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Your First Steps as a Team Leader

When you first step into a new supervisor position, everyone around you will be taking special notice to see how you handle yourself and your authority. Given this, it is critical that you get off on the right foot by following the tips below.

Know Who You Are Working With

- Meet with the entire group, and then meet privately with each individual so you can find out about the person's interests, personal goals, and background. Ask each individual how effective he or she thinks the group is, and where improvements could be made.
- Talk about your expectations of the group, your philosophy on leadership, and your past experiences as a leader.
- Locate informal group leaders and support their leadership. Observe how other team members react to these informal leaders, and meet with informal leaders to discuss group needs and ideas.



A Message To Managers From Claremont EAP

Often, the employee who needs their Employee Assistance Program the most doesn't think to call for assistance.

A manager's referral to the EAP can be an effective strategy for improving an employee's effectiveness, productivity, motivation and morale. A referral to the EAP can also decrease absenteeism, reduce turnover, foster acceptance of change and reduce stress . . .

An EAP referral can make a difference.

For confidential help, call: **800-834-3773**

or visit claremonteap.com

Stay Available

- Consider an open-door office policy, if not too distracting.
- Continue to meet with the group to discuss vital issues.
- Reiterate that you are available at any time to answer questions or give suggestions.

Think Before Making Changes

- After you've considered what needs to be changed, make the easiest changes first. Continue on to bigger or more controversial changes slowly.
- Invite feedback from the group regarding your changes.

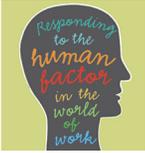
Be Relatable

- Encourage your team to speak to you on a first-name basis.
- Offer your help to the group when needed.
- Be sure that employees know that you are accessible to offer guidance.

Lead with a Positive Outlook

- Explain why you are confident in the group's success.
- Show that you are willing to do what it takes to help the group succeed.
- Demonstrate that you and the group are working together by helping to guide the group as they seek their goals.

Written by Life Advantages - Author Delvina Miremadi ©2013



Make the Most of Leadership Opportunities

Leadership opportunities at work can crop up unexpectedly. They're unpredictable and sometimes blend in with the surroundings so they can easily get overlooked.

"Leadership isn't a position, it's a way of being. It's about seeing what isn't there and making it happen," says Roxanne Emmerich, C.S.P., C.M.C., author of "Thank God It's Monday: How to Build a Motivating Workplace."

Ms. Emmerich offers the following suggestions on how to make the most of your leadership opportunities.

Do the extraordinary

To be a leader often means to have extraordinary thoughts and to do extraordinary things. The word "extraordinary" is a combination of two words that mean "more than the ordinary." Ordinary employees follow directions, do what they're told to do and put in a good day's work. They have the mind-set of, "This is the way we've always done it, so this is the way I'll keep doing it."

"Every one of us really wants to be extraordinary," says Ms. Emmerich. "The problem is we surround ourselves with excuses for mediocrity, and we begin to believe it's the way to be."

Look for problems to solve

The employee who wants to create leadership opportunities actually looks for problems to solve -- whether the problems are task-related or about office morale. When you work with the mind-set of making improvements, you're thinking like a leader.

You may have ideas that will make your work more efficient. When you take those ideas and ask for permission to implement them, you're creating your own leadership opportunity -- and an opportunity to be noticed for your innovative ideas.

Give 100 percent

As an employee, you can take advantage of an often overlooked leadership opportunity: giving 100 percent effort to your work. Act as if you were stranded in the ocean and your one thought was to save yourself by getting to shore.

Ordinary employees may give 70 percent or even 80 percent effort, but leaders consistently go the extra mile and give 100 percent on the job.

Have a vision

Finding leadership opportunities requires a vision. Just like the architect who designs a superior building, you can design superior ways to do your ordinary work.

"Each person needs to know his or her vision of what superior looks like. Without a clear vision, results are limited," says Ms. Emmerich. "By having a vision, every employee at work has the opportunity to be a leader."

Improve relationships

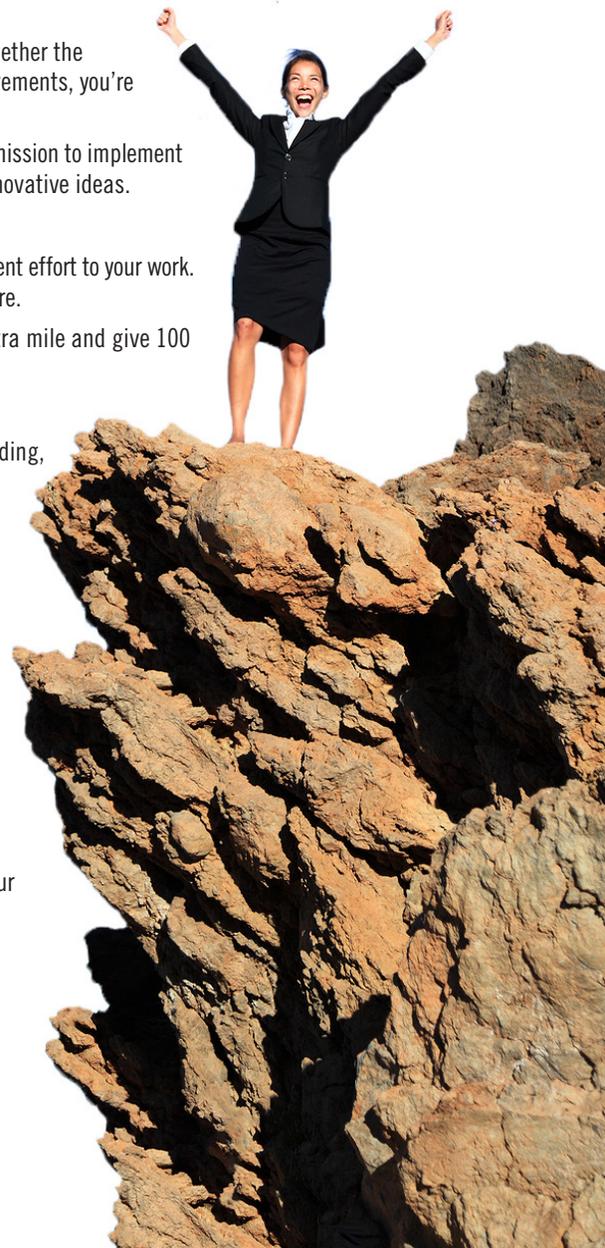
Every employee can be a leader by improving employee relationships.

When you avoid gossip, sarcasm and negative comments, and substitute encouragement, appreciation and cheery greetings, you're making the most of a leadership opportunity. You'll be a role model to others, and you'll be rewarded with the trust of your coworkers.

The truth is, no matter what your position, you can act like a leader.

"When you seek solutions to problems, encourage positive workplace relationships and do extraordinary work, you're making the most of leadership opportunities," Ms. Emmerich says. "You'll be noticed for your efforts, and you may even be considered for a leadership position. Best of all, though, you'll be happier and more fulfilled at work."

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800-834-3773 or visit claremonteap.com