

HULL &  
ASSOCIATES

# The Corporate Communicator



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## hullonline.com

### Hull & Associates

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### Our Staff ...

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“The only person who likes change is a wet baby!”

## How the Four DISC Types Approach a Group Project

**It helps for a team working on a project to have all four DISC types represented and each type has their own way of working.**

**Dominance (D):** Takes charge, sets clear goals, pushes the team to achieve quickly, tackles challenges head-on, and makes decisions swiftly.

**You can hear a “D” saying,** “All right team, we have to organize this project. No excuses! I want to get everything done by next Friday.”

**Influence (I):** Approaches projects with energy, builds team spirit, encourages participation, maintains high morale, and thrives on sharing ideas and having fun.

**Often an “I” will say,** “Oh, this is

going to be so great! I’ll get the word out and make sure everyone is excited. Let’s add a karaoke contest and refreshments!”

**Steadiness (S):** Is methodical, values harmony, collaborates well, provides support, maintains steady progress, and acts as a calming influence.

**You can hear an S say:** “I’ll make sure we have everything we need. Just tell me what to do, and I’ll get it done.”

**Conscientiousness (C):** Plans thoroughly and prioritizes accuracy and quality, gathers and analyzes information, ensures every detail is correct, and maintains high standards.

**It is typical for a C to say,** “I’ve created a detailed spreadsheet with all the expenses and timelines. Let’s review it line by line.”

## Reduce Role Ambiguity

**Role ambiguity is a lack of clarification about your job.** This includes unclear responsibilities, fuzzy boundaries, and ambiguous expectations. It causes lower productivity as employees are unsure what their specific tasks are, as well as how to prioritize or manage them. This often stems from unclear job descriptions, lack of effective communication, understaffing, and erratic organizational change.

**Why reduce role ambiguity?** When employees understand their roles, they perform more efficiently and with greater confidence, leading to higher productivity and job satisfaction. Clear roles minimize workplace stress and foster a positive and collaborative work environment. This ensures that tasks are

completed efficiently, and objectives are met.

### How do you reduce role ambiguity?

**Verify that your job descriptions are detailed and current.** Each job needs specific outlined responsibilities to ensure that all tasks are covered.

**Communicate!** Employees must communicate what they are doing, and supervisors must communicate their expectations. Create shared organizational systems of communication so that everyone knows both what and how to communicate.

**Train your people!!** Clear and ongoing training develops employees who understand their responsibilities and carry out the necessary tasks to do them well. **Remember, training is an investment and not an expense!**

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## Five Mistakes Leaders Often Make - UNINTENTIONALLY!!!

**1. Micromanaging.** When leaders micromanage, they unintentionally undermine their team. It is natural to want to help, however, too much guidance can feel like impatience, worry, or mistrust to others. As a leader, you want to instill confidence in people. You can do this by allowing employees to figure things out themselves. Let them struggle (a little bit) and make mistakes! This process builds self-efficacy.

**2. Avoiding Conflict.** Conflict can be uncomfortable, and it may seem easier to avoid than face it. But, when leaders do not address conflict, things can fester and become much larger issues than they were initially. It is best to handle conflict as it arises and “nip it in the bud!”

**3. Not Delivering.** Leaders must keep their word and make commitments. When

leaders do not deliver, their team will feel disappointment and mistrust. It is crucial to be transparent and realistic- especially when the same is expected of others.

**4. Taking on Unnecessary Work.** Taking on extra work often originates from an “if you want something done right, do it yourself” attitude. This is dangerous because it creates unnecessary responsibility for you as a leader, as well as undermines your team’s ability to reach their potential. It is important to communicate your needs with people clearly, so they understand what is expected of them, and challenge them to improve their performance.

**5. Lacking Vision.** As a leader, it is your responsibility to set a clear vision that will align your team and your organization. People need a vision so that they can work together toward a common goal. Remind them of the vision often!

## Become More Courageous!

Sometimes, to keep from making a mistake, we play things safe. While this is done to be careful and mindful, “playing it safe” can hold us back- especially when this behavior becomes a pattern. Here are some pointers to help build courage within yourself and your coworkers.

