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Personal Development

From the Editor

I spent yesterday in a recording studio. No, I'm not the next Joni Mitchell or Rita MacNeil— I'm just a management educator who has, to her great delight, discovered a new medium for reaching people and building excitement about professional development.

You see, we at LIVE sometimes question whether paper, paper, and more paper is always the best medium for managers and executives whose in-baskets are already overflowing. As an alternative, we occasionally spice up our clients' lives with innovative audio tapes.

Yesterday's, a launch piece to generate interest and enthusiasm in a company-wide program, starred Indiana Jones and his sidekick, Mowgli. An energetic cast and a jungle-beat soundtrack rounded it out.

Sound strange? Sound unlike what you've grown to expect? Well, it's a risk. But our clients have found that innovation and creativity are risks well worth taking. Their staff gets hyped up and ready to learn ... The program gets talked about ... People look at education in a whole new way. They can see it isn't going to be the "same old same old." It's new. It's fresh. It's, well, fun.

And that's a song worth singing!

Marilyn Baetz, editor

About the Author and the Article

*A, B, C, D, E, F, G ...
What's this got to do with me?*

Everything, unless you are 100% happy and content with your personal and professional life. And who among us can honestly say they are completely satisfied with every aspect of both? Many of us have the feeling that if we could only alter one or two things — big or small — we could make a marked change for the better.

Recognizing this universal need, author Stephen Baetz and LIVE program developer and writer Susan Daminato recently went about researching Personal Development for one of our clients. What they discovered was that a quick assessment process was needed to focus people on the important areas of their development.

Their response was an inviting inventory that plays with alliteration. A similar format has been used in this edition, designed just for you!



Stephen Baetz

A Sure Bet

Looking for a sure bet? Try this Alpha-*bet* as a way of assessing where you need to do some professional or personal development. As you review these A-B-Cs, underline the words and phrases that could be an important area for development. It may be a single word that jumps out at you, it may be a turn of phrase. No matter, use the words and ideas to spark some thinking about your development. Then make a plan to improve the areas you've identified.

Achievers are accountable and acknowledge the wisdom of analyzing before they act. And among many of their assets and accrued acumen, they value the role that a positive attitude plays in accomplishment. Attitude is a gut check, determining how they are flying according to the horizon.

Balance and buoyancy become essentials in a marketplace that can bounce you around. But bound back with beliefs and benchmarks that define what you value. Breathe life into ideas brought by others.

Customers are the cause a corporation continues to exist but a commitment to caring communication, co-operative collaboration, and a cost consciousness will help you stay in control during constant change. Count courage as cash as you follow your conscience. Change change. Challenge caustic comments.

Decisions must be driven by a determination to make a difference. Don't disappoint yourself with the distasteful and dire same old, same old. Endeavour to do the daring and delightful. Develop descriptive diction.

Empowerment energizes everybody with an enthusiastic entrepreneurial spirit. Evade the easy exit to executing everything yourself. Ensure everyone has an exciting and enriched experience by providing them with challenges that cause them to exert extraordinary effort. Evaluate and educate everyday.

Flexibility in the face of frequent frustrations and frantic frenzy seems like it might be folly. But frankly, it's only the flexible who have even the faintest chance of being fair.

And while you're at it, focus on finding the funny in failure and fend off friends who fret and frown.

Grow and gain on your goals. Give more than you get. And then you'll get more than you gave. Go to the people who have given up griping and grab hold of the guys and gals who make gutsy decisions.

Hustle and hard work are two qualities that heighten the chance that you will overcome the humps and the hurdles you face. Honesty heals hurts and creates harmony like hardly anything else.

Innovation is important when imagining improvements in innumerable initiatives. To be innovative, indulge in independent thinking. Invert information in interesting and infinite ways until ingenious ideas unfold. Involve others in the imaginative interplay of idiosyncratic insights in order to innovate.

Judgement makes some people jittery when they feel it is not just. Just the same, judgement must be tempered with wisdom joined to caring.

Know what you know but know what you don't know. Keep away from those who know not they know not. Kindle 40 carat kinships with those who have keen know-how and know ways to share knowledge. In kind, give what you know generously.

