

How-To Manage Different Personalities in the Office



Managers have more responsibility than overseeing project scope and client delivery. People Management can be the hardest tasks on a manager's job description.

Every employee is different. Successful managers recognize employee strengths and different types of communication required. This is not an easy task. You must first understand the different personality types.

According to Gallup's State of the American Manager: Analytics and Advice for Leaders report, there are 6 types of personalities.

Personality Types

Judging

Judgers want work to be neat, orderly, and established. They want the workplace to be predictable.

Perceiving

Perceivers are more openminded than judgers. They can change to your office's situation and respond well to unpredictable events.

Extraversion

Extraverts are lively, energetic, and always looking for ways to interact with other coworkers. Extraverts are often involved in brainstorming sessions and work well

with others.

Introversion

Introverts are the opposite of extroverts. They would rather perform tasks by themselves. They are independent, reserved, and focused.

Thinking

Thinkers are the analytical employees in the office. They will think of how to improve projects and are detail oriented. Thinkers are often experts in a single field.

Feeling

Feelers are the opposite of Thinkers. A Thinker is compassionate, warm, and supportive. They often go out of their way for other employees. Their motivation is often for people, rather than facts.

How-To Manage Different Personality Types

The first step is to assess, not assume. View every new hire as a blank slate. After you discover their personality type, you will be better able to manage for each employee's strengths and talents.

Some simple way to gain some insights as to their personality type is to ask them to describe a job or project that they really enjoyed, and ask them what specifically made it such an enjoyable experience. You can also ask the opposite question of a job or project they enjoyed the least and what made it so terrible. Their answer will give you clues as to what is most important to them and how best to manage them.

The Meyer Brigg's Personality test can provide a more accurate depiction. Speak with Human Resources to discover if testing is available for your employees.

Managers are the backbone of the company. Make it clear that your employees are all working toward a common goal. You may need to reassign your employee's tasks for their strengths. Doing so, might be timely but will contribute to the

success of the project.

By narrowing down your employee's strengths, they will feel more successful and appreciated. Everyone wants to feel appreciated. Your team could work harder for you which increases productivity. Do not punish your employees in public if they are not achieving their goals.

Learning to manage different personality types can be rewarding and improve employee happiness and the productivity of your company. If you are hiring, know what skills you require. As a recruiter, I can help create appropriate personality questions to find the best employee for the job position.

5 Tricks to Ask for Time-Off from Work



Asking for time-off from work can be nerve-racking.

Is our boss going to be upset?

How do we ask?

However, it's essential to take time-off from work to avoid burn out. When we have the vacation opportunity, it's important to know the best way to ask to make asking less nerve-racking.

The first step is to know your company's vacation policy. For example, many

companies have busy seasons that do not allow time off unless it is an emergency. You are probably limited on time. Ask your Human Resources person before your supervisor.

Don't Ask at the Busy Season

Many companies have busy seasons. It could be when you gain the most contracts, develop a strategic plan, or attend conferences.

Plan for a break before or after your busy season. Recovery from intense work can also help you avoid burnout.

Schedule Your Time in Advance

The more notice you can give your boss, the better. Doing so, allows your team to prepare for your absence. You can also complete important projects. Check your vacation policy for the mandated amount of time that you must provide.

Ask in Writing

Submit your request in writing to ensure that your boss receives the correct details. Include the dates of your vacation and availability during your trip.

Ask Rather than Tell

Requesting time off should be a discussion. The essential technique to creating a discussion is to ask rather than tell. It brings a sense of cooperation, understanding, and compromise.

Avoid phrases such as;

- "I am going..."
- "You need to..."

Instead, use phrases such as;

- “Can I...”
- “Would it be possible...”

Plan the Best Time to Speak with Your Boss

You don't want to catch your boss at a bad time when you are asking for time off. Email your boss a meeting request. The meeting will be more relaxed when it is convenient for both of your schedules.

Share How You Will Prepare for Your Time Off

Your absence could mean that extra work for the team. Explain to the boss how you will prepare for your time off. Share the list of projects that need to be completed before the trip. Discuss your availability during the trip. Your boss might expect you to check emails and voicemails. Make sure you are on the same page.

