

## *Things Your Business Can Do Right Now During The Coronavirus Outbreak*

**D**o you own a business and have found yourself struggling during the coronavirus outbreak? It can be a tiring and scary time trying to figure out what to do right now. We are finding ourselves having to shut our business doors or even work on limited staff. That doesn't mean bills and responsibilities stop also. But, there are some things that your business can do right now during the pandemic.

### **1. Work Remotely**

Do you have a business that is able to work from home? This may be a great option even when we get back to normal. Send your employees home to work remotely. You need to figure out a good routine and plan for your employees. Such as what time to be online working and answering phones.

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How Are You Managing Your Business During The Pandemic?

## *How Leaders Can Navigate Leadership Styles*

**A** growing school of thought in the business leadership circle is that leaders should abandon the old school style of leadership in favor of a new school approach. In today's environment, most executives and leaders need to be good at both styles to succeed. These combating styles will create tensions leaders will need to navigate to become as good a leader as possible.

### **1. The Expert vs. the Learner**

Typically, leaders become leaders in their field because they're an expert in their line of work. In today's day in age, leaders must accept that their area of expertise is limited and can always grow by further learning. Failing to recognize this need for continuous learning can lead to poor decision making.

### **2. The Constant vs. the Adaptor**

The old school approach to leadership subscribes to the idea that leaders should stick to their guns and focus on consistency. Meanwhile, the new school approach says that leaders should always be adapting to these fast-changing environments. Leaders should have an understanding of when to be consistent and when to adapt.

### **3. The Tactician vs. the Visionary**

Old school leaders follow well-defined plans and rarely venture from the path they know works.

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Without a schedule in place, it will be very easy for your employees to get off track.

## 2. Continue Having Work Meetings

All those work meeting schedules need to be rescheduled. To keep your staff and others' health in the best interest, you need to limit the interaction between people as we start to reopen. If possible, hold your meetings virtually as we move forward. It's a good option to still be able to keep the workflow going. If it is at all possible for you to keep your business running while practicing social distancing, do it.



## 3. Consider Daily Life Changes

Try to remember that a lot of your employees are parents. All the schools are currently closed and some with uncertain dates of when they are going back. Some colleges have already announced the cancellation of in person classes in the fall. Not everyone has a family member close to watch their kids. Right now social distancing is so important and a lot of people aren't going to want to take their children to childcare services. Being flexible with your employees who have obligations with children is very important in times like these.

These are a few of the things that you can do to help your employees and yourself through the coronavirus outbreak. Just try to keep in mind that we are all just trying to figure this out. No one has been through this before, or knows the exact correct answer. Have compassion and patience as much as possible. Stay safe! ♦

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*"The biggest communication problem is we do not listen to understand. We listen to reply."*

~ Unknown

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Meanwhile, new school leaders have a clear vision of where they want to end up without following a traditional path. Without balancing these, leaders run the risk of not having a clear set of goals or having unrealistic or intangible goals.

## 4. The Teller vs. the Listener

Old school leaders would rather tell others how to do things and when to do it. New school leaders listen to those around them and weigh everyone's opinions before making decisions. Leaders should be able to balance providing leadership and asserting themselves, and taking advice from others.

## 5. The Power Holder vs. the Power Sharer

Old school leaders lead from the top and make executive decisions based on what they believe is best. New school leaders empower those below them to make choices to help achieve goals. If not balanced, leaders can undermine their own authority by not being too assertive or alienating those below them by not sharing.

## 6. The Intuitionist vs. the Analyst

Old school leaders value their gut to make decisions by using their experience as a point of reference. New school leaders make decisions based on data and numbers. Leaders should be able to balance making decisions using their experience and basing decisions on data and numbers.

