

## ***How To Handle It When An Employee Quits***

It's the day that's bound to come around eventually. The day one of your favorite employees decides to leave the nest. As you stare at their written notice they just handed you, you try your best to look supportive as they start explaining why they're leaving.

## ***How To Respond When Your Team Member Quits***

It's inevitable. No matter how good of a leader you are, you're going to have team members quit. If you're a good leader you've invested time training and molding your team members into high performers. In doing so, as their skills and confidence builds, their desire to continue moving up will grow. Knowing how to respond when they give you their notice is an important leadership skill.

## ***Provide Support And Ask Questions***

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How Do You Respond When An Employee Quits?

## ***Want To Boost Your Team's Creativity? Try This***

If you're planning a brainstorming session with your team, nothing is more intimidating than staring at that blank flipchart. You can kick off your brainstorming with this new concept developed by an author/writer. This will gear up your team with this fun activity and get them in creative mode.

## ***Concept of Newspaper Blackout***

The idea is based off the idea that it's more fun to cross things off than to come up with something entirely new. The writer that created it used the idea to help his brain block since he was having a hard time coming up with ideas for short stories. Newspaper Blackout makes it seem more like a game than actual work.

## ***How to Play the Game***

The game is actually quite easy for your team. Gather a few essential supplies such as black markers and newspapers. To play the game, follow these simple steps:

1. Find an article you like
2. Draw a box around words or phrases you like
3. Cross off the words you don't like
4. Use the marker to black out all the words except the ones you put a box around

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Your conversation needs to remain supportive and upbeat.

Yes, you can share that you're sad to see them go, but follow that up with some positive questions that show you care. Asking the why, what, where, and when is okay. These can help you find opportunities to potentially keep them on the team. If they don't wish to talk details, respect that and end the conversation on a note of support. Let them know that their

opinion matters to you and that your door is open if they'd like to talk about anything at a later time.

**Treat Them The Same**

You want to show them that your care for them is not conditional, so treating them the same is vital. If you penalize them during their final days at your company, you could undo the years of time investment and caring that you put into them while they were under your leadership.

In addition, sending someone out the door in a negative way could have far reaching consequences. Not only could your company take a hit with negative employee review, but you should also consider the fact that you may end up working together again in the future. Or who knows, maybe one day they'll even be your boss.

**Celebrate The Win**

It may not feel like a win after your favorite employee turns in their keys or ID badge. The truth though is that you've done your job right. Leaders cultivate a culture of growth. If your mentorship and training helped another person to grow and further their career, that's a testament to your leadership skills. You've done a great job in helping them in their career and you should celebrate the win. ♦

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**How to Handle it When Your Employees Quit**



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You'll be left with a poem of the words and phrases that you like.

**How to Use Newspaper Blackout to Boost Creativity**

If you want to use this concept for your brainstorming session, here are some ideas to get you started:



- Rip out pages of popular newspapers such as The Wall Street Journal and the New York Times or other popular papers in your area
- Come up with a specific assignment related to what your goal is for having a brainstorming session. For example, come up with a question such as, "Why is the customer always right?"
- Divide your team into groups of 2-6 people
- Give them the supplies and instruct them how to play the game
- The overall goal is for their "poem" to answer the question. Have them picture something in their mind of what the assignment is to them and then look for specific words or phrases that match that picture
- If a team gets stuck, try giving them a different newspaper article



Remember, while this can be a useful tool, the main goal is for your team to have fun so don't take it too seriously! ♦

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***"TRAIN PEOPLE WELL ENOUGH SO THEY CAN LEAVE. TREAT THEM WELL ENOUGH SO THEY DON'T WANT TO."***

~ RICHARD BRANSON

## What Hiring Managers Wished Job Seekers Knew

If you're looking for a job or thinking about looking then you might be wondering how to set yourself apart from other candidates. Here are some inside tips on what hiring managers are looking for and how to land yourself that sought-after position.