How To Achieve a Healthy Work Environment



A healthy work environment is important to your team and can be achieved fairly easily. It boosts productivity and happiness and increases employee retention. If you have not created a healthy workplace, then it is time to make that effort, especially in this tight market for talent. Learn what creates a healthy workplace and start making improvements for the future of your company.

Offer Rewards and Incentives for Superior Performance

Rewarding employee performance is strategic. You must offer desirable incentives that fit the company's budget. If strategized correctly, rewards can lead to a more motivated and positive team.

There are many types of benefits that you can offer employees. This includes bonuses, gift cards, and event tickets. You may choose to reward an entire team or specific team member for achieving a goal.

See *20 Techniques for Acknowledging Your Employee's Good Work* for more ideas on rewards and incentives.

Choose Stimulating Paint Colors

The workplace can have a big impact on attitude, and colors can profoundly affect productivity. Angela Wright is a world-renowned color psychologist. She developed the scientifically tested color-affect system. According to Wright's research, the intensity of a color determines whether it is stimulating or soothing. More saturated colors are best for the office place.

Wright's theory states that blue is connected to the mind, green to balance,

yellow to emotion, and red to body.

The most obvious answer to a productive work place would be blue. However, you might want to incorporate green trim to create balance.

Offer Stand-Up Desks

Stand up desks have become part of many company's employee wellness programs. For example, Google provides standup desks for all employees. Facebook also has more than 250 employees using standup desks. Even I use a flexible desk to allow sitting or standing.

Research by Texas A&M Health Science Service Center concludes that employees in a call center are 46% more productive when using a standup desk.

Benefits of Standup Desk

- Improves Focus
- Increases Energy
- Reduces Back Pain

Be Flexible on Timing

Different people are more productive during various parts of the day. Some people perform better with a morning workout. Others get in early but need a 1.5 lunch break to renew their day. If your company's processes allow flexibility with timing, give it to your employees. It also helps attract people that may have a longer commute when hiring.

Allow a 2-hour window for morning arrival. You can also allow extended lunch breaks. Figure out what is right for the company and be as flexible as possible to your employee's lifestyles.

Communication Skills

The ability to communicate effectively within a company is essential. The skill

prevents misunderstandings, which leads to errors and missed deadlines.

In our digital age, companies often communicate over email, text, and phone. Do not underestimate the significance of meetings to prevent confusion.

Tips to Communicate Well

- Practice Active Listening
- Use Strong Eye Contact
- Explain Tasks and Provide Detailed Handout or meeting agenda with time targets
- Speak in a Friendly Tone
- Be Open-Minded to Other Opinions
- Accept and Encourage Feedback

Improve the Lighting

Studies show that office lighting can play a role in employee productivity.

“Effectively lit and attractive environments enhance your image, help you recruit and retain high-value employees, and increase the total value of your facility.”

Philips Systems

To effectively light your office, incorporate natural light. If your workspace does not have windows then use broad spectrum lightbulbs. Broad spectrum produces the most similar affect as natural light.

How-To Keep Employees Engaged With Their Work



Every empowered team has one thing in common - they are engaged with their work. Achieving engaged employees may seem simple. Unfortunately, only 32 percent of workers are engaged in their jobs. As a business owner, this is a frightening statistic! We want employees that are passionate about their careers.

As a recruiter, I seek candidates that enjoy their career field. However, after I find the employee, it's up to the business leader to keep them happy. Learn six tricks to keeping your employees happy at work.

Be Transparent

Transparency should be core in a company's values. It develops trust and productivity within the organization.

To be transparent, make important information available. This does not mean that you should broadcast your company's finances. Instead, create charts on the progress of meeting company goals.

You can also trust employees to make decisions. This may seem scary at first. After all, you are loosening the reins when an employee starts making decisions. However, they will become more invested in company operations and will learn to take ownership of their projects.

Take Responsibility for Mistakes

Nobody wants to take blame for something that was not their fault. It will be very difficult for you to maintain the respect of others if you do not take responsibility for your actions.

Apologize when you know that your decision was not best for the company. Your

employees will appreciate your honesty and you will gain their respect.

Make Training Available

Employees who are enthusiastic to learn are some of the best additions to your team. Make sure training is available to help their skills develop. This could be webinars, online courses, mentoring, or job shadowing. These passionate employees can potentially be your managers and directors. By providing training and learning options you increase the chance they will want to stay on your team.

