

The Training Connection

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THE TRAINING CONNECTION, INC.

Strengthening the Connection Between Employee Development and Organizational Effectiveness

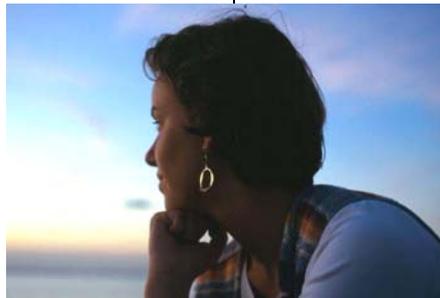
Be Unrealistic!

Let's take a closer look at this word, "unrealistic." Was it realistic, in the early 1960s, for John F. Kennedy to proclaim that we would put a man on the moon by the end of that decade? Ten years ago, was it realistic to believe that millions of people worldwide would be exchanging e-mail messages every day? Was it ever realistic to believe that a sheep could be cloned?

As you'll probably admit, all of these things were unrealistic. And yet, all of them were accomplished! Why? Because certain people dared to "dream big" and took the steps necessary to bring their visions into reality. Take a moment to think about it. Are there any goals that you have given up on ... or hesitate to pursue ... because you decided they were "unrealistic?"

Here are some ideas that will assist you in bringing your dreams into reality:

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Do You Dare Bring Your Dreams Into Reality!

Strategic Planning And Leadership

Are you focused on a successful future?

Well-managed, competitive companies have accepted the leadership challenge of creating an effective strategic plan for their business and sharing it with everyone in the organization. In doing so, they position themselves to respond to opportunities, rather than react to market conditions and competitive pressures.

Too many business people view weak market conditions or a poor economy as the reason for their lack of success. However, even in the worst economy, leaders in every field emerge victorious. Why? Because they realize that success is not based on the conditions of the world, but on the decisions they make and the goals that they choose to set and achieve. Success doesn't just happen. It happens because you predetermine your success, plan, set goals, and make it happen.

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Motivational Quotes

Genius is one percent inspiration, ninety-nine percent perspiration.

— Thomas Edison

You have reached the pinnacle of success as soon as you become uninterested in money, compliments, or publicity.

— Thomas Wolfe

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1. **You wouldn't have the dream unless you could implement it.** The universe does not waste its efforts by giving you the desire to accomplish something ... unless you also have the potential to achieve it. Now, no one said it would be easy! Your goal may take years to attain, and there may be numerous setbacks before you can claim victory.
2. **A positive attitude is the foundation.** You can achieve something extraordinary only if you have a dynamic positive attitude and a strong belief in yourself and your abilities.
3. **Don't expect others to feel and see your vision.** You may be able to picture your outcome in vivid detail. This is your personal vision. But don't be discouraged when you find that others (even those close to you) can't "tune into" that dream. All that counts is that you see it.
4. **Enthusiasm is crucial.** Bold objectives are achieved by those who are "on fire" about accomplishing them. So, are you excited about your goal? When you are speaking about that topic to others, can they sense your passion? If you are lukewarm about achieving your goal or are just in it for the money, you probably won't succeed. Also, if you are trying to achieve a goal that someone else has set for you -- but your heart isn't in -- you will face disappointment.
5. **Commitment gets the job done.** Sure, many people are excited at the outset. But, they quickly lose interest when obstacles appear in their path. And, with any "unrealistic" goal, you can bet that the trip won't be all fun and games. You're going to face some tough times. Those who are committed have decided that they are in it for the long haul -- however long that haul may take.
6. **Your everyday progress will look quite ordinary.** When you look back at the accomplishment of most "unrealistic" goals, you're going to find that they were achieved by harnessing the power of cumulative efforts. Thus, if we view a snapshot of each day along the way, no single day's accomplishments would look extraordinary or monumental. However, by making these efforts day after day, the individual created a momentum that propelled him or her to

the desired destination. Remember, you don't climb a mountain with one giant leap.

7. **There are no guarantees.** By the way, is there a chance that you could embark on a challenging goal ... and not reach it? Absolutely. But, when you set an ambitious objective and give it your all, you are a winner and can hold your head high regardless of the end result.

So, do you think that you could double or triple your income -- or come up with an idea that could drastically improve your company or your community? Whatever your big dream might be, don't worry that it is "unrealistic." People are achieving "unrealistic" goals every day. As Thomas Edison said: "If we all did the things we are capable of doing, we would literally astound ourselves."

— Jeff Keller - Attitude Is Everything, Inc.

Web Site Of The Month!

Contacting the Congress

An up-to-date database of congressional contact information for the 108th Congress. There are 516 email addresses (of which 404 are Web-based email homepages), and 537 worldwide web homepages known for the 540 members of the 108th Congress. In addition, more traditional ground mail addresses are available for all Congressional members.

Check it out at: www.visi.com/juan/congress/

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Visit Our Web Sites –

www.mentoringconnection.com

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Planning the future of your business entails four stages:

1. Understanding the current condition both inside, as well as outside the company,
2. Visualizing and identifying the future as you want it to be,
3. Determining the goals you must achieve and planning their achievement, and
4. Implementing the plan.

Leaders who take the time to create and communicate a vision, a strategy, and a plan, find that they are able to create a level of motivation and commitment that fuels continuously higher levels of achievement. They are also able to attract highly skilled, motivated, and innovative people and have the ability to propel an otherwise mediocre business into one of power and respect.

Need help getting started or updating your plan?

Call us today at 703-551-0734.



