

DRISCOLL LEARNING

Empowering Environments Where Learning Is Embraced

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Surefire Ways To Get Promoted

Wouldn't you like to know how to secure an upcoming promotion? Imagine being able to tap into your supervisors thought processes and learn what it takes to get promoted. These tips will enable you to understand more of what bosses look for as they make their promotion decision. Stand out and you'll find yourself in a new role by doing the following:

Do the right thing.

Supervisors likely promote those that do the basics well. In other words, do the right thing when it comes to showing up on time, not gossiping, and treating everyone with respect.

Set your mind on the big picture.

One way to get promoted is to think like the owner with a long-term vision. The big picture is important and your supervisor will note you are thinking ahead rather than just about the day to day tasks of the company.

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Are You Focused On Your Next Promotion?

Reasons Why Employing A 'Culture Add' Benefits Your Business

Employers spend part of their hiring resources on personality assessments in hopes of finding the right fit for their company's culture. While this is important to do, it should not be the only thing you look at with your potential candidate.

When an employee doesn't stay long in a position, often an employer wonders

whether they were the right fit for the culture of the company. Hiring is expensive and time-consuming, which is a drain on any business.

Here are a few things that you can do to help with the recruitment process:

Common Values

A "culture add" is where you can look at the values and behaviors that are non-negotiable for your business. Diversity should be celebrated and embraced. People from a wide range of backgrounds will mean a lot for your success.

Look for the type of attitude that you want in a new employee.

- Will they work well with others?
- Do they have the drive to do whatever it takes to complete the job and meet the deadlines?

These are the values to watch for during an interview.

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Play nice with others.

No one likes to work with someone who is difficult to get along with. Work hard to be a team player. Your boss and coworkers will appreciate it and respect you more. Be present when the workload gets hard rather than shirk from the responsibility.

Take initiative whenever you can.

If you want to get promoted, then you'll want to be seen as one who takes initiative. Accept tough assignments, don't complain, and give your all to the tasks you are to handle. Your boss will be looking for someone who is willing to step up to the plate rather than one who must be asked repeatedly to help.

Be a leader.

Promotions often go to the employees that are considered leaders. You can show your strengths by extending advice, a hand, or your skills to assist others. People will take note when you have expertise in a variety of areas. Lead by example and be sure you follow the company's policies and procedures.

Allow your passion to be evident.

You are hungry for advancement and passionate about the company. Make sure that you allow our passion to shine through your work each day. Don't be shy to let people know you want to lead, grow, and advance your career in ways that benefit the team.

Networking is the key to your success.

Spend your time networking with the people that can help you learn more about the role you hope to secure. In other words, try and find team members that have been in that role before or supervise the person who has that position. Networking will enable you to learn more about the role which will give you a better chance to secure the position. ❖

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"I find that the harder I work, the more luck I seem to have." ~Thomas Jefferson

*Continued from page one – **Culture Add***

Personality Traits

Look for the personality traits & soft skills that are most suitable for your business. Profiles & assessments will give you great insights on a candidate. You'll be able to see if they are a team player, good at solving problems, and if they can work well on their own.

Recruiters embrace assessments in order to find the select few that would be a good fit for the company.



The Interview

Use the interview along with the assessments to make a wise hiring decision. If possible, consider bringing your candidate in for a trial day. You'll gain new information about the person as you watch them interact with others in the office.

Shaping Your Employees

Candidates are not always an open book from the beginning. Assessments will help you identify their strengths & weaknesses. There needs to be room for professional development and growth. Shape your employees into your company's culture. Be sure to cover the company's vision, mission, and core values. Lead by example!

These tips exemplify ways that candidates can be found, and will work out well. The interview, doing assessments, and learning their values will help in the selection process. ❖

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Reasons Your Coworkers May Run From You!

Workplace relationships can be complicated. However, you can avoid certain behaviors that will ensure your coworkers won't run in the opposite direction when they see you approaching.

Be sure not to act like this type of employee:

You don't listen to others – If you don't listen to others, people will not want to engage with you. Face time with your coworkers will decrease if you only talk about yourself. When you attend meetings or pass someone in the hall, put your phone down and make eye contact with others which welcomes conversation.