Allow Individuality in Dress Code

Suit and tie attire are a thing of the past for most jobs. Allow your employees individuality in their clothing -within reason. You can provide guidelines for what is appropriate such as no t-shirts, jeans or sandals. However, small changes that allow self-expression can make employees feel more engaged in their job position.

Thank Employees for Good Work

Everyone likes to know that they are appreciated. Acknowledge your employees hard work. For large projects, you may choose to reward an employee with a gift certificate, bonus, or extra vacation time.

See [20 Techniques for Acknowledging Your Employee's Good Work](#) for ideas on thanking employees for their good work.

Provide Flexibility on Hours

Different employees are more productive different hours of the day. If your office allows the flexibility, provide your employees with a two-hour window for coming to work. For example, your employees must start work between 7:00 AM - 9:00 AM. They can leave from 4:00 PM - 6:00 PM. This flexibility works for employees that workout in the morning or drop their kids off at school. It can also attract potential employees that have a long commute or have to deal with a lot of traffic that might not otherwise consider your company for employment.

Take the time to build a company with engaged employees. You may find that you

have a decreased turnover rate, increased productivity, and you have a team that is easier to manage. Not to mention, you will build a healthier, happier working environment.

5 Rewarding Team Building Exercises for an Evolving Company



Every business owner strives for a workplace where their team members work together positively. However, building unity within the workplace requires time and effort. Incorporate team building exercises to help employees adjust to an evolving company.

The following are a few fun team building activities for the workplace:

Provide a Comfortable Break Room with Snacks and Beverages

Everyone needs to get away from their desk during the day. A comfortable break room offers your employees a place to rejuvenate or eat lunch. Inevitably, the break room often becomes a gathering place where employees build community.

Creating a comfortable break room takes little effort. Maintain a few snacks, such as granola bars or fresh fruit, as well as coffee and other work appropriate beverages.

Sponsor Job Shadowing Opportunities for Employees in a Different Position

New employees are often attracted to their job position due to the opportunity for growth. Use job shadowing as an opportunity to introduce the employee to the position while meeting others in the department. Job shadowing is easy to manage with little costs. Job shadowing is essential if an employee is considering transitioning to a new position.

What to Include in Job Shadow

1. Participate in Brainstorming Session
2. Attend a Meeting
3. Take Notes During Planning Sessions
4. Variety of Non-Confidential Activities

Hold Company-Sponsored Team Building Lunches

Food always has a way of pulling people together! Get your employees out of the office with a barbeque or restaurant outing. If your meal is outside, you can schedule fun games where employees work together. Sports work well for team building.

Sponsor Sporting Event or Team that Employees Can Participate in Together

Create a sporting team for your company to participate in together. This could be a community softball, basketball, or kickball league.

You could also sponsor a sporting event, such as a half-marathon or 5k. Provide your employees with company t-shirts. The t-shirts not only create unity but great advertising!

Encourage Team Members to Volunteer for Charity Together

The camaraderie that people develop when they volunteer together is powerful. Create a volunteer event with a local charity. The event could be picking up trash, building homes for poor families, or cleaning hiking trails. Volunteering together can create positive memories that unite the company.

Host Activities for Employee's Families

Company lunches are great but many employees have families that they would love to involve with events. Hold family-friendly events where employees can develop friendships outside of work. The holidays are a great excuse to hold company parties.

Family-Friendly Events to Host

1. Halloween trick-or-treating at desks in the office and pumpkin carving for the kids.
2. Luncheon the week before Christmas before employees scatter their own ways.
3. Bringing a big screen to the office for family movie night.

Team building exercises can be an investment for your company. When people work well together, they can get more done faster with a positive attitude. It is important to continue team building as your company grows.

Seven Techniques to Increase

Productivity at Work



If you feel like your day is getting control of you instead of the other way around, these tips may help.

Seven Techniques to Increase Productivity at Work

While writing this article on work productivity, I went on Facebook, checked the weather, got some coffee, and called a friend. Distractions can be extremely debilitating to your work performance. However, there are techniques that prevent distractions from adding hours to your work day. Learn how to increase productivity for shorter days and greater work results.

