

IT'S THAT TIME OF YEAR AGAIN...

... when our clients are asking us to conduct external salary surveys for various benchmark positions!

Elements of Sound Salary Administration

A well-administered salary administration program will help any organization achieve the following:

- Attract and retain competent employees
- Clarify for employees what is expected of them
- Motivate employees to improve their performance in the responsibilities assigned to them
- Ensure that the salaries paid are internally fair and externally competitive
- Provide a means for budgeting and controlling salary expense.
- Prepare means for budgeting/controlling salary expenses.

The general objective of salary administration is to attract, motivate and retain appropriate qualified individuals at all levels within the company. Let us help your organization achieve this by effectively evaluating and establishing competitive rates of pay for benchmark positions within your organization!

We are currently in the process of updating all of our compensation data for the following industries:

| | | |
|----------------------|---------------------------|-----------------------------|
| Healthcare | Financial Services | Municipalities |
| Manufacturing | Non-Profits | Retail Organizations |

All salary surveys within these industries are due to be completed by us before November 1, 2002.

For any additional information please contact our **Client Services Manager**, Tina Linscott at (207) 773-4800.

EMOTIONAL INTELLIGENCE: The Most Critical Component of Effective Leadership

A Seminar Facilitated by Deborah L. Gallant, President of D. Gallant Management Associates and Mike Haskell, Founder and CEO of Adventure Quest-USA

November 5, 2002 from 8:00 a.m. – Noon
at the Marriott Sable Oaks Golf Course Function Room

\$99.00

Save \$5 by registering on-line with a credit card!

Emotional Intelligence...

- What is it?
- Who has it?
- Why is it the most critical component of effective leadership?
- How can I develop my E.I. to become a more effective leader?

Who should attend?

- ✓ You, if you want to learn more about Emotional Intelligence.
- ✓ You, if you want to learn how Emotional Intelligence positively impacts effective leadership.
- ✓ You, if you want to improve your Emotional Intelligence.

These and many other questions will be answered in this half-day informational seminar. For more information and to register online, please visit: www.AdventureQuest-USA.com/EI_Seminar

Top Grading, by Bradford D. Smart, Ph.D.

“How Leading Companies Win by Hiring, Coaching and Keeping the Best People”

This book is a MUST read for all Company Leaders and Human Resource Professionals. D. Gallant Management Associates is successfully utilizing the content of this book in a 9-month Leadership Development Program for a client!

WHAT TYPE ARE YOU?

Looking at “type” with the Myers-Briggs Type Indicator



Have you ever thought of why an employee acts the way they do, or perhaps, a team of employees isn't effective together and you just cannot figure out why? **We can help!** D. Gallant Management Associates' Senior Associate, **Roxanne Bradshaw**, is certified to administer the Myers-Briggs Type Indicator (MBTI). The MBTI is probably the most popular self-insight psychological test in use today. It assigns people to one of sixteen different categories of types, based on their answers to 126 questions. There are four different subscales of the test, which purport to measure different personality tendencies: **Extraversion/Introversion, Sensing/Intuition, Thinking/Feeling, and Judging/Perceiving.**

It is widely used in business, industry, educational settings, and government because of its assumed ability to capture people's interests, needs and values. MBTI profiles are often used in career counseling or as a basis for matching work partners or for selecting tasks that are best suited for one's MBTI type.

To obtain a personal MBTI Report from an HR Professional with over 30 years experience with the Myers-Briggs Type Indicator, Contact: **Roxanne Bradshaw, Senior Associate**

CLASSIFIEDS:

Director of Child and Family Primary Care

Our client, a community mental health services organization, located in Southern Maine, has asked us to assist them in their efforts to recruit a Director of Child and Family Primary Care.

The position, reporting to the CEO, will supervise a staff of four team leaders, and is responsible for the performance and daily operations of all service delivery sites, including personnel, strategic planning, budget preparation, policy development, compliance with licensing regulations, quality and risk management.

The successful candidate will be a high-integrity professional with a Master's degree in social work or a related field, a broad based clinical background, a track record of success, and a minimum of 5 years progressive experience in mental health care management. Prior work experience and/or exposure to Fee for Service business is essential.

Interested individuals should forward a resume with letter of interest indicating salary requirements in confidence to: **John Manning, Senior Associate** of D. Gallant Management Associates.

Our Client is an Equal Opportunity Employer

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EVENTS: *Community Involvement Continues to be a High Priority for D. Gallant Management Associates. Check out a few of our most recent contributions...*

Deborah L. Gallant, Speaker at the Maine Independent Bankers Association Human Resource Committee. September 10th at the Augusta Country Club in Manchester, Maine. Topic: *“Changes in the HR Function and What's on the Horizon for the Future.”*

Roxanne Bradshaw made a presentation titled “Accepting Rejection, the Negative Motivator,” for the Unemployed Professionals Group on September 24th at the Career Center in Portland. Additionally, Roxanne will serve as a speaker on October 18th, at the Fall MEBSR Conference on “Hiring and Letting Go: Doing it Right.”

The University of Southern Maine has recruited Deborah L. Gallant to be 2002/2003 Chair of the “Annual Fund Leadership Giving Committee.” Richard Pattenaude, President of the University of Southern Maine, and Deb Co-hosted a reception on September 26th at the Cumberland Club to kickoff the campaign. Many Portland business leaders were in attendance.

Deborah L. Gallant, has just been reappointed by the Governor to serve another 3 year term with the State of Maine effective September 10th, as the Public Member for the Maine Board of Accountancy.

On Saturday, October 5, 2002: Roxanne Bradshaw will be presenting a workshop at Catherine McAuley High School for students, alumni and parents. Her topic is, “Giving of Yourself to Make a Difference.”
