



*For the Community & by the Community
The Process....*

“Turning Possibilities into Realities”

2011 “WINNING FOR SEYCHELLES”

Communication Briefings (part three)

Management Strategies



Proper words in proper places make the true definition of style. *(Jonathan Swift)*

Walk the Talk

If you preach team work, do you work well with others?

If you ask your people to take risks, does your behaviour match your words?

If you recommend lifelong learning, do you attend seminars and keep up in your field?

Managers who fail to practice what they preach lack credibility. Others won't follow their advice.

Put this reminder on your office wall: “ Walk the Talk” .

Source: The Answers Are on the Office Wall, by Paul B. Thornton, Monochrome Press, P.O. Box 424, Exeter, NH 03833.

Sharing of Ideas

The briefings are to provide us with down-to-earth ideas and techniques we can put into action to persuade clients, influence peers and motivate employees: to help us earn approval, command respect; spur productivity, gain recognition and win community support.

Managing

How To Be A Great Manager

Management consultant Peter Stark suggests the following if you want to make it to the top in management:

- **Develop positive** vision. See success before it arrives. *Example:* successful managers – when visualizing themselves walking across a high wire – see themselves walking to the other side. Managers who struggle usually have their focus on not falling off the rope.
- **Think big.** Look for ideas that will be contagious and excite people.
- **Encourage others** to do their best. Successful managers believe that people do want to make a significant contribution. Coach, counsel and develop people to live up to their potential.
- **Set and** maintain high expectations for all who work with you. Mediocrity does not generate a highly motivated work force.
- **Overuse polite** phases. Unsuccessful managers don't seem to find the time to say "please" and "thank you".

*Source: The Manager's Advisor,
Peter Barron Stark & Associates Inc.,
16935 W. Bernardo Drive, Ste. 104, San Diego, CA 92127.*

Ideas To Use When Delegating

Proper delegation creates a team spirit and helps you accomplish much more than if you try to work alone.

Tips:

- **Pick people** who can accept responsibility. Surround yourself with the best.
- **Try to** match the person to the task. Try to delegate assignments that will capitalise on the person's talents.
- **Remember that** the person performing the task may not do it as well as you do it. Don't be tempted to take over the project. Weigh the time you might lose at first against the time you'll save in the long run.
- **Build the** person's confidence by assigning low-risk projects at first.
- **Let delegates** put their own spin on the assignment. Their way may be better. Be sure to listen to their ideas.
- **When communicating** a task, use words that are easily understood. *A good idea:* dictate the instructions on a cassette or write them out so the person can recheck the message.
- **Keep tabs** on what you delegate. As the deadline nears, check to make sure that everything is on target.
- **Give a due date** for the assignment and explain how this assignment relates to other priorities.

*Source: Time Tactics of Very Successful People,
by B. Eugene Greissman, McGraw-Hill Inc.,
1221 Avenue of the Americas, New York, NY 10020.*

The 5 Major Time Wasters

Here are five major time wasters:

- **Spreading yourself** too thin by trying to do too many things at once. *Suggestion:* you must set priorities for each day and, if necessary, each hour. Get the most important things done first.
- **Being afraid** to delegate. *Suggestion:* convince yourself that it's not necessary to do everything yourself. You can still be certain things are being done the way you want them to be when you delegate.
- **Not wanting** to say "no" to requests. *Suggestion:* You can't say "yes" to everything without getting in over your head. Decide what you *must* do – and *want* to do – and say "no" to all other requests.
- **Being tied** to the phone. *Suggestions:* have others screen your calls. Use an answering machine when you don't want to be disturbed. Schedule a telephone hour to return calls.
- **Procrastinating.** *Suggestions:* get those unpleasant chores done first – if they're important. Divide large tasks into smaller ones. Reward yourself when you accomplish something.

Source: Dr. Jan Yager, writing in Woman's Own, Harris Publications Inc., 115 Board-way, New York, NY 10010.

Becoming A Better Speaker

If you're not accustomed to public speaking or you need to help someone improve his or her speaking efforts, these observations and suggestions might help:

- **Most people** should speak a bit louder than normal and use larger gestures than they feel originally comfortable with, according to Ted Fuller of Communispond.
- **Invest quite** a bit of time in analysing the audience. Be sure to tell that audience something it doesn't know.
- **Avoid reading** a speech with eyes glued to the lectern. If you want to read to people, just remember your parents read to you to put you to sleep. Work from an outline and thrust yourself.
- **Communications** consultant Brent Filson suggests that speakers move away from the lectern. Establishing rapport with the audience is vital.
- **Bert Decker, author** of *You've Got to Be Believed to Be Heard*, strongly urges that speakers videotape their rehearsals to strengthen the effort.
- **Spend five** or six seconds looking at each person in the audience. Shorter times can make you look like a "scared rabbit".
- **Pause instead** of inflicting "ums" and "ahs" on the audience.

Source: Karen Padley, writing in Investor's Business Daily.



REFLECTION

Valentine's Day 2011

**"Love is Feeling, can you Feel it?
Love is Truth, can you Face it?
Love is Mystery, can you Try it?
Love is Gorgeous, have you Seen it?
Love is Belief, Believe me...
We Love you, and Always Love you all"
Together we stand.**