

SMART WORKPLACES BY HR TO GO, INC - DECEMBER 2005

HUMAN RESOURCES MANAGEMENT - OUTSOURCE IT!

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In this Ezine:

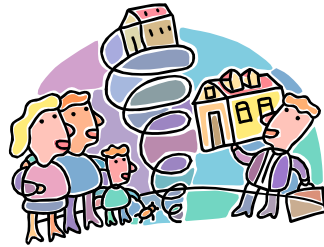
**Be Prepared for Disaster - Develop a Plan
Communication Roadblocks**

How to Deal with Financial Stress During the Holidays

Sent monthly for our friends and alliances. PLEASE FORWARD TO OTHERS whom you believe may be interested in receiving our newsletter. To unsubscribe please follow instructions at the bottom.

LAST CHANCE BEFORE THE END OF THE YEAR!!

On December 7, 2005 HR to Go, Inc. will be presenting "Harassment Training - It's the Law" to comply with AB1825. The seminar will be from 9am-11am at 11190 Sun Center Drive, Suite #100 Education Center, Rancho Cordova. Registration is \$99 and \$79 for HR to Go clients. Group discounts are available. Please call Janelle for more details at 916-444-6200 or visit our website at www.HRtoGo.com



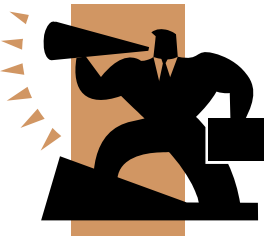
Be Prepared for Disaster- Develop a Plan

Being unprepared can be devastating to an organization, create major confusion and miscommunication, result into major loss of assets and long-term business interruptions, and create life threatening injuries. Not only can such a tragedy affect your company, it can also have long lasting effects on families and the community. Although a crisis is oftentimes non-preventable, an organization's impact may be reduced through the implementation of a Crisis Management and Emergency Response Plan. Elements of the emergency and disaster plan should be customized to specifically address your organization's operations. Specific organizational tasks that should be implemented before, during and after the event; this would include communications, emergency evacuation procedures, meeting place for evacuees, and emergency response procedures. The plan should outline and enable the use of internal resources and additional external resources at the time of emergency. The contingency phase should help move the organization back into operation.

Key program elements should include:

1. A Management Policy Statement should be developed.
2. Management should appoint a Plan Coordinator and a Business Management Team made up of key personnel to handle all crisis situations and directly communicate with key departments.
3. The Team should be knowledgeable of all aspects of business operations.
4. Complete a risk assessment throughout all departments of the total company and identify all potential risks and exposures. Emphasis should be placed on preparation for those hazards with the greatest potential and consequences.
5. Develop, in conjunction with local authorities, an emergency evacuation and response procedure.
6. Develop the emergency plan into written procedures. The emergency plan must state the objectives, highlight emergency response activities, personnel responsibilities and duties prior to, during and after the event.
7. Develop plans for all clients to fit their individual needs. Response plans should be coordinated with the applicable government agencies.

8. Develop an emergency communication notification system.
9. Develop procedures for after-hours and bad weather.
10. Establish an emergency center where personnel can assemble and manage the crisis according to plan.
11. Once the written plan is developed, implementation and training should be immediate and company wide.
12. Ensure the emergency plan is tested and that it works. Complete emergency drills, audit and revise as necessary.
13. Assess and photograph all damages; contact your insurance agent immediately after loss has occurred. Secure and identify all damaged areas and make temporary repairs where necessary to prevent further damage and/or injury. Contact inspectors, suppliers and contractors for potential service



Communication Roadblocks

Listening is not a passive activity. It requires mental effort. Unfortunately, it's rarely taught in schools, so you've got to learn how to listen another way. Below are some tips to help you get started.

Focus - Look at the person who is speaking and keep your mind on their words as well.

Respect - Don't interrupt the person who's speaking, even if you think they have nothing important to say.

Show Interest - While the speaker is talking, nod if you agree with them, or ask questions if something is unclear.

Live and Let Live - Let those with different opinions than you have their point of view.

Be Quiet - Don't give advice unless asked for it.

Ask Questions - Paraphrase or ask questions in order to clarify the speaker's words.



How to Deal with Financial Stress During the Holidays

Financial difficulties are a great source of stress for many couples, families, and individuals throughout the year. During the holiday season, many of these financial problems come to the forefront.

Many couples, for example, struggle with money decisions all year long. During the holidays, issues such as: How much do we spend? Do we go into debt? And who makes the final decisions? Can be particularly stressful. Some years financial problems may only surface under extreme conditions, such as the loss of one's job, a big loss in business, or some other failed financial venture.

But when they occur on a regular basis, just about every holiday season, the best thing to do is to consider them symptoms of a poor or dysfunctional financial management system. Make it a point to handle this issue with your spouse once and for all! Don't be afraid to seek professional advice if you can't arrive at a mutually satisfying arrangement. Once you have a healthy financial system in place, you and your spouse should be able to handle any increased financial pressures during the holidays with no trouble at all.

HR to Go would like to wish you and your family a very happy & safe holiday season!

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HR to Go, Inc. 980 9th Street, Ste 1600 Sacramento, CA 95814

916-444-6200