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Take A Break In Your Day – Read A Joke!

An usher in a very posh theater noticed a man sprawled across three seats. "Sorry, sir," the usher said, "but you're only allowed one seat."

The man groaned but didn't budge.

The usher became impatient and said, "Sir, if you don't get up from there I'm going to have to call the manager." Again, the man just groaned, which infuriated the usher who turned and marched briskly back up the aisle in search of his manager.

In a few moments, both the usher and the manager returned and stood over the man. Together the two of them tried repeatedly to move him, "All right buddy," the manager said, "What's your name?"

"Sam," the man moaned.

"Where did you come from, Sam?"

With pain in his voice, Sam replied, "The balcony."



In Shakespeare's time, mattresses were secured on bed frames by ropes. When you pulled on the ropes the mattress tightened, making the bed firmer to sleep on. Hence the phrase "*goodnight, sleep tight,*"



ONE MINUTE IDEAS

Be On The Lookout For Coaching Moments

Coaching isn't appropriate for every situation. Sometimes, staffers want to work on their own, uninterrupted by the boss.

To spot employees ready for coaching, pay attention to when things aren't going well or when they could use an extra hand on a tough project. That's when they'll be eager to work with you.



When To Meet

The best time to start a meeting is mid – to – late morning, when most staffers are at their best. Morning people are still energetic, and others are beginning to function effectively.



Also, the meeting is less likely to last longer than it should because lunch provides a natural stopping time.

The Mentoring Connection

Selecting a Mentoree

Identifying and selecting a mentoree may initially seem easy. Intuitively, one may think, “I simply find someone with similar interests, goals and style, and that’s who I should take under my wing.” While such an arrangement may reap some benefits and offer a more comfortable relationship, it doesn’t always result in the best mentoring match. The best matches are often the ones in which there are key differences such as experiences, behavioral style, location, gender, race, etc. These differences help to foster a partnership in which each person stands to learn considerably more than if they were just looking at a carbon copy of themselves from whom to try to learn. While this may seem more challenging at first, good communication and a thorough understanding of the goals of the mentoring partnership will overcome the differences that will, in fact, be one of the greatest assets to a productive learning environment. Follow the guidelines below when selecting a mentoree.

Clarify your mentoring goals. This step is critical. Before you can possibly know who your mentoree should be, you have to be completely clear about what knowledge and expertise you would like to pass along. Highlight any particular qualities you plan to bring to a mentoring partnership:

- Leadership/supervisory experience
- Political/Organizational savvy
- Networking skills
- Interpersonal skills
- Public speaking
- Technical proficiencies

Explore your time commitment. Realistically, how much time will you have to dedicate to the mentoring process? What potential time barriers exist that may prevent you from giving the necessary focus to the mentoring partnership? Are you willing to dedicate personal time to the

mentoring process? Will you have an “open-door policy” with your mentoree or will meetings have to be formally scheduled? Answers to these questions will also help you select an appropriate mentoree by determining just how much time you will be able to devote to his/her progress.

Describe your ideal mentoree. Once you have clarified your mentoring goals and identified the qualities you will bring to the partnership, the next step is to explore the traits you desire in an ideal mentoree. Ask yourself:

- What are the qualities, capabilities and character of my ideal mentoree?
- Do I want a mentoree who seeks to sharpen their technical expertise or one who wants to broaden their leadership and organizational experience?
- Should I work with a brand new employee or one who is a veteran of the organization who is having trouble stepping up to the next level or has shown signs of no longer being challenged by her current position?
- Do I want to mentor someone with a similar behavioral style or would I like to work with a mentoree who brings a contrasting style to the partnership? (A contrasting style is, more often than not, of greater benefit to both parties.)

Explore the candidate’s background. Do the research. Tap into your professional network to garner as much information as you can about your potential mentoree. This will give you some idea about whether or not you will be able to offer this individual the useful guidance and wisdom that he/she may not already possess.

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Arrange a meeting. Set up a face-to-face (or telephone, if necessary) meeting with the prospective mentoree to explore the possibility of a mentoring partnership. Ask to hear his/her story. Discuss career aspirations and ask about areas in which they desire improvement. The results of this meeting combined with your already defined capabilities and qualities that you bring to the partnership will guide you toward determining if the partnership is right, for both of you. At the same time, be prepared to discuss the future of a mentoring partnership with the individual before the meeting (including the

possibility that you should not be the person's mentor!)

Forge ahead! Once you have compared the pros and cons of pursuing this mentoring partnership, go forward with confidence that you have made the right decision based upon the best available information – which you, yourself, provided. The best thing is, once you have accomplished the first three steps in this process, you don't have to repeat them each time you consider a new mentoree. You can simply update these personal characteristics and goals as your position and/or experience grow. It will simply become a matter of finding that mentoree to whom you have the most to offer.

January 2004 is National Mentoring Month

Celebrating how mentoring makes a positive and powerful impact in the lives of both the mentors and mentorees.



Power Words –

Unremitting (*un ri MIT ing*) adj. - unceasing; unabated; relentless
Example: Superman waged an unremitting battle against evildoers everywhere.

Uniform (*YOO nuh form*) adj. - consistent; unchanging; the same for everyone

Example: Traffic laws are similar from one state to the next, but they aren't uniform; each state has its own variations.

Terse (*turs*) adj. - using no unnecessary words; succinct

Example: The new recording secretary's minutes were so terse that they were occasionally cryptic.



Every day more money is printed for Monopoly than the US Treasury.

