

**SMART WORKPLACES BY HR TO GO, INC - SEPTEMBER 2005**

**HUMAN RESOURCES MANAGEMENT - OUTSOURCE IT!**

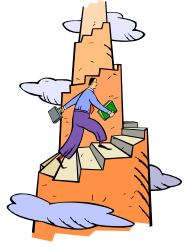
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**In this Ezine:**

**Before you Promote an Employee...  
Never Underestimate the Importance of Training  
Prepare Yourself for Seminars  
Foot Injuries Aren't Funny**

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 October 6, 2005 HR to Go, Inc. will be presenting "Harassment Training - It's the Law." The seminar will be from 9am-11am at the Doubletree Hotel. Registration is \$99 and \$79 for HR to Go clients. Please call Janelle for more details at 916-444-6200 or visit our website at [www.HRtoGo.com](http://www.HRtoGo.com)**



## Before you Promote an Employee...

Promoting a staff member prematurely can cause no end of problems - for you, for your organization, and especially for the employee. Ask yourself these questions before making a decision.

*Is the employee:*

**Performing** present duties well enough to justify a promotion?

**Experienced** and qualified to do at least part of the new job?

**Willing** to hand over current responsibilities to a new person?

**Enthusiastic** about taking on a new role?

**Familiar** with the new position's responsibilities and priorities?

**Proficient** in the interpersonal skills necessary to work with others in a new role?

**Adequately trained**, or willing to be?

**Prepared** to bow out gracefully if the promotion doesn't work out as planned?

The more questions you can answer "yes" to, the better the chances of the promotion to succeed. Thoroughly investigate and resolve any "no" answers, however, before making any changes.

-Adapted from *Practical Supervision*



## **Never Underestimate the Power of Training**

Training, training and more training. It's the secret of getting and keeping a job with a future. Hundreds of billions of dollars are spent in worker training in North America, from high school and vocational programs, to courses for new employees, programs for professionals and everything in between, according to the American Society for Training and Development.

In a survey of 114.6 million employees, 57 percent reported that they needed training to qualify for their current jobs. The survey also showed that people with jobs that required training earned an average of \$10,000 more annually than those whose jobs didn't require it. The gap was even higher for salespeople: \$15,000.00.

Almost 47 million of the employees surveyed had skills training or further job-related education after taking their present jobs. Though the cost of training programs is high, employers save money in the long run by having a well-trained, highly skilled work force. Employees benefited from training at every level and in a big way, according to the US Department of Labor.



## **Prepare Yourself for Seminars**

A professional conference or seminar can be well worth the time away from the office if you take the right approach. Here's how to turn your next professional meeting into a valuable experience:

**Prepare yourself ahead of time.** For example, list at least five specific questions you want answered at the conference.

**Use break time to network.** Talk to your peers; make lunch and dinner plans with as many different people as you can.

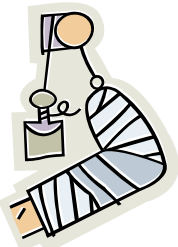
**Bring lots of business cards to exchange.** When you receive a card, make a note of something distinctive about the person giving it to you.

**Collect handouts from all speakers** - even those whose sessions you don't attend.

**Read your notes.** Review them on your way home and prepare a summary of what you experienced and learned.

**Back at work, conduct a mini-seminar** for your coworkers on the key points of what you've learned.

**Keep in touch with the speakers.** Write to them with your questions on specific topics. Ask how you can get additional information on their specialties.



### **Foot Injuries Aren't Funny**

We've all seen the cartoon character dropping something on his foot and hopping around with exaggerated stars of pain radiating from it. Seconds later, our cartoon character is back in business, as though nothing happened. Real life isn't like that. A foot injury on the job can result in horrible crushing injuries, leading to amputation of toes or an entire foot.

A puncture wound to the foot can cause serious infection or blood poisoning, with potentially deadly results. Even if a foot injury isn't life threatening, it can lay you up at home for weeks and you may never be the same afterwards. All of the misery is avoidable by wearing safety shoes - on every shift.

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