**Finding Courage** Accept that you will have to do things that feel uncomfortable. Understand that you will not always have the option to ‘play it safe’. Proceed by asking yourself what do you really want. Think of a goal that is so important to you that it will motivate you to be courageous. Get familiar with the feeling it gives you, and channel that feeling the next time you find yourself in a scenario where you know you should act and be courageous.

**Building Courage** Consider your personal history. Look for moments in your past where you did something scary but you persisted anyway. This shows that, more often than not, you have experienced situations where you actually were courageous. You are much more capable than you think! Often, we discredit ourselves and ignore our successes. It is crucial to recognize your

successes, no matter how big or small. The more cases of courageous behavior you reflect on, the better and more confident, you will feel.

**Maintaining Courage** Next, envision a future for yourself that requires courage. Challenge yourself with scenarios that require you to find the courage to act. This will help you get out of your comfort zone and avoid “playing it safe.” You will find that you are equipped to face new challenges. Continually reflect on situations where you were persistent and courageous despite having the desire to stay in your comfort zone. These successes will motivate you to continue courageous behavior.

**Spreading Courage** Your actions and attitudes have a greater effect on others than you realize. We learn so much through observing others and mimicking their behaviors. Additionally, when you begin to create a positive shift in your mentality, your actions will encourage others to be courageous. Changes like these may feel small, but their effects are huge. When others see you persist and be courageous, they will feel inspired and will make changes to experience that same success.

## Why You Need Team Building Training ... NOW!

### To Enhance Your Communication:

When individuals understand how to communicate effectively, they can express ideas clearly, provide feedback, and avoid misunderstandings. This creates an environment where team members feel comfortable sharing their thoughts and opinions, which fosters creativity and problem-solving.

**To Build Trust and Collaboration:** Our team building activities encourage individuals to rely on one another, fostering a sense of mutual trust. When employees trust each other, they are more likely to collaborate, share knowledge, and support one another, which leads to better results.

**To Increase Productivity and Efficiency:** Our team building training helps align goals, and ensure that everyone is working toward a common objective. This means fewer conflicts, smoother workflow, and more efficiency.

**To Promote Adaptability and Resilience:** In today's ever-changing

landscape, teams must be adaptable and resilient. Our training helps individuals develop skills such as problem-solving, adaptability, and resilience, which are crucial for navigating challenges and change.

### To Encourage Innovation and

**Creativity:** When people with diverse skills and perspectives come together in a trusting and open environment, innovation flourishes. Team building exercises challenge members to think outside the box and approach problems from different angles, which leads to creative solutions that would not have been possible otherwise.

### To Improve Employee Morale and Job

**Satisfaction:** A cohesive team environment boosts morale and job satisfaction. When employees feel valued, supported, and connected, they are more engaged and motivated, which leads to higher retention rates and a positive workplace culture.

**Contact us for your team building training! Email - [drmimi@hullonline.com](mailto:drmimi@hullonline.com) or call 407-628-0669.**

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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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DrMimi



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Dr. Mimi Hull

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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](http://www.HullOnline.com) or [DrMimi@HullOnline.com](mailto:DrMimi@HullOnline.com).

**Dear Dr. Mimi,**

I am a great proofreader, so people give me their work to check. I do find errors, and people are so glad that I check their work. However, it is now causing me to get behind on my own work. What should I do?

—*Proofreader*

**Dear Proofreader,**

You are performing a great service, but you are doing a disservice to yourself. Let your people know that you have your work to do and cannot spend your time checking theirs. Another tactic is to let them know that there are X number of errors and that they need to find them so that they can learn to fix the errors themselves.

—*Dr. Mimi*

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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](http://www.HullOnline.com) or [DrMimi@HullOnline.com](mailto:DrMimi@HullOnline.com).

**Dear Dr. Mimi,**

I am a seasoned employee who has been working at this company for 5 years. I am asked to attend training along with new people. Is it fair that I must attend?

—*Experienced*

**Dear Experienced,**

Attending training is always helpful whether you're a newcomer or a professional. Although you have attended these trainings before, it can be useful to refresh your knowledge and skills. There may also be new information that will keep you updated with the latest practices. Additionally, you can use these seminars to your advantage by networking with new colleagues.

—*Dr. Mimi*