

AWARENESS IS POWER®

Insights for Business

25 Years of Service

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BAYLEY & BENDER, INC
SUCCESS THROUGH INSIGHT!

Improving Performance Evaluations

Performance evaluations of employees can be a difficult task for senior management. Often the problem comes in that there are no real guidelines or expectations for these reviews. In order to improve performance evaluations, the process must be improved. When staff has been given clear expectations about their job, and a clear guideline of how they will be rated, the evaluations will be much more successful.

Define the Expectations: At the start of employment for new hires and at the beginning of the year for everyone else, it is important to clearly define the evaluation process.

Explain when evaluations take place each year or quarter and also give the rating scale. Employees should be given clear guidelines of their job duties in an employee handbook.

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Are You Providing Effective Performance Evaluations to Your Employees?

How Can Managers Cultivate The Self-Knowledge Necessary To Be Good Leaders?

When you think about qualities of a great leader, self-awareness is likely not at the top of the list of priorities. However, this is a very necessary part of being a good leader and having the ability to steer your team in the right direction. Without this understanding, you will not be as effective of a leader.

What is Self-Awareness? Being self-aware is understanding your emotions toward situations you encounter. You are able to identify your passions, abilities, and characteristics. In a sense, self-awareness is truly understanding who you are and what causes you to respond the way you do in different environments and around other people. This is foundational in your ability to relate to others and grow a deeper understanding of the people around you. If you are going to address your weaknesses and become a stronger individual, you must understand why you behave the way you do.

Why is Learning to be Self-Aware Vital to being a Good Leader? Maybe you understand what it means to be self-aware, but what does this mean in regard to being a good leader? When you understand yourself better, you are able to relate to others on a more personal level. In order to help cultivate others in their success and direct a group of employees, you must first understand yourself.

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When staff are uncertain of their roles within the company and are not sure how their performance will be rated, it can give them an uneasy feeling when evaluations come up. Should they receive an evaluation score that is below their expectations, it can leave for poor morale in the work environment.

Give Ratings That Don't Appear Negative:

When determining the ratings for an evaluation, it is typical that you will see a grading scale of 1-5. If an employee has consciously been working hard for the company, and they receive a grade of 3, it can seem as if they are underperforming. In their minds, it would be similar to receiving a C in school. With grading scales that most people are accustomed to, they shoot for the highest ranking, and anything below that can be seen as a negative rating. It is best to give each number a defined idea of what it means. Such as a 1 should be labeled as unsatisfactory; a 3 could be labeled solid worker; and 5 might be labeled distinguished and exceeds all expectations. If your staff understands that receiving a mid-grade rating doesn't mean they are performing at an unexpected level, this will change their point of view. It can be very hard on staff, who are working hard for the company, to be graded in a way that puts them below what they were expecting.

Be Consistent: One of the keys in improving performance evaluations is to make sure that you stay consistent. Regardless of what kind of time restraints your business deals with, evaluations should be scheduled out in advance and happen during the same time frame each year or quarter. Especially if evaluations are used to determine raises, keeping the meetings within a specific period of time is vital.

When you give clear expectations of job performance, valuable feedback, and stay consistent in your methods, you will see an increased positive response from your staff. ♦

If you have any questions about this article, or about how we can help you improve performance appraisals, contact us today!

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Continued from page one – **Self-Knowledge**

When you fully understand yourself and become more self-aware, you will be able to empathize with others. You will also have the ability to help your team reach full effectiveness as you work with your employees to better themselves for the benefit of the company. When each person within a work environment understands themselves, greater relating happens among the team. Enhanced communication will take place as a product of greater self-knowledge.

How to Become More Self-Aware: Now that you understand the importance of becoming more self-knowledgeable for the sake of your business, here are steps you can take to understand yourself better.

- **Use Profiles & Assessments** – profiles ask you a series of questions and assess your answers to give you a better understanding of your style. Two assessments to look into are DISC & Emotional Quotient (EQ). After you take these assessments, you will better understand your communication style and your logical thought process.
- **Get a Coach** – it is important to have specific guidance from an authoritative source that can lead you in understanding your personality type. A coach will personally work with you on an individual basis to help you gain a deeper awareness and to keep you on track.
- **Read Self-Improvement Books** – Chade-Meng Tan wrote a book called *Search Inside Yourself: The Unexpected Path to Achieving Success, Happiness (and World Peace)*. This individual coaches Google employees on self-awareness.



Many things can help you to understand yourself better. It is important that you decide to become more knowledgeable about who you are and how you relate to the world. When you take this initiative, you will be able to lead your employees in a bolder and more compassionate way. ♦

If you have any questions about how we can help you obtain the DISC & EQ assessments, contact us today!

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Do You Need To Enhance Your Leadership Skills?

Executive coaching is a powerful way to develop leadership skills and to help drive successful outcomes. Companies are investing in executive coaching opportunities at a rate of about \$1 billion annually and growing at a rate of about 40% per year for one-on-one help for increased performance.

Executive coaching helps create awareness, improve performance, generate action, facilitate learning and growth, and helps develop sustainable attitudes, skills, and behaviors for positive results.



