

Continued from page one – **Learning**

That means that time spent on hold will accelerate forward. Are you ready?

Be Opened Minded and Eager To Learn

Companies will offer advanced learning opportunities to their employees at various times. Take advantage of these changes and further your education. Don't be stuck in a rut of what you are used to; you never know what tomorrow will bring. It could be the opportunity that you need to become a better person.

Experience is only good when it falls in line with what you are good at. With the way everything is changing and moving, you need to be versatile. Some of the many ways that companies will go about preparing their employees for the future are:

1. Allowing You Opportunities To Further Your Education
2. Chances For On-The-Job Training
3. Opportunities To Build Bonds With Other Employees
4. Encourage Learning and Communication With Coworkers
5. Opportunities For Change At All Levels
6. Allowing Expression Of New Ideas
7. Making Room For Failure and Encouraging To Keep Trying

Be Future Ready

As times change, businesses change. The way things operate changes and evolve. If you are stuck in your tracks and unwilling to make the needed changes, you won't succeed. As a business, you need to be open to these changes and encourage an open-minded attitude to your employees.

When your employees are willing and eager to learn new skills and techniques, you will grow as a business. Advanced learning is an excellent way to retain employees. Shape your company to what you want it to be in the future. ♦

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Continued from page one – **Business Meetings**

3. Keep The Goal Of The Meeting In Mind

Everyone knows that when you are in a meeting, things can get off track. You have to complete many tasks in your workday and don't want to spend longer than needed in the meeting. Intelligent individuals will politely direct the meeting back to the goal at hand.

6 Tips to Get More Out of Your Next Business Meeting



4. Always Keep Eye Contact

Eye contact shows the person in charge of the meeting that you care about what is being discussed. It will also portray that you are serious about your job and what is discussed in the meeting. You can get a vibe of what someone is feeling and thinking when you keep eye contact.

5. Only Use Phone For Informational Needs

It is so easy to get distracted by your phones in a meeting. You pick it up to check the time or a message that came in, and the next thing you know, you've been looking at it for 15 minutes. Try not to touch your phone during a meeting unless necessary to check for information.

6. Stay Courteous When Exiting and Be Where You Needed

As an employee of a business, you may play several different roles. That means you may make your way from meeting to meeting. This can result in some meetings overlapping. Stay for the meeting as long as you can, and politely excuse yourself when needed. Before you leave, give any information you feel is necessary.

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“You have a meeting to make a decision, not to decide on the question.”
~ Bill Gates

Do You Have An Open Mind For Changes That Are Occurring?

It isn't a secret to any business owner that you need to be ready for what comes next. There are so many aspects of business that change every year. When new techniques begin to take shape, you have to mold right along. Is this something you can do? Are you ready?

How Can You Be Ready?

If your business is not in the mindset of being ready for change, you need to encourage it to get there. You will succeed at some changes, and you will fail at some. The key to success is embracing the failed attempts and learning from what you have tried.

To be ready for all the changes that are occurring, be open-minded. Don't get stuck in your ways and not allow the evolving future to slow you down. Some other ways that you shape your business to be ready for the new agendas taking shape are:

- Target Capabilities To Enhance Value
- Match Talent With Value
- Incorporate Reward Systems
- Accelerate Change
- Discover Your Purpose And Pursue It



COVID Changed Many Aspects

Navigating through a post-COVID world in a business can be difficult. Many things changed and were put on hold entirely. This made reentering the business world a little bit difficult for many people.

You couldn't just pick up where you left off. Things have changed. If you didn't take advantage of this slow-down and further educate yourself, you might be struggling to be ready for all the new value agendas taking shape. Reevaluate and jump all in, get your business where it needs to be, and make the necessary changes now.

What Changes Are Being Made?

Even without a pandemic, aspects change in the business world every year. Upgrades are made, regulations are changed, and many other parts of the business world. When the world wasn't dealing with a pandemic, you were eased into these changes.

Well, the past year, it wasn't that easy. Many people were thrown into it and are struggling with being prepared. The company that offers the most with the best information takes it all. Some of the changes that have been made are:

- Competition Is In Full Gear
- Technology Is A Must In Many Businesses
- Time Is Everything, Don't Sit On Decisions For Too Long
- Quick Decisions Are Better To Some Than Long Term Thought
- Social-Issues Weigh Much Heavier On Companies
- Reactions and Approaches Mean More. ♦

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One Minute Ideas

Dealing with Deadline Dawdling

If a coworker 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 their old facts or figures unless you get new ones by a specific 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." ♦

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BancSearch, Inc.™



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Focus More On Productivity Than Hours Worked

Do you have set working hours for your employees? Regular business hours look something like 9 a.m. to 5 p.m. or could be 7 a.m. to 4 p.m. Many times though, employees are needed past those regular business hours. This can become stressful and overwhelming for them. Here are some ways to focus more on the productivity of your employees rather than the number of hours they are working.

Communicate With Your Employees Regularly

One of the most important aspects of someone's personal life and business life is communication. No matter what you are trying to accomplish, it will be done more effectively when there is communication. You don't want to put stress and anxiety on one of your employees, as this can lead to lessening the effectiveness of their job.

Simply checking in with your employees regularly to see where they are can help. This also gives them the chance to ask any questions they may have or if they need help. To be more proactive and start the conversation, think about asking questions such as:

- *Are you comfortable with this Assignment?*
- *Do you have any concerns about Your Work?*
- *Do you need help with completing Your Assignment?*
- *Can I Help in any Way?*
- *Do you need more Resources?*

*Focus More On
Productivity Than
Hours Worked*



Have A Rotation System

The nature of the job that your employees are performing is vital to keep in mind. If you have employees performing high-demand jobs that'll eventually take a toll on their mental health, you need to rotate them. Allow them a period that they can perform a less taxing job.

Help Your Employees Prioritize Their Time

Sometimes, it can be hard to figure out where to start. Employees can benefit from a bit of help prioritizing their workload. A little insight from you can help them know what needs to be done first and how to get it done on time. Try and use a system that shows them in what order you want the work done. Label the assignments as: Urgent, Pivotal, Moderate, or Low.

Disperse Work Evenly To Avoid Overload

It is so easy to overwork a reliable employee. You have some employees who you know will perform effectively and thoroughly. This happening repeatedly can have a negative impact on that employee. It is always important to disperse work evenly to avoid overloading your employees. ♦

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