

AWARENESS IS POWER®

Insights for Business

25 Years of Service

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BAYLEY & BENDER, INC
SUCCESS THROUGH INSIGHT!

Talent Versus Engagement

Having a satisfying work experience is important to the growth of your business. When an employee loves what they do and feels challenged by their job, they will perform with more enthusiasm. While talent can be an important criteria in a successful company, having employees that are excited to work for the company can be a big tool as well. To lead your team in a successful business endeavor, these are some areas that can bring life back into your unengaged workforce.

Instill Confidence: Often times, individuals who are talented and capable of doing a task are not confident enough in themselves to perform at a high level. In that case, as a leader it is important for you to identify the lack of confidence and encourage them to do more. Giving them a task that is outside of their comfort zone and allowing them to use their best judgment will go a long way in instilling confidence.

Continued on page two – Engagement



Are You Focused on Talent or Engagement?

More States Ban Social Media Snooping

One of the first things many of us tend to do when trying to find out more about someone is to find them on a social media outlet. Many people do not use the highest privacy settings, and their information is there for all the world to see. It is slowly becoming a way for others to get to know you, without actually getting to know you. What about employers and their employees?

How do these roles intertwine with one another in the professional field?

Can Employers View Public Social Media Accounts? An employer has every right to view public social media posts that are made by potential and current employees. While many companies and hiring managers do not use this information as a means for hiring a candidate, social media often does play a role in the interviewing process.

Why Do Some Employers Ask For Login and Passwords to Private Accounts? Many employers have gotten into the habit of asking for a potential employee's passwords and login information for email and social media accounts. Since many people use these social media accounts to convey vital information to others, an employer can see whether they are part of criminal activities or other reasons that would keep them from desiring to hire the individual. This is especially expected in law enforcement positions and other jobs where individuals need to be highly investigated.

Continued on page two – Snooping

INSIDE THIS ISSUE

1. *Talent Vs. Engagement*
2. *More States Ban Social Media Snooping*
3. *EQ & You*
4. *Personal Excellence Seminar 28-30 Jan 2015*
5. *Tap Into Abundance*

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Continued from page one – **Engagement**

Invite Participation: In many companies, inviting the employees to give feedback and suggestions about daily functions within their work capacity can truly boost engagement.



If they can establish some amount of ownership over their task and area of expertise, they will most certainly work harder. Whenever an individual has the ability to make decisions, they will feel more a part of the team.

Stimulate Growth: Encourage your employees to grow, learn, and be better in doing their job. It is important to provide training & development opportunities for all employees. This is a great way to get someone excited about their job as well as learn better, more efficient ways to accomplish the tasks at hand. When you are in a learning environment, it stimulates growth and overall creativity.

Give Praise: Show those that are part of your team that you value their participation and involvement in the company. Even though these individuals are paid to be there and do the job, everyone likes to be thanked for a job well done. Do not underestimate the power that praise gives to your employees. At the end of the day, you may find that you have employees that have become highly engaged with their job and they will produce better quality work. On the other hand, it may still not be enough if the team lacks the talent it needs to excel. Finding the right balance of talented and engaged workers is no easy task. Continue to seek out talented employees and create an exciting work environment to give yourself the best odds at success. ♦



If you have any questions about this article, or about how we can help you with your current team building, performance, leadership, strategy, and / or hiring needs, contact us today!

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Continued from page one – **Snooping**

What Does the Law Have to Say About This?

Asking for the passwords and login information to an employee's personal account is being ruled as an invasion of privacy. As more and more states are passing laws that keep employers from being allowed to access this information, what is the next step for employers?



It is important that all business owners and senior management give their employees clear expectations about social media posting. While you can't demand that an employee refrain from saying negative things about your company, you can encourage them to use good judgment when posting. If they do not want their boss to see negative thoughts about their workplace, posting that as a status is not a good idea. You can't take away a person's freedom of speech, but you can give wisdom and guidance about word choices.

While laws are being passed that keep employers from being allowed to access an individual's private accounts, you do have the right to look at their public profiles. ♦

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Awareness Calendar

deserving causes for november

American Diabetes Awareness Month

Diabetes is a disease in which the body does not produce or properly use insulin.



