

## Risks Associated With Artificial Intelligence

Much is said about algorithms in Artificial intelligence discriminating against different groups of people. Whether this is intentional or unintentional it poses serious problems that can ruin a company's reputation permanently. This can also overlook many potential options unconsciously denying a business of a preferable choice.

### Preventing Discrimination and Encouraging Fairness

Amazon was using an AI tool that was later found to discriminate against women and therefore had to do away with it. Apple's new credit card is being accused of discriminating by using sexist lending models. Transparency among AI models is necessary and will help to solve some of these issues and gain the trust of the public.

### Security Risk with AI Transparency

With AI comes convenience and at the same time, with AI transparency, comes an open door to hackers.

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How Are You Managing AI Risks?

## 5 Ways To Increase Productivity And Boost Motivation

If your workplace has fallen flat then it might be time to re-center your employee's focus and increase their motivation. There are some ways you can boost your employee's drive-by changing just a few things in the workplace.

**Here are 5 great ideas to get you started.**

### 1. Make the Workplace Fun

If you ask the workforce what makes them happier and more likely to stay with a certain company, the #1 answer is always a fun workplace. Bringing fun into the workplace can also:

- Reduce stress
- Increase overall job satisfaction
- Increase motivation
- Improve productivity
- Increase employee performance

Think about some ways that you can bring some fun into your workplace. If you don't already, encourage your employees to hang out in a social setting to build camaraderie. For example, host a digital card game like UNO or Cards Against Humanity.

### 2. Bring Music Into the Workplace

Music has been known to change our emotions and how we view and perceive life. It has the power to calm us in times of stress or make us happy in times of sadness.

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AI transparency means opening up and sharing the methods by which they create their algorithms. Disclosure can not only open explanations to hacking but it can also open employers up to even more regulation.

Companies also become more susceptible to lawsuits which are not the goal of transparency. Transparency is for the protection of all and not to create more government regulation but to create accountability and fairness. Here lies the AI transparency paradox, creating an open and honest forum is good and necessary but this open forum creates complex problems for companies.

*Risks Associated With AI*



Releasing the fine details about an AI's algorithms only increases liability and risk, but then again all data carries its risk. As AI is accepted more and more and becomes mainstream the more downfalls, bugs, viruses, etc. will be discovered.

### ***AI Has a Long Way to go in Development***

There is still a lot to learn concerning artificial intelligence and how we can simultaneously be fair and protect our programming, our rights, and our safety. The more information is released about an algorithm the more harm that a malicious hacker can cause. This is not to say that we should throw the baby out with the bathwater.

It is necessary for people to understand that with transparency, comes risk. As AI is progressing so is AI security, an entire network dedicated to catching and exposing risk before they cause harm.

Lastly, another form of protection is to employ lawyers as often as possible when dealing with AI. Lawyers create a legally privileged space, allowing companies to thoroughly decipher and look for vulnerabilities in their AI models without the worry of more liabilities and unwarranted trouble. ♦

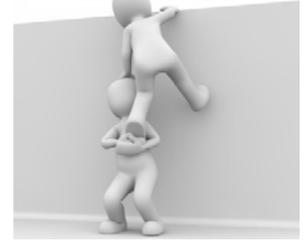
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If you bring music into the workplace, you can give your employees a mental boost.

The one thing to keep in mind is that instrumental music has been shown to be more effective at increasing focus and attention than music with lyrics.

*5 Ways to Increase Productivity and Boost Motivation*



### ***3. Encourage Exercising***

Employees who exercise regularly are 25% more focused, driven, and efficient than those who don't. They are also 40% more motivated in the workplace. It's vital to encourage your employees to exercise. If you have space, it would be worth the investment to convert an area to an office gym. If you don't have space, you can encourage exercise by increasing employee incentives to work out or by providing gym memberships.

### ***4. Encourage Learning***

Learning a new skill or concept can greatly improve your employee's drive and motivation. It can also improve productivity. Analyze your employees' job performance and existing skill set to see what concepts you can bring in to encourage innovation. You can provide incentives for mastering new skills or even provide funding to further their education.

