

Five tips to help your workforce thrive

Leadership comes in many forms in the workplace. Some are leaders based on positions of authority or tenure. Others have become leaders because people turn to them for guidance, advice or support. Still others are assigned to lead a project, team or initiative. Each of these types of leaders has an important role in the workplace. Whatever category you fall into, these five tips can help you go beyond ordinary leadership and help you become an inspirational leader.

1) Exemplify respect. Without respect, it's hard to find people who are willing to follow you or execute your vision. And, according to a recent report by *Career Journal*, one thing that workers want most is to be respected by organizational leadership. Respect your team by communicating openly, asking for input, giving feedback on projects and tasks, and treating each team member with dignity. Treating everyone you lead with respect will inspire them to do the same.

2) Adapt your style. Not everyone you lead will use the same work style. Some people focus on getting things done, while others focus on how things are done. Some make getting along with everyone their priority, while others focus on being appreciated for their work. In order to be an effective leader, you must adapt your leadership style to the person you're working with. Learning what matters to each member of your team will enable you to better motivate, encourage and lead them to success, whatever your vision or goal.

3) Build teams. Although each workplace is made up of a diverse group of people with different values and work styles, great leaders know how to harness the power of this diversity to create cohesive, effective teams. Instead of focusing on making everyone operate your way, tap into the strengths of each team member. Realize that each person has a unique perspective and a valuable contribution to make. Delegate roles and responsibilities to each team member based on their strengths. Act as the facilitator for communication and collaboration. When you build teams in the workplace, your organization becomes stronger and your leadership more effective.

4) Develop leaders. Instead of standing alone in ivory towers, inspirational leaders develop and mentor others to become great leaders. You can make a lasting impact wherever you go if you develop the leadership potential in those you lead. As Ken Blanchard put it in his leadership book *The Secret*, "The ability to develop capable successors is a hallmark of great leaders." Develop leaders by mentoring star employees, delegating important projects to capable workers, and offering training and development opportunities to promising leaders.

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WEBSITE JOB POSTINGS

The website is now posting jobs for free for all CVHRMA members. For non-members, the price is \$30 for a 30 – day posting. The website has a feature that allows a CVHRMA member and/or company representative to email their jobs for posting.

Upcoming Luncheons/Events

- "Employee Leave Rights: Navigating the Maze" 4/16/08 @ 11:45am.
Speaker: Beth Brascugli



Five tips to help your workforce thrive (con't)

5) Enable dreams. Truly great leaders go beyond the norm and help people achieve their dreams. To do this, you must first discover the dreams of your employees. The next step is to help them understand what they can do to ensure these dreams come true. And, the final step is to use your relationships, resources and knowledge to help them achieve those dreams. Enabling dreams is a big commitment, and it often seems risky. After all, enabling the dreams of employees may mean they will leave your organization. But, as Matthew Kelly describes in his book *The Dream Manager*, it can also create a type of loyalty rarely seen in the workplace these days.

Whatever type of leader you are, you have an important role – whether it's in motivating people, getting things done, or both. Using these tips can help you become a leader who does more than just equip people to get a job done. They can help you become a leader who inspires others toward personal success and along the way creates a stronger, more engaged workforce.

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Contact Shannon Gilbert-Weaver @ 209-522-1574 for more information

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Laughs and Horror Stories

e-mail one Attention: Human Resources

Joe Smith, my assistant programmer, can always be found hard at work in his cubicle. Joe works independently, without wasting company time talking to colleagues. Joe never thinks twice about assisting fellow employees, and he always finishes given assignments on time. Often Joe takes extended measures to complete his work, sometimes skipping coffee breaks. Joe is an individual who has absolutely no vanity in spite of his high accomplishments and profound knowledge in his field. I firmly believe that Joe can be classed as a high-calibre employee, the type which cannot be dispensed with. Consequently, I duly recommend that Joe be promoted to executive management, and a proposal will be executed as soon as possible.

Regards, Project Leader

e-mail two Attention: Human Resources

Joe Smith was reading over my shoulder while I wrote the report sent to you earlier today. Kindly read only the odd numbered lines [1, 3, 5, etc.] for my true assessment of his ability.

Regards, Project Leader

PHR/SPHR Study Sessions

If any CVHRMA member is interested in conducting PHR/SPHR study sessions, please contact Marcus Wirowek. CVHRMA would be able to supply all of the study material for the exam.

Any questions, please feel free to contact Marcus Wirowek.

California State Council of SHRM

2008 California Legislative Update: Up to the Minute!
Presented by the State Council of SHRM

Date: April 28-19, 2008
Location: Sacramento, Ca

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