There are 20.8 million people in the United States, or 7% of the population, who have diabetes. While an estimated 14.6 million have been diagnosed with diabetes, unfortunately, 6.2 million people (or nearly one-third) are unaware that they have the disease. ♦

For more info, visit [The American Diabetes Association](#)

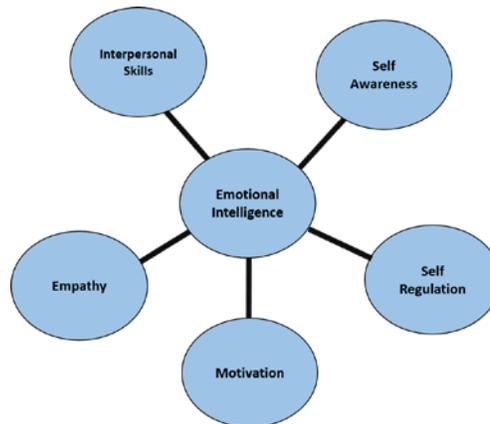
*"The only limits are, as always, those of vision."
~ James Broughton*

EQ & You!

In order to achieve higher levels of productivity, performance and leadership, a person must develop high levels of emotional intelligence.

Self-Awareness

If we are not aware of our emotions and how they impact others, the other emotional intelligence skills become more difficult to demonstrate. If we are unaware of our emotions, it's virtually impossible to regulate them. Being Self-aware is the first step towards Self-regulation.



Self-Regulation

Once we are aware of our emotions, then we can begin to regulate them. If we fail to regulate our emotions, it becomes difficult to stay focused and on task. Self-regulation also comes into play when changes occur in our personal and professional lives. If we allow our emotions to run amok, we become demotivated. Self-regulating leads to improved Motivation.

Motivation

Staying motivated despite your emotional temperature relies heavily on being self-aware and regulating your emotions. Part of emotional intelligence is channeling both positive and negative emotions into focused and productive energy. Motivation is essential for Empathy.

Research has shown that the most effective people are those who understand themselves, both their strengths and weaknesses, so they can develop strategies to meet the demands of their environment. (TTI International)

Empathy

It is important to understand and consider the feelings of others when trying to make a good decision. While others' feelings are not the only deciding factor in a decision, they are important and should be considered. Furthermore, those that lack Empathy may have difficulty with Social Skills.

Social Skills

The ability to effectively manage relationships is the amalgam of all the other emotional intelligence skills. If you effectively self-manage and are empathetic towards others, good social skills follow suit. Social skills are more than friendliness. Those that demonstrate superior social skills are persuasive, easily build rapport, and are adept at building strategic alliances. ♦

If you have any questions about how we can help you with EQ, contact us today!

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One Minute Ideas

The Silent Side of Communicating

Whether negotiating the biggest deal of your career, coaching your team, or describing a project, keep your ears open. Otherwise, you may talk yourself right out of the room.

To be a better listener:

- **Try not to judge.** Even if you disagree with what's being said or the way it's presented, resist planning a rebuttal. Focus on understanding the message, not critiquing the messenger.

- **Commit your full attention** as soon as the other person starts to speak, not just when you hear a word or phrase that interests you.

- **Do whatever it takes to limit distractions.** Examples: Suspend incoming phone calls, remove unnecessary papers from your desktop, or meet in a neutral area, such as a conference room.

Tip: If you're entering a room, ask the speaker to wait until you're both comfortable to start the conversation. ♦

Source: *Negotiate Like the Pros*, by John Patrick Dolan, Berkley Publishing Group, 200 Madison Ave., New York, NY 10016.



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Exceptional Leaders Express Appreciation

Research has consistently shown that employees choose lack of appreciation from organizational leadership as one of the key dis-satisfiers at work. This also consistently shows up when leaders use multi-rater feedback instruments to measure others' perceptions of their leadership capabilities.

Exceptional Leaders take the time to express and show appreciation a lot. They do this with groups and one-on-one.

The adage that says "You can get more bees with honey than with vinegar" still holds true in the business world.

Thought Provoker

- ✓ When did you last get a sincere expression of appreciation from your boss? If you remember, how did it feel and to what degree did it motivate you?
- ✓ Identify three key people in your work life, perhaps peers or subordinates. Think about their gifts. What strengths do they bring to the job?
- ✓ In what ways could you express appreciation for who they are and the work that they do?

Decide to show appreciation. Think about the words you will use. Even write them down. Decide whether to communicate in writing or orally.

Make the time to do it. ♦

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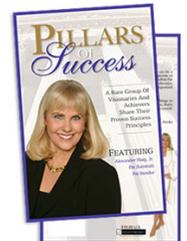


Pillars of Success. Don't miss this book! It's a Great Gift for your team, family, friends, or co-workers. Call Janine to order 301-439-8317 or click on the image for more information!

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.



CLICK ON THE IMAGE FOR MORE DETAILS AND TO GET YOUR COPY TODAY!!