Learn for a lifetime. Let losers labour in listless luxury. Look for a life where you can learn to love your labour. Lead as a listener for listeners are the best learners. Listen to those who know what you don't. Look then leap. Leap has high as your ambition takes you.

Mission is magic in making management maintain focus. Much is made of making the most of the minutes you've got. But time management isn't worth it if you don't have a meticulously, minted mission. Meanwhile meet with a mentor who can make meaning. Massage the message until you know what was meant. Memorize the mantra of mastery.

Negotiating a win-win doesn't come naturally. Neither does navigating through needs and knowing solutions. Nevertheless there's no need to be narrow-minded and a navel-gazer. If you meet others' needs, they'll meet yours.

Objectives are the path to opportunity. Openly define what you want to achieve in specific, measurable, time-limited, and realistic terms and you'll see opportunities you haven't seen before. But objectives are only the start. Organization is the next step. Order the activities that will move you onward.

People probably perceive that profit is the purpose of business. But profit is merely the score, the result of perseverance and productivity. People who partner in problem solving produce priorities and plans that win. Take pride in the prerequisites you bring to your position and then perform to perfection. Maintain perspective. Stay poised, positive, and personable. First mind your P's, then your Q's.

Quality counts in the service you provide, in the products you produce. Quite honestly, there's no gain in keeping quiet about the quality you offer. So quote in copious quantities the quality you contribute. But don't be satisfied with the status quo. Question, question, question. In fact, quadruple your questions quickly so you can qualify for better quality tomorrow.

Results are the output of effort. Recognize that it is your responsibility to use resources wisely in getting results. Sometimes that means taking risks and rethinking the way you have always done something. Require yourself to use a right-first-time regimen. Realize that being reliable as a right-first-time supplier is tough but rewarding.

Strategy defines how you'll be successful. So skilfully select sound strategies. Search seriously for a strategy that gives you more than satisfaction, for satisfaction is somewhat of a minimum standard. Support your team as they serve

the customer. Stand with them. Stretch yourself. Seek something stimulating to do to shake yourself out of sedentary situations. Smile. Share something soon so someone is better off.

Teams trust that together their talents total more than if they had toiled alone. Tell yourself that teams take time to gel. Tolerate tries that fail but were well-thought through. Think, train, try. Take charge of time by taking charge of what you do. Avoid target tangents: trivia, timid tasks, and turmoil. Tell yourself the total truth: to waste your time is to waste your life.

Understand yourself and you'll understand others better. Undertake an audit of what you do well. Unleash unabashed pride in what you have accomplished. It usually helps to brag a bit about unsung accomplishments.

Value values. They are the touchstone for very personal decision making. As well, add value to the work of the team. Know what your contribution is. Search for validity. Share your vital viewpoints.

Wisdom is the result of reflecting on experience. Use your experience to get wise. Laugh at yourself. When wit wins perspectives change. Worry only if it helps. When you go to work, go to work. Wonder.

X-cellence comes from a total dedication to your craft. X-pand what you can do. X-ercise your intellect. X-ert yourself even when you're tired. X-tend the benefit of the doubt to others. X-tol the virtues of other team members.

Yield to the insights of others when they know something you don't. Say yes as often as you say no. Use yardsticks to measure how well you are doing. But remember that yesterday's yardsticks yield yesteryear's results.

Zowie! Move from career apathy to career management. Instead of zigzagging toward some distant zenith, use this alpha-bet to zap your career and zoom forward with zip and zing.

The Final Check

Your focus is back in perspective. You have started to develop a plan for making those growth and development opportunities available to the people within the organization. You have a myriad of questions.

When developing an education plan, think about the following. In combination, the points listed below will lead to success. The more “yes” options you can check, the greater the chance for plan effectiveness.

Read over the points carefully.

Does my education plan ...	YES	NO	DON'T KNOW
1. consider current and emerging goals, values, and strategies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. mesh with the attitudes, skills, and knowledge the organization wants to develop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. identify all the populations that can benefit from development opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. meet the needs of the target groups as they have been assessed and detailed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. include a variety of learning strategies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. have a set of standards for all the growth and development opportunities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. have a practical focus to decrease the gap between information and application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. have an overall theme that will link the ideas and build continuity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. contain content and delivery techniques geared to the level of each target group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. have a built-in evaluation process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For more information about our services, contact us at (519) 664-2213.