Track Your Behavior

The first step to increase productivity is to raise awareness of your work distractions. To do so, you must know how much time each task is taking you.

Use an Excel spreadsheet to track an average work day. Note the task, time, and distraction that occurred. At the end of the day, you may know which tasks are more distracting.

Decorate Your Workspace

You sit at the same spot for the majority of your day. You may get up to go to the bathroom, eat lunch, walk to a meeting but overall, you stay at your desk. A burst of color can make you feel happier and more relaxed.

How-To Decorate Your Workspace

- A plant
- A fun mug
- Family photos
- Decorative bookends
- Your favorite team's memorabilia

Get Your Most Dreaded Task Out of the Way First

Most of us have a task that we dread the most. Complete your least favorite task first. That way, you are not dwelling throughout the day or putting yourself in a “procrastination” mode, and the other work will not seem as daunting.

Move Your Body

Our mental focus is directly related to our physical routine. In other words, if you are exercising your body, you are exercising your mind. Next time you find yourself staring at the wall or dozing off, take a five-minute walk or perform a set of stretches.

How Exercise Improves Your Work Performance

- Improved Concentration
- Increased Stamina
- Lower Stress
- Enhanced Creativity
- Faster Learning

Write Down Your Daily Goals

Improve your work performance by writing down your daily goals with an attainable timeline. Writing down your daily goals can set you up for success every day.

Productive Methods to Writing Down Your Goals

- Each morning take a pen and a piece of paper and write down your 5 top goals. Don't look at the day before, just think about what you want to accomplish most and write them down.
- Remember to write them in the positive present tense and remember to set a deadline for each goal. For example, you could set the goal "complete my report by 2:00 today."
- Do this for all 5 goals.

Writing down goals will help you come up with new ideas to improve efficiency and new subjects to test.

Say "No" to Meetings

To save money and valuable time, meetings should only be held when absolutely necessary. Tesla CEO, Elon Musk, runs his famously efficient meetings.

According to Musk, "Meetings are expensive. Assuming the fully-encumbered cost of an engineer can be between \$80-\$100 per hour, having a 10-person meeting can cost a company around \$1000 an hour!"

"For \$1000 per hour, that meeting better damn well be worth it."

How Musk Runs Efficient Meetings

- Require that everyone be prepared
- Reduce everything to basic facts
- Keep the long-term vision in sight
- Don't expect more at your meeting than you are doing yourself

Work in 90 Minute Intervals

Science proves that breaks can increase productivity. This phenomenon is due to the Ultradian Rhythm, or ninety-minute sleep cycle.

Nathaniel Kleitman, "the father of sleep", discovered the Ultradian Rhythm. According to the theory, people's brains are highly active for ninety minutes followed by low activity for twenty minutes. The brain uses more energy than any other organ by 20 percent. After you work really hard, your brain decreases

activity which you perceive as fogginess, tiredness, and haze.

Set your timer for ninety minutes. After ninety minutes has passed go on a walk for twenty minutes to return refreshed.

Successful people work productively! Utilize these seven techniques to increase your productivity and build the career of your dreams.

What Hiring Managers Look For in a Great Potential Employee



Hiring managers are looking for more than skills and experience to give you the job. The job market is tough and you must make yourself stand out. Whether you are looking for a career change or an upgrade to your job, you can improve the likelihood that you will get the position with these seven traits.

Natural Leader

All employers want to see that you have the ability to lead. This proves that you have potential to move up the career ladder. Hiring and training natural leaders can be a long-term investment. Prove that your leadership skills can be developed to make yourself stand out in the company interview.

The following are questions and answers that depict leadership. Determine if this interviewee is you and find a creative way to answering the questions.

Leadership Interview Questions

How would you attract someone to listen to you and to follow you?

Having charisma, being a role model, and connecting with others.

Describe a situation when you successfully led someone toward the success of a big goal.

Answer Tip: You should always choose a positive situation. Talk about a moment when person you led achieved the goal they wanted. On the top of that, you should be able to demonstrate your leadership qualities and an added value on the examples.

When have you had a problem with motivation?

Sample Answer: “ I have never had problems with personal motivation. Of course, there are difficult situations in job, especially if one is a leader and carries all the responsibility on their shoulders. But I somehow understand in my head that setbacks are essential steps on the way to final success. This is my personal philosophy.”