## 7. The Perfectionist vs. the Accelerator

Old school leaders believe in taking their time and making sure everything is perfect. Meanwhile, new school leaders believe that sometimes it's best to do something quickly and fail fast than take too long. Balancing these allows you to still reach deadlines and launch dates while not compromising quality. ♦

Leaders are not born



Leaders are made

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## *Be Genuine At Work*

**W**e've all had bad days that have affected our work and attitude in the office. During these days, it feels impossible to do the everyday tasks your job asks of you. Positivity in the workplace has a direct impact on pervasive sectors of the workforce such as customer service and sales. How can you have a more positive outlook on the day even if it's been a tough start to the day?

### **Surface Acting and Deep Acting**

We're all guilty of going from yelling and cursing in a road rage-induced fury then five-minutes later giving a fake smile to your co-workers when you walk into the office. This is called surface acting. This is when you feel one emotion and attempt to express another.

Meanwhile, deep active involves changing how you feel internally with the hope that your emotions will actually change.

Instead of diving into said road-rage induced fury, reappraise what's good about your day and what you enjoy about your work. This will help you put on a genuine smile.

Research has shown that those who practice deep acting over surface acting reaped greater benefits than those who practice surface acting. Part of this has to do with the fact that you interact with your coworkers every day, so surface acting would require a lot of acting.

### **Why Is Smiling Important?**

Why do we try to act happy and positive around our co-workers? Is it something that actually has a positive impact on our work? We do seem to operate under the impression that our positive outlook will have a positive impact on our careers.

Those who practice deep acting say they were trying to be positive because they like their coworkers and value the relationships they have with them. Those who practice a mixture of the two say they were trying to be positive to avoid looking back or trying to get ahead at work. Studies have found that those who practice deep acting had colleagues who were more willing to offer help and support.

Based on research, it's clear that positivity in the workplace does have an impact on our work lives. Those who practice deep acting rather than surface acting are more likely to actually feel better about themselves and their work. Try to remember what's good about your life, your job, and your workplace next time you're having a bad day. ♦

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## *One Minute Ideas*

### **COVID-19 Prevention Key Concepts**



#### **Minimize the chance of exposure.**

The common way to catch the virus that causes COVID-19 is from close contact with other people. Avoid gatherings of people and practicing social distancing to reduce the chances of exposure. Comply with state orders for sheltering in place or staying at home.

**Promote the use of everyday preventive actions.** Wash your hands for at least 20 seconds, cover coughs and sneezes, and follow recommendations of local or state orders for wearing cloth face covering to reduce the spread of infection.

**Protect high-risk populations.** To keep families and communities safe and healthy, it is important to take steps to protect older adults, people with underlying health conditions, people facing homelessness and people who work in healthcare or other critical infrastructure jobs.

Click on the graphic for more info...



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## Manage Change With Personalities

It's a mistake to expect everyone to react to change in the same way. Instead, say consultants Kathy Kolbe and Jim Woodford, it makes more sense to benefit from what Kolbe calls the instinct-based actions of these four personalities:

1. **Fact-finders** need to investigate and process information.
2. **Follow-throughs** want a sense of order.
3. **Quick-starts** welcome innovation and risk.
4. **Implementors** prefer to transform ideas into reality with tools, machines or their hands.



To know which one you're dealing with, says Woodford, listen carefully to what they say when you propose change.

**Fact-finders** will ask *"Why do we need the change and what does it involve?"* Suggestion: Let them persuade themselves by collecting research to support the need for the change.

**Follow-throughs** will say *"Yeah, but ..."* Their comments will show they need to fit the change into existing structures and routines. Suggestion: Ask them to work on the best ways to do that.

**Quick-starts** will say *"Why not?"* Suggestion: Have them tackle a change task you know they'll complete successfully. That will encourage the others.

**Implementors** will say *"What real work can we do?"* Suggestion: Team them with the Quick-starts to field-test early change tasks. ♦

~ Source: Richard S. Deems, writing in *Human Resource Professional*, LRP Publications, 747 Dresher Road, Ste. 500, Horsham, PA 19044.

*"The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack of will."*

~ Vince Lombardi

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