

## LETTER FROM THE EDITOR

Dear Colleagues,

The festive season is upon us and so is thinking of New Year resolutions. The challenge of putting right the things we have been postponing is daunting at times, however this month's FOCUS may give you the inspiration you need to tackle things you have been putting off too long. Look to the future with enthusiasm. Think about doing something that will make a big difference in the long run and consider that really big change. It is said that our willingness to change is inversely related to our age. As we get older we tend to do little to change our life style or habits. Big changes are happening in the world and now is a good time to start making your changes. The clock is ticking down and you may be even less willing to do the right things when it becomes more difficult or paramount. So good luck with you planning and have a good Christmas and 2010.

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## ALBERTA TO "THE ROCK" AND BACK AGAIN WITH CONFIDENCE!

By Amanda Van Haaften



I first became associated with IPMA-Canada in 2006 as a human resource management student leader in my undergraduate studies at the University of Alberta. At the end of the year, at the AGM my enthusiasm was rewarded as I was "voluntold" into a "Director-at-Large" role on the Alberta & North Chapter Executive. As a young professional I was nervous but found the support I received from the Chapter's Executive and my human resource professors to be advantageous and critical to developing my professional judgement and confidence. This confidence led me to further academic pursuits at Memorial University of Newfoundland in their Masters of Employment Relations program, a rigorous human resource management focused program that prepares students for research and other human resource management endeavours. I felt less nervous undertaking such a venture as I was aware of the strong leaders that I could connect with on "the Rock" that could provide motivation and support as needed. Presently, on the executive my role is to act as a "Student Liaison Coordinator" as I see our role as professionals is to facilitate professional development and mentorship for

current human resource management students and young professionals. Hence, if you are interested in mentoring and/or shaping the future of human resources with enthusiasm please contact me. Where there is a passion, there is a way to create magic and exemplary IPMA-Canada members are paving the way for tomorrow's leaders in human resources; so please stand tall as we learn to pass the torch to today's seedlings and tomorrow's grand "oak trees", who will be full of professional wisdom thanks to your dedication and commitment to continuous professional development as demonstrated through the programs and services that IPMA-Canada offers.

## **WHEN IS IT TIME FOR A CAREER CHANGE?** By Donna Galay

Whether you are already in a transition or just exploring some new options, you have the opportunity to examine whether a change of job or career is appropriate. It takes courage to face what isn't working in our lives – but the wonderful consequence of taking that courageous step is often a major leap forward in our personal growth.

Rather than facing the need for change, many of us prefer to stick our heads in the sand. We want to avoid looking at our needs and challenges directly. We can tell ourselves there really is no problem – until our inner pain and emptiness can no longer be ignored.

Workaholism is usually an attempt to cover up an uncomfortable or unresolved issue, such as an unfulfilling marriage, a job that is boring or lacks fulfillment, or an overall lack of purpose in life.

Burnout symptoms include: physical depletion, feeling of helplessness or entrapment, disillusionment, or development of negative

self-concept, or development of negative attitudes towards work or people and life itself.

What action(s) are you willing to take to make needed changes in your work and life? Are you willing to do whatever is necessary to experience greater fulfillment in your work and life?

Donna Galay, B Admin, CHRP, ACCC is a successful Career & Retirement Transition Coach, workshop facilitator and speaker, who uses a simple step-by-step process, to assist individuals and employees in businesses with career issues and retirement readiness.

[www.coachingthatworks.ca](http://www.coachingthatworks.ca)

## **MEMBERSHIP CORNER**

By Amanda Van Haaften

**Mentorship** – IPMA-Canada and the Alberta and North Chapter have been promoting mentorship projects for ages and this year's campaign is being organized by Amanda Van Haaften. Amanda believes in creating a continuous learning environment, hence, her dedication to this program

She would like to invite you to join her in organizing the program and/or becoming a mentor. You can use this opportunity to share your knowledge while solidifying your teaching and coaching skills.

If you are a potential mentee this is your chance to advance your professional development while gaining insight into how you can expand your career opportunities.

Interested? Contact Amanda Van Haaften, Student Liaison Coordinator at:

[amanda.vanhaaften@gmail.com](mailto:amanda.vanhaaften@gmail.com))

## **TRUST THOSE WHO KNOW BEST TO DO THE RECOGNIZING**

By Nelson Scott

In a conversation a few years ago, an elementary school teacher proudly recalled a compliment she had received from a teacher who taught in the classroom next door.

“I really appreciate getting students in my class that you had the year before,” the colleague said. “They are so ready to learn and excited about school.”