Creative

Successful companies rely on innovation to get ahead. If you think outside of the box then it is more likely that you can get the job and increase your position in the company. Recruiters are always looking for a potential employee that can bring something new to the table.

When you are speaking with a potential employer, provide examples of when you have used innovation for company development.

Passionate

Passion almost always trumps high qualifications. Employers are looking for passionate employees who will work the hardest. Even if you do not have the right

qualification, make sure that you show your passion in your interview, resume, and cover letter.

How Introverts Can Show Passion During a Job Interview

Use your superior listening skills to find instances where you can talk about your interests in relation to the job. Better yet, you can come up with ways to steer the conversation toward your interests, such as by asking your interviewer questions. You may also want to state your excitement and interest in the position at the end of each interview. Don't be afraid to show them the passion you have for this opportunity. It may be the thing that puts you first in their mind when deciding who to hire.

Fast Decision Making

Employers look for fast decision makers who create efficiency in the company. According to Forrester, for every hour a product team takes on heads-down work, they spend another 48 minutes waiting for decision makers. That equates to 3.5 hours of "wait time" in an average eight-hour day. If a company cuts wait times in half, it can gain more than \$370,000 annually in productive time across a 25-person team.

Faster decision makers can save the company money. Show that you make smart, efficient decisions to get hired.

Commitment

The success of an organization is often determined by the commitment of their employees. A dedicated, persistent and committed employee will improve the performance of a company. Show that you are dedicated to the company's purpose during your interview.

Key Characteristics of a Committed Employee

- Good Communication
- Well Organized
- Enthusiastic

- Positive

The Will to Win

A great employee consistently improves their work performance. This determination means that they exceed the expectations every day for the company. Employees with the will to win make a lasting impression.

Prepare yourself to make a lasting impression as a committed and responsible employee if you are applying for jobs. Your first impression could determine whether you get the job of your dreams.

How-To Build Great Company Culture



Wouldn't it be great if you weren't constantly forced to train new employees? A great way to maintain your employees is to build a thriving company culture. Doing so, influences your employees to work cohesively as a team, therefore drive productivity and business success.

Creating a great company culture is not easy. However, the benefits from investing in your team can improve the performance of your company and keep employees with you longer.

Learn from the Past

Your past can be your greatest teacher. If your company struggles with culture, review the mishaps. If they are reoccurring then consider the root of the problem. Was it a lack of communication or management oversight? On the other hand, consider when you had great company culture. What cultivated the success?

Create a Culture that Aligns with Your Core Values

This is your business. It is important to find staff that aligns with your values. The first step is to figuring out what is important to you.

Core Values to Consider

- Teamwork
- Quality
- Innovation
- Customer Service
- Sense of Urgency

Hire Employees Who Complement You

Identify your strengths and weaknesses, and then fill in the gaps. You should hire for what your company needs. The employee will adapt much better to your office when they feel important. Doing so, will create a more well-rounded team.

Communicate With Your Team

Communication is key in relationships - even business relationships! Make sure you are communicating with your employees and they are communicating with each other. Important communication should also be in-person, rather than over email, phone, or text.

If your company is struggling with communication then consider the following tips:

- Hold Weekly Meetings

- Offer a Platform, such as Officevibe, for Anonymous Feedback
- Watch Your Body Language - Remember to smile, maintain eye contact, and keep your arms uncrossed.
- Know When to Listen
- Keep Your Door Open

Carefully Evolve Your Culture

Building a great company culture will not happen overnight. First, make sure that you have a clear vision for what you want. Second, introduce those changes to your employees and seek employees with the same values.

Build Excitement About Your Company

Your employees must believe in your company. To build excitement about your brand, you must show your own excitement!

How-To Build Brand Excitement

- Hold an Event. For example, celebrating the release of a new product or service.
- Individually thank employees for a job well-done.
- Create beautiful marketing material - Videos, Facebook Posts, or Guest Blogs.

If you create a culture where people love coming to work then you can expect to see an improvement in company performance, and most important, an improvement of your happiness and the happiness of your employees.

20 Techniques for Acknowledging

Your Employee's Good Work



Acknowledging your employees for a job well-done can have a great reward for your company. Unfortunately, few employers take the time to reinforce their employee's good efforts.