It is only effective when the executive realizes that a coach can help them “get where they want to go” and are open to change.

A good coach will help you prioritize your goals, achieve your goals, make better decisions, utilize your potential to its fullest, increase motivation, eliminate obstacles, improve morale, and enhance relationships.

Coaching should be implemented within a company for new hires, people being promoted or changing roles, handling major company changes, as an intervention, with training and development programs, and / or as a management tool.

Executive coaching is really about understanding where you are today, where you want to be, and learning what is necessary for you to successfully get there. Coaching helps accurately identify strengths and weaknesses, examine the impact of their behavior on others, and regularly and intentionally reflect on values, goals, and effectiveness.

No athlete, actor, musician, or performer has ever excelled without the guidance of a coach. Leaders are like these people in that their success depends on their ability to perform. It is a strategy that many companies are using to build success!

Executive and corporate coaching is leading many companies and professionals to success. Every person and business can benefit from coaching. **Get a coach!**

Leverage your leadership, management, and supervisory strengths and build the necessary skills for success today by getting a coach. ♦

If you have any questions about how we can help you with Executive Coaching contact us today!

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“Life is like riding a bicycle – in order to keep your balance, you must keep moving.” ~ Albert Einstein



One Minute Ideas

Interesting Facts About U.S Colleges

- There are over 4,000 accredited colleges and universities in the U.S. which enroll over 15 million students and grant over two million degrees a year
- Typically, the worst paying majors are Social Work, Theology, Music, Spanish, Horticulture, Education, Fine Arts, Hospitality/Tourism, and Drama
- The majors with the best pay include Engineering, Economics, and Physics
- Individuals with bachelor's degrees earn an average of 60% more than people with only a high school diploma, which adds up to more than \$800,000 over a lifetime
- Students often ask if it is better to get an A grade in a regular course or a B in an AP course. While an A in an AP course is important, grade average remains more important for college admission than the degree of challenge. ♦

Source: Facts.RandomHistory.com



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AWARENESS IS POWER®
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2024 Powder Mill Rd
Silver Spring, MD 20903

Tel: 301-439-8317

E-mail: aip@awarenessispower.com

Visit Our Web Site at:

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Exceptional Leaders Are Persistent

Difficult and challenging endeavors require persistence. Exceptional Leaders know that persistence is the twin sister of excellence. Excellence is a matter of quality; persistence is a matter of time.

Calvin Coolidge said, "Nothing in this world can take the place of persistence. Talent will not; nothing is more common than unsuccessful people with talent. Genius will not; unrewarded genius is almost a proverb. Education will not; the world is full of educated derelicts. Persistence and determination alone are omnipotent. The slogan 'press on' has solved and always will solve the problems of the human race."

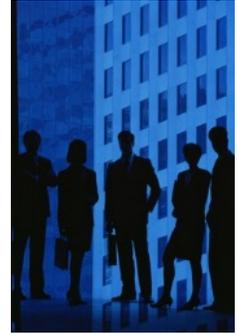
So when the going gets tough, Exceptional Leaders get going. They inspire themselves and others to persevere in the face of difficulties to achieve important goals and realize their vision.

Thought Provoker

- ✓ Are you giving up on something in your personal or professional life because it is difficult?
- ✓ What are the potential costs of not succeeding? The cost to you? The cost to your organization?
- ✓ Do you inspire others in your organization to persevere?

Exceptional Leaders stay the course until they succeed. ♦

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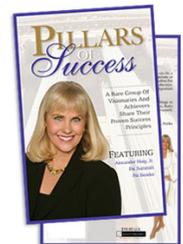


Pillars of Success. Don't miss this book! It's a Great Gift for your team, family, friends, or co-workers. Call Janine to order 301-439-8317 or click on the image for more information!

PILLARS OF SUCCESS

It's no secret that success is something everyone wants. The process can be a mystery and *Pillars Of Success* is a book all about revealing success secrets of several of the most prosperous people in business today.

Contributing author Pat Bender has an **Awareness Is Power®** process. "The more aware you are," she says, "the more aware you'll become." You will learn the three important things leaders and successful people have in common.



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PERSONAL EXCELLENCE SEMINAR



Personal Excellence Seminar: January 28-30, 2015

This three-day course allows you to focus on every aspect of your professional and personal life, to build on your strengths and bring out the best in yourself and those around you. **The seminar provides you with the tools to raise your game and take the rest of the team with you!** The benefits are both personal and professional:

- The SEVEN KEYS to professional and personal success • The daily Mental Laws to help you achieve your goals •
- Setting your professional and personal goals in life • Visualize, implement and achieve your goals • Learn how to reduce stress in all areas of your life • See and develop the strengths in yourself and others •

CONTACT BAYLEY & BENDER FOR MORE INFORMATION TO BRING THIS OR ANY OTHER SEMINAR TO YOUR ORGANIZATION!

Bayley & Bender 301-439-8317 or E-mail: aip@awarenessispower.com
2024 Powder Mill Rd, Silver Spring, MD 20903 Visit Our Web Site at: www.awarenessispower.com