

SMART WORKPLACES BY HR TO GO, INC - MARCH 2005

HUMAN RESOURCES MANAGEMENT - OUTSOURCE IT!

www.HRtoGo.com

In this Ezine:

**Six Ways to Grow in Your Role as a Supervisor
When They Shout "Discrimination," Employees Have to Prove Effects
If You Can't Be First, Be Last
Stay Safe at the Office**

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.

On March 24, 2005 HR to Go, Inc. will present "Harassment Prevention for Supervisors."

This highly interactive seminar will cover the legal and moral responsibilities that employers, supervisors and employees face when understanding harassment in today's work environment. It will include the latest laws, rules and regulations as well as a "train the trainer" session available. Meets requirements for new law requiring supervisor training (AB1825). The seminar will be at the Doubletree Hotel, Sacramento, from 9-11 am and 1-3 pm. Registration is \$149 per person with group discounts available. Please call Janelle for more details at 916-444-6200 or visit our website at www.HRtoGo.com



Six Ways to Grow in Your Role as a Supervisor

Before his job agency closed its doors, Larry Meyers of Denver had helped more than 100 people land positions as supervisors and department heads in various companies throughout Colorado. Through regular feedback reports, he came to know well the leadership qualities that led certain employees into obtaining permanent employment.

A person's level of adaptability is a major factor in whether or not he or she will have success in the role of supervisor, according to Meyers. "An individual who absorbs information quickly is always a plus. It's the basic qualification for gaining a foothold into management, regardless of what type of industry you're in." However, he later detected a broader pattern of qualities among individuals who secured permanent supervisory positions, of whose contracts were extended beyond initially stated "temp period."

Those workers, he notes, exhibited all or most of the following qualities that today's organizations regard as invaluable:

- * Positive attitude;
- * Ability to stay busy and productive;
- * Ability to reinvent one's self and adapt to rapid change;
- * Willingness to take training courses and expand professional knowledge;
- * Volunteering time and energy to assist in special projects;
- * Networking with key personnel within the company.

When They Shout "Discrimination," Employees Have to Prove Effects

A ruling in a recent federal case gives employers a tip on avoiding costly discrimination decisions. The key: If you can show there were no negative effects

for the complaining employees, you have a good chance of winning your case.

In the case, a group of Asian employees charged a company with running a system in which they received less pay than their white counterparts. The employees contended that managers had the freedom to award bigger raises to whites.

The company's defense: a salary list that showed many minorities earning more money than whites in the same job categories.

Under the circumstances, the court said, it did not matter that managers had wide discretion. The system resulted in fair pay for all employees.

The ruling is a relief for companies that want to empower managers to hand out incentives. Remember the court's warning though: You can give managers that power, but the results better show that they were fair to all employees. If the system results in seemingly unfair pay levels, you could have a problem.

If You Can't Be First, Be Last

This may sound like odd advice, but when attempting to leave a favorable impression, *first* and *last* are the positions that work best.

- * Try to be the first speaker. Position yourself first on the meeting's agenda so that your ideas are not squeezed out by other pressing items during the meeting.
- * Can't be first? Go last. Studies show that the first and last candidates to be interviewed for a job are more memorable to interviewers. They have the edge over people who are scheduled in between.

Stay Safe at the Office

"It's just an office," you might think. Accidents only happen in factories and warehouses, right? Wrong! Simple "harmless" actions such as reaching up from a precarious position, leaving file drawers open, or rushing to meet a deadline can lead to serious injury in your workplace. Here's what you can do to stay safe in your office:

Don't Take Chances. Don't turn a risk into an accident by taking a chance. Remember these tips:

- * Use proper equipment to reach items in out-of-the-way places.
- * Don't reach out for something that's far from your body. Get close to what you need first.

Take Responsibility. Don't leave it to someone else to eliminate workplace hazards. Make sure to:

- * Stop when you see a hazard. Whenever possible, take care of it yourself.
- * Report hazards that you can't easily fix to your supervisor.

Manage Your Time. What's time management got to do with safety? Think about it:

- * Short cuts lead to accidents, especially when you're rushing to get to a meeting or meet another deadline.
- * Get organized before you act. Spending a little time upfront can save you an accident later.

DID YOU LIKE THIS EZINE? Please forward it to your friends and associates and anyone else who you think would appreciate it. Thanks for your feedback and encouragement.

PRIVACY POLICY: We never rent, trade or sell our email list to anyone for any reason whatsoever. You'll never get an unsolicited email from a stranger as a result of joining this list.

TO SUBSCRIBE FREE: <http://www.HRtoGo.com> . Just fill out the simple form on the home page/login. It takes about 20 seconds.

HOW DID YOU GET ON THIS LIST? We hate spam as much as you do. If this newsletter is an intrusion, or you have received it in error and you don't want to respond to this e-mail.

FOR PERMISSION TO REPRINT articles in your publications please send an e-mail request to KarenOHara@HRtoGo.com

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

916-444-6200