According to Author and Motivational Speaker, Bob Nelson, only 58% of employees receive a "thank-you" at work. This is a very low statistic. There is no excuse to not thank your employees for their work.

The following are a few statistics of employee response to positive reinforcement in the workplace. The figures have been acquired by a survey conducted by Maritz Research:

- 5 times more likely to feel valued
- 7 times more likely to stay with the company
- 6 times more likely to invest in the company
- 11 times more likely to feel committed to the company

Acknowledging your employee's good work can be one of the best things that you do for company culture. If you don't thank your employees than its time that you start. Learn 20 simple methods to thanking your employees for a job well-done.

How to Thank Your Employees for a Job Well-Done

1. Personal Handwritten Notes

Handwritten notes are always more effective than emails. Write a note on

a special “Thank-You” card and deliver the card to your employee personally.

2. Employee of the Month

Employee of the Month is a common acknowledgement to an outstanding employee. On top of the honor, you may want to display their head shot and reward them with a bonus or special parking spot.

3. Treat Them to Lunch

An employee’s enjoyment of the job is many times tied to the relationship with their Manager. Use this time to connect one on one with someone who has gone the extra mile. Is an entire team doing an exemplary job? Buy lunch for the entire team to thank them for their efforts.

4. Bonus PTO

Who doesn’t want extra vacation time? Reward your employee with PTO to give them the long weekend that they deserve.

5. Bouquet of Flowers

Flowers are the classic gift that almost everyone can appreciate. Give a special bouquet of lilies, tulips or even a bouquet of cookies.

6. Serve Refreshments to Team

End the day with refreshments for your team. This could be beer, wine, or soda on Friday after work.

7. Grocery Store Gift Card

Gift cards can make your employees feel valued and appreciated with minimum effort from the employer. Besides, who doesn’t need extra cash for the grocery store?

8. Amazon Gift Card

Amazon is the online store that has something for everyone! With an Amazon gift card, you really cannot go wrong.

9. Starbucks Gift Card

Most of us drink a morning cup of coffee! Combine a Starbucks gift card with a handwritten note as a special “thank you”.

10. Recognition in Company Newsletter or Website

If you have a company newsletter, mention your hardworking employee in an article.

11. Year End Cash Bonus

A cash bonus... the “thank you” gift that never gets old!

12. Company Apparel

If you are on a budget, company apparel can be an inexpensive method to

rewarding employees.

13. Gala Guests

Does your company collaborate with a charity? If so, provide your employee and a guest with tickets to the next charity Gala.

14. Impromptu Time Off

On warm summer days, we can often find ourselves staring out our office window. Next time this happens, let your employees leave a few hours early to enjoy the sunny weather.

15. Breakfast Treats

Reward your team with their favorite breakfast treats! Donuts, muffins, and a fruit platter are always a great choice.

16. Work Anniversaries

Celebrate your employee's work anniversaries. You could choose to celebrate a 10, 20, or 30-year anniversary with a plaque and cash bonus.

17. Point Reward System

A point reward system is a great method for your employees to meet a series of small goals at their own pace. Every point they earn will be an accomplishment toward your bonus system. This is a great way to motivate goal planning.

18. Traveling Trophy

Sometimes, competition can be a good thing! Try utilizing a traveling trophy to influence hard work.

19. Work Party

Celebrate Christmas, summer, or special occasions with a work party. Your employees can socialize and meet each other's family. You could hold your work parties at the office, a restaurant banquet room, or a park.

20. VIP Parking Spot

Maintain a front row, VIP parking spot, for your employee of the month.

How to Resign



Resigning is never easy, especially when you've worked at a position for several years, and have made many connections. Some employers and co-workers take it very personally and may accuse you of abandoning ship. However, handling your resignation as professionally and thoughtfully as you handle your search for a new job can help make your resignation relatively smooth and amicable. This is where an experienced recruiter can really help make the process a lot easier for you.

MAKE UP YOUR MIND:

Before you submit your resignation, you must be clearly committed to leaving, and have a written offer in hand from your new employer. Have you already pursued all avenues for advancement within your firm? If so and you didn't get the response you hoped for, it's time to leave. If you need some help with this step, I can help you with how to approach your manager. Since you may be immediately walked out of the building upon giving notice, make sure you have cleared all personal files from your computer and desk.

