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Events Diary

SEPT 22

Sell with confidence: Achieving Success And Reducing Rejection is a workshop that helps sales and marketing staff develop confidence in their work. Topics covered include reducing the rate of rejection drastically, strategies to increase sales professionally and substantially, and building enjoyment for sales and marketing personnel. Cost: \$120/\$100 (group fee). E-mail: events@navexpress.net. For details, visit www.navexpress.biz/success

SEPT 29

Develop human resource policies: The Developing Effective HR Policies workshop teaches you how to develop and implement HR policies, and document the employee handbook. Venue: Hotel Phoenix. Cost: \$380. For details and online registration, visit <http://hrsingapore.net/hrpolicies/>

SEPT 28 AND 29

Organise training programmes: The two-day Training Admin Workshop will provide hands-on learning experience on how to organise and administer training programmes, such as making use of applicable training grant subsidies, identifying key components and costing in event management, and preparing a checklist for reviewed event processes. Venue: Hotel Phoenix. Cost: \$580 (for HRSingapore Community subscribers). For details and online registration, visit <http://hrsingapore.net/trainingadmin/>

As the new leader of the pack...

...setting goals, delegating authority and winning the friendship of your subordinates are all essential skills to get the team's cooperation

ASSUMING a position in a new company or taking over a job from a colleague in your current company can be a tedious task, if it is not done properly.

How successful the takeover will depend largely on how you communicate and learn from your predecessor. If you meet a responsible predecessor, then everything will be ready in place for you to begin your duties.

But if you meet one who is irresponsible, then you will have a torrid time trying to adapt to the new environment while trying to learn about the new job.

Fret not, here are some tips to help you in making the transition:

Change your strategies, if necessary

The strategies that worked in your previous companies might not necessarily be effective in your new company. Using the same strategies for the new company may not turn out well in the long run.

More companies are becoming

"learning companies" as they grow, learn and improve, just like individuals do. Therefore, you cannot use just one strategy for all kinds of situations.

Remember, the person with the most flexibility will control the outcome of any situation.

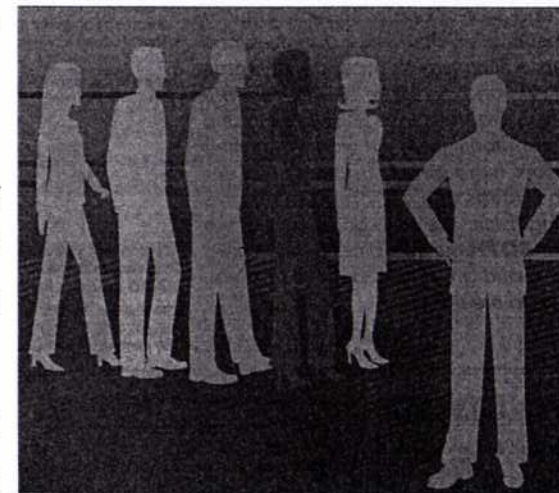
Delegate tasks and authority

Be prepared to delegate tasks or authority if you think any of your subordinates are up to it.

Do not do all the work by yourself, or you will wear yourself out. While it is good to impress your boss, doing everything yourself will not go down well with your subordinates, as they may think you do not trust them.

For certain projects or tasks, give the person, whom you have appointed to oversee the work, the authority to make decisions on your behalf.

By doing this, you are sending an important signal to him that you have faith and confidence in him. With this knowledge, he will work harder and more effectively.



Be a people manager

To get your subordinates or workers to trust and cooperate with you, you must be a people manager — by earning their respect in the office and winning their friendship outside of the office.

If you can get them to confide personal problems in you, you are on the way to becoming a people manager. It will definitely make you

adapt faster to the workplace and get the cooperation of your colleagues.

Know your team well

In order to form a winning team, you must know the strengths and weaknesses of each member of your team. A good manager knows how to take advantage of the strengths of his subordinates and help them overcome their weaknesses.

If you have subordinates of different capabilities and skills in your team, then you do not have to worry about the challenges thrown up in the workplace, because you possess a team of multi-skilled personnel who can complement one another.

Set goals for yourself and the team

Having goals for yourself is important, but creating one for your team is even more so. It can foster camaraderie and esprit de corps among your team members as they can identify with a common goal.

A winning team will always possess the above characteristics, so start setting goals for both the team and yourself, and make sure everyone is involved in the pursuit of these goals.

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