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!

Tap Into Abundance

“Don’t force it. Don’t push it! Don’t pull it!”

I took a tap class last night with Baakari Wilder. He is an awesome tap dancer and teacher. He tapped on Broadway for 3 years.

Baakari was teaching us his traveling paddle & roll exercise. He asked a question. What foot does the heel go down? A Ten year old tapper tapping next to me said “Right foot”. Baakari said we all know that don’t we?

Of course I said no I don’t know that and why does the heel go down on the right foot? Another student quickly answered – Because Baakari said so.

Baakari could have blown me off and not answered my question – which would have been a much easier way for him to handle the question and it would have saved time.

Instead Baakari took a breath and I could see his wheels turning.

He said, “If you are traveling to the right you are going to start on your right foot because that is the direction you are going in. It would take a tremendous amount of energy to start on the opposite foot because your body would naturally want to go in the opposite direction. Let your body and weight lead you in the direction you are traveling. Don’t fight against gravity. Breathe and relax. When you are not sure, Watch and listen. You are playing music with your feet. Listen to the tones and rhythm. Not every sound is going to be loud. You will make soft sounds and accents will go on your heels or the different parts of your feet. Pay attention to every step. Don’t think about the email you need to send out for one split second because you will miss a step and that will throw you off completely. Pay Attention. Figure it out beforehand. Think about it and think about what makes sense. Go in prepared. Think about the next step before you get there.”

Have you ever wanted something so badly and that’s all you could ever think about? You did everything to try to make it happen? It was almost like an addiction. You kept pushing and pulling and trying to force it to happen. You had lots of obstacles, headaches and heart breaks along the way? How was the journey? Was it a fun journey?



Now think about a time when you had a goal and everything just seemed to fall into place perfectly. You met the right people at the right time and they were able to help you. They were kind and compassionate and there was tremendous trust. Everything worked out perfectly for you. It happened with ease. How was the journey?

Well – yes – the second journey was incredible and you put in the work and the effort but you didn’t push and pull and force things to make it happen. The journey was blissful and the results were beyond any abundance you could even imagine.

- Live your life and your work in perfect harmony with the universe.
- Practice the law of least effort.

Let your body flow in the right direction that Baakari taught us last night. You can get there on the wrong foot – but it takes a lot more effort.

When you have done your best, you can do no more. Go into 0% concentration. 100% concentration means when you have done your best and there isn’t anything else you can do. You keep trying and you are not making any progress and you have exhausted everything you can possibly do to make it happen – just let it go and go into zero percent concentration and get your mind on something else.

Let Go! Take a level 4 tap class from Baakari. That will get your mind off of everything because you now have to concentrate. Listen and watch.



Continued on page six – Tap Into Abundance

Continued from page five – **Tap Into Abundance**

Last night I missed a significant step Baakari was teaching and it threw me off completely when he taught us a really cool time step. This happened because I was thinking about something else for 3 seconds. And I missed the time step.



Challenge yourself and concentrate on what you are doing at the moment. It clears your mind when you are doing a physical activity that is really challenging.

It takes coordination to tap. You are using rhythm. You learning specific steps. It's not just natural movements of the body, you are using specific parts of your feet. You are concentrating on the rhythm and also moving your body at the same time. Takes a lot of practice.

This is not about sitting back and doing nothing.

When you have a goal – ask yourself, how badly do I want it and am I willing to pay the price? If you want something bad enough, it is imperative to push for it to happen because there are always obstacles and opportunities along the way. Everything will fall into place after the work is done.

Let it be.

Be patient and make it a blissful journey. Find your bliss and then follow and live your bliss.

Take control of your life. Live each moment within the Internal Locus of control. You have control over your thoughts, feeling, emotions and your actions.

The external locus of control is when you are giving someone else the control of your thoughts, feelings, emotions and actions. This causes stressful reactions.

Say your affirmations which will keep your positive emotions charged. These affirmations will ignite your Internal Locus of Control.



I am responsible

I have control

I have freedom

I have happiness

I have success

I am terrific.

Relax and breathe. Baakari said that is the secret to tap dancing.

Be in your zone. Let it play itself out. Go with the flow. Open up your heart to all possibilities. Let Go!

Everything is going to work out according to the master plan.

Tap Into Abundance by having:

A New vision A New dream Compassion Love Trust Mercy

“Love without trust is like a bird with no wings – it will never fly. You can apply this to everything in life.”

~ Charles Frederick Lane Class of 1902 Princeton University

Be patient. Spend your hours in joyful preparation. It's all on its way!

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