KEEP RESIGNATIONS SHORT, SIMPLE AND POSITIVE:

Leave your employer on a positive note. Moving on does not have to have negative consequences. After all, you have an opportunity to advance in your career for which you owe your employer sincere thanks. Thank your colleagues for their help in preparing you to move onward and upward. When you resign, keep your conversations simple and concise. Avoid lengthy discussions about your new opportunity. Do not justify your personal goals or your decision to leave. If you feel you may be faced with a hostile environment, resign at the end of the day.

THE ORAL RESIGNATION:

Resigning orally may place you in the compromising position of having to explain your decision on the spot. Words are very powerful. Choose your words with care. Your boss may want to probe for factors which led to your decision. You may be asked for specifics as to whom or what your reason for leaving is, or you may be invited to offer suggestions to help make the organization more effective, and told to “answer candidly”. Do not fall for this trap! Remember, your interrogator is still your boss. Whatever you say will be viewed as biased – and may eventually be used against you. Offer sincere praise for the firm and those with whom you worked. Prepare yourself beforehand by focusing on several positive aspects of your workplace, and mention them liberally when the opportunity arises.

Example: “I need to discuss something with you if you have a moment. I’ve been made an exceptional offer by another firm, and I’ve decided to accept it. My family and I have given this opportunity a lot of thought. As much as I’d like to advance with this company, we feel the new opportunity is in our best long-term interest.

We deeply appreciate all you and the firm have done for us here. I don’t think I would have been presented this exceptional opportunity if not for your support and leadership. I want to thank you. I hope I can leave with your good wishes. You’ve been a friend as well as a boss.”

If probed for more information, you may want to claim that there is nothing else to say right now, or that the new company has asked you to keep this confidential for the time being.

THE WRITTEN RESIGNATION:

A written resignation gives you the time to effectively prepare what you wish to communicate, and gives you greater control over the delivery of your message. A written resignation also reinforces the fact that you are really leaving and are not simply threatening in order to re-negotiate your position or salary.

Example: “I want to thank you for all you have done for me here at (company). It’s been a pleasure working with you, and representing the company as your (job title).

I have accepted an offer with another firm and have decided to tender my resignation as of today, with my last day being (date). This decision has nothing to do with the exceptional opportunity you have provided for me here. You and the company have been more than fair with me, and I genuinely appreciate all of your support.

I wish (company) continued success, and I want to thank you for allowing me to be a part of your team. I hope you will respect my decision. Please feel free to let me know how I can help to make this a smooth transition.”

THE COUNTEROFFER:

Be prepared, you may receive a counteroffer. Do not be disappointed if you do not. In fact, it makes the resignation process easier if you do not. I am happy to help you with this stage of the process as well and can help you plan a strategy on how to deal with it.

LEAVE ON THE RIGHT NOTE:

Before leaving the firm, take time to speak with each of your support staff, peers, executive personnel, and others with whom you have worked. To the extent possible, clear up any unfinished business. Be sensitive to others' reactions and keep your conversations positive and constructive. Some people may naturally express their own discontentment, and may egg you on to agree with them. Don't!! Instead, express your appreciation and tell your colleagues you'll miss them. Also keep in mind that it is professional courtesy to give your employer ample notice to help them prepare for your departure - typically 2 weeks. However, you should try to get out as soon as possible avoiding recurring invitations to tell your story, and having to deal with the frustrations and pressures of the job as the firm adjusts to your leaving.

IF THE SITUATION TURNS SOUR:

In some cases staying the full 2 weeks can become very difficult and hard to tolerate. If you feel you are continually being pressured about details of your new job, or to accept their counter offer, keep in mind that a 2 week notice is a courtesy YOU are extending to them, not a rule! Just as the company has the right

to walk you to the door as soon as you resign, or fire you with no notice, you have the right to end your time if the situation becomes intolerable.

This is another emotionally difficult part of the job change process, but it's a very important part to get right both for yourself, and for the people you leave behind and may work with again during your career. It's good to have someone on your side that has helped numerous people through this process, and can be a sounding board for you to express your concerns or ask questions. Let me know if I can be that resource for you.