumes that individuals are rational beings, and if a relationship causes more negative than positive, they will leave.*

In business, good employee relationships is a pivotal key to success. If employees don't feel appreciated, social exchange theory suggests that they, too, will leave and find a new job.

How can you make sure employees feel valued? In a perfect world, a business would financially compensate each employee with bonuses, promotions, and raises. That's probably unrealistic!

So, how can appreciation be shown without large monetary obligations?

The key is non-financial incentives.

These provide employees needed motivation and show that their hard work doesn't go unnoticed.

Be creative!

Having unique rewards can energize employees and set a positive tone toward

the work they put in.

Do something as simple as having a **"Bring your dog to work" day** or **sending a handwritten thank-you note or postcard** to their home.

Have "traveling trophies" that your people can pass to each other. One can say "thanks," another can say, "great job" or anything else that you want to recognize!

Taking different employees to **lunch** can demonstrate gratitude. If someone works a lot of overtime, **let them work from home!**

Showing simple appreciations goes a long way.

There are limits to non-financial incentives!

Praise becomes washed out if overdone.

Don't always pick the same people or show favorites for it can negatively shift employees' attitudes.

Don't provide the entire office rewards if only a few people deserve it.

Show appreciation appropriately and they will stay!

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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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page 3

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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.

Dear Dr. Mimi:

Two of my colleagues are in the middle of a dispute, and since I know both participants well, I feel like I'm getting in the middle of things.

They both have some legitimate issues and are blaming each other for the situation. I am constantly hearing each side of the argument, and I don't know how to help! What can I do?

—*Middleman*

Dear Middleman:

Your concerns are valid, and taking sides is definitely not the way to go. It is more important to resolve the situation than to place blame. If you take sides, you risk alienating one of the individuals and appearing biased to all involved.

Encourage both parties to talk about how they feel and to come to a resolution together. If you or someone else can serve as a mediator with both of them in the same room, that can help.

If you know the individuals well, you may be able frame the issues to encourage compromise, collaboration and resolution.

—*Dr. Mimi*

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.

Dear Dr. Mimi:

Being creative and developing solutions is a large part of what I do in my career, but I'm finding that when I have deadlines fast-approaching, no matter how long I sit at my desk and try, I can't think of creative solutions and ideas!

What can I do?

—*Stumped*

Dear Stumped:

A large part of "creativity block" comes from sitting at your desk and trying too hard to think!

Try to take the deadlines out of your mind, as they seldom help encourage creativity, and go for a walk or take a break; engage in conversation with a co-worker or even a stranger.

You'll find that managing stress and developing good ideas often come from the places you'd least expect, so take a break, take a breath, and let your creativity run wild!

—*Dr. Mimi*