### ***5. Make Time for Meditation***

Many people already set aside time every day for personal meditation. We are now seeing the benefits of bringing this practice into the workplace. In fact, setting aside just 10 minutes every day can reduce workplace stress, enhance workplace relationships and help to resolve conflicts, and enhance mental and emotional health. Set up time early in the workday for your employees to meditate. ♦

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*"An employee's motivation is a direct result of the sum of interactions with his or her manager." ~ Bob Nelson*

## Set Boundaries To Protect Your Work Time

Attending meetings that regularly run over or being inundated with requests of your time by your employees can lead to frustration. What's more, all this can cause you to miss out on valuable time at home with your family when you're having to play catch up. Here are some ways you can set boundaries within your workplace to protect your time.

### 1. Meeting Availability

The first and most important boundary to set is your meeting availability. This might take some adjusting if everyone is used to you always making yourself available for meetings. Block out certain parts of your daily schedule that you dedicate to meeting times.

Create your meeting schedule around what best suits your daily personal schedule such as around commute times or if you need to pick children up from school. There are times when you can't reschedule a meeting to happen during your meeting times. At this point, you'll need to determine if calling out of the meeting will benefit you in the long run and increase your overall workplace benefits, such as if a meeting will cause you to lose sleep.

### 2. Set Boundaries About Meeting Length

Meetings that regularly run over schedule can cost you in the long run. For example, just a few meetings every week that run over by just 15 minutes can cost you an hour of your workweek. There are a few things you can do to set some boundaries to keep meetings on schedule.

First, if these are meetings that you run, send out a calendar invite with the exact meeting times and a prefilled agenda for what you'll be discussing. Secondly, book your meetings close together so that you'll have a reason to end a meeting on time. Lastly, the best thing you can do is start the meeting with your time expectation, such as telling everyone that you need to end the meeting by a certain time.

### 3. Keep Your Time At Work Focused

One of the best things you can do for time management is to keep yourself focused on a task. This day and age, there are many distractions that can get you off course and have to make up for it later. A good strategy is to use a block schedule.

A block schedule means your group tasks together. For example, a block of time is set apart for all your meetings and then the next block of time is set aside for checking and replying to emails. This keeps your brain more focused versus jumping around from task to task. If you're able to, physically close your door during times you need to quietly work. Also, make sure to turn off your phone or put it somewhere where you won't be distracted by personal texts or social media. ♦

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Set Boundaries to Protect Your Work Time



## One Minute Ideas

### Positive Thinking Produces Positive Results

Just as someone can affect your attitude, you can influence your attitude as well as the attitudes of those around you. How? With affirmations!

An affirmation is telling yourself that "you can" instead of "can't". An affirmations is a positive statement which describes the "you" you want to become.

Affirmations should have the following criteria:

- 1) Affirmations should be positive
- 2) Affirmations should be statements in the first person, present tense
- 3) Affirmations should be related to your goals
- 4) Affirmations should be within the realm of possibility (realistic)

*"Sometimes the bad things that happen in our lives put us directly on the path to the best things that will ever happen to us."*

~ Nicole Reed

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## The Best Manager

The following are the top five traits every manager should practice. As a leader, basic necessities such as organizational and communication skills and an influential personality are given expectations. These are characteristics that too many in power often lack.

- 1) GO WHERE THEY ARE** – A good manager will know that to get the support from his/her workers will require the effort to work WITH them in order to achieve the level of success desired. Expecting someone to be at a level they cannot achieve only decreases employees self-esteem and thus, the morale of the company.
- 2) KNOW YOUR EMPLOYEES** – Allow yourself the opportunity to develop friendships with your co-workers. Invest time in them and loyalty becomes more possible since an emotional connection has been established.
- 3) BE OBSERVANT** – Recognize when conflicts arise. Some people may feel uneasy in the work environment for various reasons and you are ultimately responsible to ensure that they are comfortable.
- 4) USE COLLABORATIVE APPROACHES** – Rather than avoiding a conflict or simply compromising, focus on working together to find a solution where all parties benefit. Compromising doesn't solve a thing since it is essentially a 'lose-lose' situation.
- 5) BE OPEN-MINDED** – And keep your office door open for that matter. Make your employees feel that they can come to you with anything they are concerned about. Let them offer suggestions, and in most cases, allow them opportunities to be involved in the decision-making process. ♦



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*"A great manager is brilliant at spotting the unique differences that separate each person and then capitalizing on them."*

~ Marcus Buckingham

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