

CareerNotes

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Priscilla

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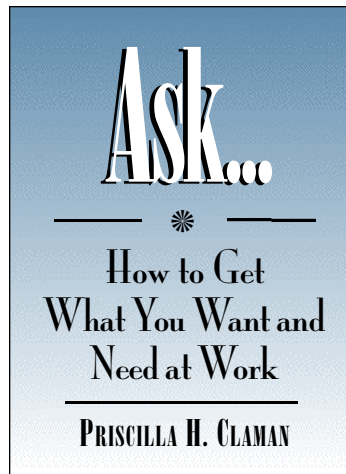
Ask... is here! And Ask... based workshops are on the way!

To complement and incorporate Priscilla's new book, *Ask... How to Get What You Want and Need at Work* (please see sidebar on the right), Career Strategies will soon offer exciting new *Ask...* workshops.

The main purpose of the book *Ask...* is to motivate people to take the initiative to be happy and successful at work. *Ask...* workshops have the same objective, with a particular emphasis on creating a more effective dialogue between managers and the people they manage.

The half-day workshop teaches individuals how to take the initiative to ask. The result should be an improved dialogue between each participant and his or her manager after the workshop has taken place. Participants will also learn how to make the most of their relationships with others, whether they are vendors, colleagues, or customers.

The half-day workshop for managers is a perfect complement to the individual workshop. It shows managers how to both invite and respond to employee requests. It



helps managers use the skills of the group they manage to leverage individual development and productivity.

The key to our *Ask...* programs, and to the book, is that the needs and interests of three parties must be met: the individual, the manager, and the firm. Then it's a successful situation for everyone — the employee can move forward into a happier and more productive work life and both the manager and the firm have a more

engaged and productive workforce.

We view our *Ask...* training programs as second stage performance management programs. Most firms have some performance management infrastructure and process already in place. Most have trained their managers not just in goal setting but in review writing and sometimes in performance feedback as well. We view these elements as "the basics."

The next stage in performance management is in creating a more effective dialogue between people and their managers so that people are engaged and committed at work.

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WHAT'S NEW AT CAREER STRATEGIES

Ask..

Now available to order
over the web!

Priscilla's new book has been published by Insights and is now available to order.

From the cover flap:
"This practical, timely book can be your coach in learning this essential workplace skill — and the key to finding both happiness and success at work. *Ask...* shows you how to plan to ask, the most effective ways to ask, the possible answers, and what they really mean."

"*Ask...* is an essential book for everyone who works, whether you are straight out of school, an associate, a middle manager, or the CEO of your organization."

Ask... is available through www.career-strategies.com/Pubs.html and from Amazon.com.

You may also order by phone or email.

Copies are \$14.95 (MA residents please add 5% tax). Copies ordered in conjunction with Career Strategies workshops are \$7.50 each.



For more information, please call our office at (617) 227-5517 or email us at info@career-strategies.com

Success Stories

Some facts have been changed to maintain confidentiality

"Dana always used to be the best."

Dana isn't excited about work anymore. It's not that his work is bad. Dana is still rated a four out of five. But that last review just wasn't like the other ones. As a senior financial analyst in a company that is growing rapidly, Dana is very much in demand, maybe too much in demand. With two official bosses and four major internal clients, Dana is not so much overworked as he is "over-bossed."

With so many expectations and without much direction, Dana is no longer the engaged, motivated person he used to be. From Dana's vantage point, he only sees more of the

"I have to leave. I'm burned out."

"I'm so exhausted, I don't know what I'm doing. Just too many hours. Too many business trips. My friends don't even call me anymore. I have no life."

Noreen is a talented applications programmer who has a special ability for working with users. Her company was going through tough times but recognized her talent enough to sponsor her for career counseling.

At the beginning of the counseling, Noreen wanted nothing to do with IT. She'd rather open an inn in Vermont. But as she gained control of her work life, her relationship

Success Stories, Continued

"Dana always used to be the best."

continued from front

same in the future. He is too accomplished a professional to do poor work or to let down his clients.

One of his bosses has noticed the difference in Dana but doesn't know how to start the conversation. She's afraid there may be a conflict or that she won't be able to deliver on what Dana asks for, if she is even able to get Dana to talk candidly. She's afraid of what her boss might say — or Dana's other manager.

Unless Dana learns to ask for what he wants and needs, or one of his managers learns how to help Dana ask, he won't become the contributor he wants to be, and the company will lose a good performer and a potential star.

"I have to leave. I'm burned out."

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with her manager improved, and she started thinking about what she would like to become in IT. She identified her core strengths, what she wanted to learn next, and what she wanted to do on the next job. Then, we drafted a resume and completed all the interview preparation necessary for her to get the job of her dreams outside of her company.

She started to look outside, but arranged a meeting with her manager, Bob, to tell him what conclusions she had come to about her career and what she needed to be successful and happy. She didn't believe it was going to be possible. But she asked anyway.

Noreen was no longer burned out and complaining. She was so focused and clear, that her presentation of what she wanted was compelling to Bob. He was ready to give her what she asked for, and Noreen decided to stay.

ASK... is here!

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The two *Ask...* half-day workshops, one for managers and one for individuals, are designed to do just that.

These workshops are particularly important in an uncertain economy now that people can feel trapped at their jobs. They worry they can't make any changes, so they stay and complain or look for something else, all the while working at a job they aren't committed to. That lack of commitment costs time and energy — not to mention lost productivity.

Our first three pilots are scheduled for this summer. If your company is interested in a pilot program, later in the summer or early fall, please email us at info@career-strategies.com and address your message to Eileen Adler.



Change of Address?

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