

A Practical Solution for a New Year's Resolution

New Years is approaching fast and it's time for that speech about setting new business goals, new customer service goals and new personal development goals. But instead of just rehashing last years' list of "woulda, coulda, shoulda" how about committing this year to simple personal behavioral changes that are guaranteed to make a significant difference at work and in life?

Here are a few suggestions to get your started:

- Ⓢ Laugh out loud at least once every day.
- Ⓢ Listen to the people around you... really listen.
- Ⓢ Communicate openly and honestly.
- Ⓢ Make life and work more fun whenever you can.
- Ⓢ Serve others... in your family, in your community, and at work.
- Ⓢ Set goals and make a plan for achievement.
- Ⓢ Be willing to adapt to change.
- Ⓢ Live and lead according to your values.
- Ⓢ Commit, with your whole heart, to something important.

“Live each season as it passes; breathe the air, drink the drink, taste the fruit, and resign yourself to the influences of each.”

We know you can think of more! Make 2005 a year of positive changes with practical resolutions rather than those that are complicated and unattainable.

Who Invented New Year's Resolutions?



The tradition is as old as New Year's celebrations themselves which date back four thousand years to the Babylonians. The New Year has always been a time for looking back to the past, and more importantly, forward to the coming year. Resolutions are a reflection of the Babylonians' belief that what a person does on the first day of the New Year, will have an effect throughout the entire year. Think about *that* at your next New Year's party!

Planning for 2005 is Certain to Make Your Company Thrive !

Think ahead to put your company ahead! Strategic Planning is the process of determining what an organization intends to be in the future and how it will get there. D. Gallant Management Associates works with the guiding members of an organization to assist them in this process of developing a long range strategic plan. Generally, the sessions facilitated run anywhere from one to three days. The most critical aspect of the process is that it will be held

off-site without interruptions or distractions related to daily work responsibilities. This is imperative if the group is to stay focused on the process. In addition to facilitating the entire process, D. Gallant Management Associates will also provide the organization with comprehensive notes/minutes of what took place during the sessions. A process of this nature is most certainly an investment in the organization's future and long-term success.

Hear what our clients have to say:

“Our planning session with Deb Gallant was one of the best strategic planning events in our organization's history. The meeting was facilitated efficiently, in a focused and productive manner. I believe it is safe to say that all participants left the meeting feeling that we had fulfilled our mission, and knowing that our time was definitely well spent.”

Bert Beaulieu – Chairman
Maine Credit Union League Insurance Trust

“Deb Gallant has the ability to keep everyone on track while keeping the enthusiasm high making the task enjoyable and productive.”

Charles E. Hinkley – President/CEO
Sabattus Regional Credit Union

the *President's Corner*...

TEAM BUILDING

To begin, take this quick survey...

YES NO

- Do you want to identify your team's greatest strengths and weaknesses?
- Has your team's productivity and efficiency dropped recently?
- Do your team members need to improve the way they interact with one another?
- Do your employees truly trust and respect each other?
- Are any of your employees stressed out when they leave the office at the end of the day?
- Would your team members benefit from obtaining better communication skills?

If you answered "YES" to any of these questions, you and your company may benefit from a team building program.

Team building is a planned process that enables a group with common organizational goals to analyze and improve its effectiveness. Building a productive work team will allow your organization to efficiently meet increased service demands, and develop solutions to specific work problems.

The purpose of a team building process is to assess the group's strengths and weaknesses, and to improve their working relationship. This process includes developing better communication and decision-making skills; identifying and clarifying goals; improving problem-solving abilities, and designing an action plan for removing obstacles to higher morale and productivity. The team building program offered by D. Gallant Management Associates also includes a subsequent evaluation process for examining the results of the team building process.

In summary, committing to the team building process means a long-term commitment to building a more productive, cohesive work group. Call me at your convenience and take the lead to begin the process that will enable your group to develop principles for working better together.

~ Deb



D. Gallant Management would like to extend their sincere gratitude and best wishes to the men and women serving our country, and their families during this holiday season.



Thank You & Happy Holidays!

Do Your Employees Blog?

First of all, what is a blog? Blogging is the newest trend in online "entertainment," so to speak. A blog is an online journal to collect and share in detail some aspect of a blogger's life. People blog about everything from politics, to their favorite TV shows, to their struggles with health problems. Sounds harmless, right?

The problem is that blogs tend to be very addictive. It is a very hot trend, and some spend literally hours every day writing their own blogs or reading those created by others.

Why should this concern you as an employer? The dangers are similar to e-mail, only much worse. Bloggers tend to hold nothing back in their efforts to share with a worldwide audience. Could this lead to information revealed about your company? Blogs are, by definition, both public and freely accessible by anyone with internet connection.

What can you do about it? We suggest revisiting your computer usage policy to make sure it covers blogging. It might also be a good time to get your employees reacquainted with your company's computer use policy as well as other policies that a blogger would be tempted to breach, i.e. confidentiality and workplace conduct.

QUALITY OF LIFE vs. HIGHER PAY

According to a recent survey conducted by Lee Hecht Harrison, a global career management services company, money isn't everything to newly displaced employees. The survey showed that in choosing between job offers **39%** said they would definitely choose the job that offered better quality of life. (57% said they might take it.) Only **4%** said that without a doubt they would take the better-paying job.

Sign-Up Now for D. Gallant Management Associates' Team Building Seminar

Presented by:
Senior Associate, Linda Blessing
February 4, 2005
9:00 a.m. - 4:00 p.m.

Being Held in PORTLAND!

Today it is critical that every employee know how to work as a productive member of a team, whether that is within a formal department structure or an informal work team. Do you have a cohesive work team?

Bring your team to this highly participative workshop and explore interactively what makes an effective team. Learn how to work together toward common goals, how to sharpen communication skills, how to develop trust and collaboration.

Call our offices today at (207) 773-4800 to register, and be sure not to miss this great **NEW** program!