What made this recognition so meaningful to the person receiving it was that it came from someone whose opinion she trusted—a respected colleague. This gave instant credibility to her colleague’s comments.

While it is appropriate to encourage those who supervise to do more, managers should not be seen as the only source of recognition. To do so overlooks a potent source of meaningful staff recognition: co-workers.

Peer recognition may be the most powerful type. Who knows better what an employee does than someone who works beside him and does the same or a similar job? Peers can recognize co-workers instantly when they see behaviour that contributes to success.

Unleash the power of peer recognition within your organization by observing a Peer Recognition Day on the third Tuesday of each month. Use this day to remind staff of the importance of recognizing their co-workers . . . on this day and every other day of the month. After all, you can trust staff to know who deserves to be recognize and how best to provide that recognition.

The supervisor’s role in peer recognition is to encourage and to supply the tools. Here are some things supervisors can do to facilitate peer recognition:

Include employees in creating a list of ways in which co-workers make their jobs easier. The resulting list will include reasons for which staff should recognize their co-workers:

Invite staff to tell you when a co-worker has been particularly helpful. Follow up with a note to the co-worker letting her know that you are aware of what she did well.

Model recognition so staff see you taking time regularly to praise deserving people, they will learn from this behaviour. They will begin to recognize the efforts and achievements of others more often.

Improve the relationship and communication among employees from different departments who depend on each other to do their work by creating awards for which employees can only nominate staff from another department who has been helpful.

Provide each staff member with three to five tokens of appreciation at the beginning of the week. Challenge them to give a token to every co-worker who does something that warrants recognition. When they give a token, they must tell the co-worker what they did that was deserving of recognition.

Provide a bulletin board or graffiti wall where peers can post messages of appreciation to their co-workers.

Provide a journal in the staff room where staff can describe how the actions of a co-worker contributed to the author’s success.

**This excerpt is from a longer article written by Nelson Scott. For more information e-mail us at [ipma@interbaun.com](mailto:ipma@interbaun.com)**

## **DEAR BLUE GURU**

### **From Moonlighter:**

I have been working at a second job in the evenings and on the weekends to help make ends meet. This second job is also a nice break from my regular job. Lately I have been feeling guilty even though there is no conflict of interest. The company I work for does not have any policy that prevents me from holding a second job. I feel unsafe about talking with the group at work about this. How can I handle this discreetly and stop feeling guilty about moonlighting.

### **Dear Moonlighter:**

Feeling guilty about a second job is understandable. In these times of constraint it is a concern to not risk one's current job. Before the 90s companies promoted the view that if we worked exclusively for them they would look after us. This was referred to as the "quid-pro-quo" contract that employees had with employers. Along with other reasons this "contract" stopped people from looking for work with other employers and also denying themselves from looking for their calling in life. I suggest you have nothing to feel guilty about especially if this other employment is allowing you to try something different and may be allowing you to have a bit of fun. The key is not letting the activities at your second job drag you down through exhaustion or get you distracted from your responsibilities. You do not need to be chained to your employer as you are responsible for your future and what you do in life. If you are having fun you should stick with it. Extra experience and cash always comes in handy. This second job may lead to new friends and open up your eyes to other opportunities.

*Blue Guru is submitted by W Betteridge*

## **UPCOMING CONFERENCES LUNCHEONS & WORKSHOPS DATES**

December 16, 2009

**Feng Shui in the Workplace**

*By Stephanie Gruss*

January 20, 2010

February 17, 2010

March 17, 2010

April 21, 2010

May 19, 2010

June 16, 2010

**To register for a luncheon contact**

**Pat McLaughlin:**

Phone: 780 – 441 – 6120

E-mail: [mclaughlinpa@ecsd.net](mailto:mclaughlinpa@ecsd.net)

**"HR Rising to the Challenge"**

IPMA-Canada's 2010 National HR Training Conference, **June 6 - 9, 2010**

Westin Hotel, Ottawa, Ontario

More information available at:

<http://www.ipma-aigp.ca/conferences/2010Pre-ConferencePoster.pdf>

## **ADDRESS CHANGE?**

Please help us in updating our records by sending your change of address to:

IPMA-Canada National Office

21 Midland Crescent – Unit 74

Ottawa, ON K2H 8P6

National Office 1-613-226-2297

By toll free: 1-888-226-5002

By fax: 1-613-226-2298

By-email: [national@ipma-aigp.ca](mailto:national@ipma-aigp.ca)

Local Office 1-780-908-4646