You look for a fight – If you are argumentative, you will be seen as looking for a fight. People will avoid you like the plague because no one has time for this type of behavior. Don't throw out criticism and insults by constantly critiquing those around you. You'll be seen as obnoxious and unprofessional.

You forget to give others credit – You take the credit when it should have been given to others. Be sure to recognize the accomplishments of others and even offer praise. Stealing the credit of your coworkers will be a surefire way they to anger them and build distrust.

You are too self-absorbed – You tend to get so engrossed in your work day that you appear self-absorbed and not willing to engage with others. Your coworkers will feel the brush off and just avoid you in the future. No one likes to work with someone that only thinks about themselves and their agenda.

You give too much information – No one wants to hear your life story and latest drama. When you give too much information, people become uncomfortable and lose interest in spending time with you. Further, they will not likely want to work on group projects with you for fear of your latest info overload.

Your goal is 5:00 PM – You seem more interested in 5:00 PM than the tasks at hand. Coworkers won't feel that you are keeping the company & employees in your best interest and will want to avoid you. No one wants to work with a loafer or one that is constantly watching the clock.

Don't be this type of employee. You'll find that your coworkers won't engage with you. They will avoid you and perhaps even run in the opposite direction in order to escape the pain of dealing with you.

Do you run from any of your coworkers? Pass this article along to them. ❖

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One Minute Ideas

Top New Year's Resolutions



Did yours make the list...

1. Spend more time with family & friends
2. Exercise regularly – get in shape
3. Lose weight (one of the most popular)
4. Quit Smoking
5. Enjoy life more – become a happier & healthier you
6. Quit Drinking
7. Get out of debt – get a handle on finances
8. Learn something new – career change, new language, how to's
9. Help others - volunteerism
10. Get organized – reduce the clutter in your life ❖

Source: Tripsavvy.com

"Success is the sum of small efforts, repeated day-in and day-out."
~ Robert Collier

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Tel: 614-873-7227

E-mail: bryan@driscolllearning.com

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Organizing By Priority

A time management skill to help you be more productive

Start the new New Year off on the right foot and get in the habit of organizing and prioritizing your day. You will become **more** productive. This is a proven simple way to saving time, being organized and increasing productivity.

Before leaving the office for the day, or first thing the next morning, make a list of everything that needs to be done. Next, prioritize your list.

Give each one an **A, B, C, D** or **E** priority mark.

A – Must be done first – very important. Serious consequences if you do not get it done. Often this is a task you don't want to do and have procrastinated to get done. Think about the sense of accomplishment you will have once it is complete. In addition, you get to check it off your list.

B – A 'should do' task with mild consequences. (Never do a **B** task before **A** tasks are done)

C – Nice to do, but no consequences whether you do it or not. Has little or no affect in your work like. (Most people spend half of their time here)

D – Something you can delegate. This frees up your time to work on the **A** tasks.

E – Eliminate all together and it makes absolutely no difference. It may have been a higher priority task previously but is no longer important.

Remember, not everything has to be done today. However, if you have several **A** tasks, give them a priority too. **A1, A2, A3**, etc... **A1** being the most important and the task you should tackle first.

Practice discipline and start working on your **A** tasks right away. **Focus on results.... Not activity!** ❖

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DRISCOLL LEARNING – Seminar Schedule

For more information, visit our web site at www.driscolllearning.com

Session Title	Time	Date(s)
Professional Sales Development	9:00AM – 12:00PM	Wednesday, January 10 th
The Sales Connection Breakfast	7:30AM – 9:00AM	Thursday, January 11 th Go to www.thesalesconnection.org for details & registration
Business Briefing: What is Talent? Talent Selection & Job Benchmarking	9:00AM – 11:00AM	Friday, January 19 th
FREE LinkedIn Training	9:00AM – 10:30AM	Tuesday, January 23 rd Go to www.thesalesconnection.org for details & registration
Professional Sales Development	9:00AM – 12:00PM	Wednesday, January 24 th
DISC & Driving Forces Certification Process	4:00PM – 4:45PM	Tuesday, January 30 th Go To Meeting (email Bryan for details)

All sessions held at: Dublin Entrepreneurial Center 565 Metro Place South, Suite 300, Dublin, OH 43017

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