### 1. Personality Is More Important

If you're qualified for the position and have met all the basic requirements then your personality is more important than anything else. Let's say you have two candidates who are equally qualified. One is easy going and likable. The other one is not really a people person but has more experience. The hiring manager is going to pick the likable person over the one with a more impressive resume.

*What Hiring Managers Wish Job Seekers Knew*



### 2. Don't Try Too Hard to Impress HR Staff

The critical person for you to impress is the hiring manager. They have all the authority-who to interview, who to hire, what to pay them, etc. The best way to find out who the hiring manager is, one should do a little digging on LinkedIn.

Here are some tips to use during your search:

- ✓ Try different search terms to find the person you're looking for such as "manager" or "director" and then the keyword for the position
- ✓ After you start reaching out to a few people, it can become easy to lose track of everything. That's why we recommend using a spreadsheet to keep track of who you reached out to, what their role is, and any other important notes
- ✓ Keep in mind that if you're reaching out to hiring managers then you might jeopardize your current position by being caught
- ✓ That's why it's best to reach out to the recruiter first. You can use your spreadsheet to keep track of what recruiters companies use

### 3. You Can Leverage Your Other Offers

If you're interviewing for a position with few candidates, you can use that to your advantage. It's ok to be open about other positions you're interviewing for.

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## One Minute Ideas

### American Heart Month

Heart disease is the leading cause of death for men and women in the United States. Every year, 1 in 4 deaths are caused by heart disease.

The good news? Heart disease can often be prevented when people make healthy choices and manage their health conditions.

You can make healthy changes to lower your risk of developing heart disease. Controlling and preventing risk factors is also important for people who already have heart disease. To lower your risk:

- Watch your weight.
- Quit smoking and stay away from secondhand smoke.
- Control your cholesterol and blood pressure.
- If you drink alcohol, drink only in moderation.
- Get active and eat healthy.

For more information, visit <https://www.heart.org/en/>



**BancSearch, Inc.**

P.O. Box 700516  
Tulsa, OK 74170

Tel: 1-800-776-6413

E-mail:

[recruiters@bancsearch.com](mailto:recruiters@bancsearch.com)

Visit Our Web Site at  
[www.bancsearch.com](http://www.bancsearch.com)

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If you handle it with respect and just be matter of fact while you present your case then you can use it as leverage to negotiate for a higher offer.

#### **4. Ask Questions During Your Interview**

Don't be afraid to ask questions about the position and the company in fear that they'll seem too needy. A potential employer likes someone who has enough vested interest in the position that they ask tough questions. Ask things such as where they see the company's future or what their struggles are with leading their team.



#### **5. Don't Think You Know Everything**

When a recruiter contacts you, it's wise to be open to at least interviewing for the position. Even if you aren't looking for another job, it's wise to keep an open mind to what's out there. You never know what kind of opportunity you might be passing up simply because you think you know more than the recruiter. ♦

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“Believe in yourself! Have faith in your abilities! Without a humble but reasonable confidence in your own powers you cannot be successful or happy.” ~ Norman Vincent Peale

### ***Dealing Deadline Dawdling***

If a co-worker often fails to deliver what you need to complete a project on time, try to correct the problem with these approaches:

**Assign the** person an earlier deadline than you give others. But even though you've built in a time cushion, don't treat this deadline any differently than others. *Example:* Send reminders if that's what you usually do.

**Send the** procrastinator a memo saying you plan to use his or her old facts or figures unless you get new ones by a certain date.



**Mention the** name of a third party and ask if that person could supply the information you need. You might get what you want — when you want it — because the dawdler would rather not involve anyone else.

**Give the** person a copy of an updated report — complete except for what the procrastinator owes you. Attach a note that says "I'm sending this out as is unless I hear from you by X."

Source: *Office Hours*, The Economics Press Inc., 12 Daniel Road, Fairfield, NJ 07004. As seen in *Communications Briefings*

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P.O. Box 700516, Tulsa, Oklahoma 74170 ♦ 1.800.776.6413 ♦ [recruiters@bancsearch.com](mailto:recruiters@bancsearch.com)  
Visit our web site at [www.BancSearch.com](http://www.BancSearch.com)