



THE SUCCESS STORY

April 2013

THE ROAD TO SELF SUFFICIENCY



Kari Renick

Kari began working at UND, in 2002, through her high school's work experience program. She enjoys her work schedule & having the summers off to travel and have fun and says if she could have any other job in the world, she would still pick the job she has now.

Kari has received support from Success Unlimited since 2003.

Kari's hobbies are scrapbooking, working on word searches and puzzles and dancing. When she watches television, it's usually the Lifetime network or the sports channels.

Kari is very interested in swimming and volunteers at UND swim meets by posting the results of each swimming event. She likes to attend other UND sporting events with her family. Kari also enjoys having sleepovers and going to the movies and bowling with her friends.



Top Ten Qualities that Employers Look for

Many of these qualities are 'soft skills' which are not as visible as the kinds of skills that are found on a resume. Employees who don't have many of these intangible qualities may lose out on good career opportunities.

Loyalty is one of the most attractive attributes employers will look for because they want to see longevity and dedication. If they hire you they will want you to contribute to their company's success.

Work Ethic If you possess a strong work ethic, employers will recognize that you have the ability to make good choices when challenges are presented.

Interpersonal Skills The ability to get along with people and demonstrate that you can work well together goes a long way.

Flexibility Today's workplace often requires flexibility that goes beyond the traditional 9 to 5 schedule.

Communication Communicating effectively is a valuable skill...sharing information & asking questions to clarify something you don't understand ensures that everyone is 'on the same page'.

Motivation Employees who are motivated add value to a company. Individuals who want to work and are eager to learn more are some of the best qualities an employee can offer.

Efficiency is an attractive quality to possess. Employers are paying for your time and they don't want you to fritter the hours away. Employees who have strong organizational skills & get tasks done correctly and in a timely fashion are the people employers will want to hold onto.

Strong Initiative Employers want employees who are committed to following through on tasks, who are self-starters and who not afraid of challenges.

Time Management Prioritizing tasks is a valuable commodity. Time is money to employers and an employee who can successfully balance demands with other work that needs to be accomplished is valuable to employers. Being able to distinguish and prioritize assignments is a very important quality.

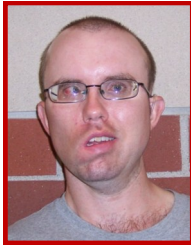
Computer Skills Today, almost every job has some kind of technology attached to it. It's in your best interest to take the time to gain these valuable skills. Without some knowledge of technology you may not even make it to the interview stage.

"You'll never achieve your dreams if they don't become goals"



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Haman's Highlights



Hello...my name is Lynn and I work at the UND Wellness Center. I work here for four hours and then I work out. When I work out I am always in a hurry and trying to get done fast. I stop and ask myself, "why"? I mean, this is where I want to be, with all the state of the art workout equipment, free internet, great people to meet and work with, excellent transportation, with busses picking you up & dropping you off right in front of the door. To me, this place is like a second home. So if you're looking to lose a few pounds and meet some new friends in the process, pay a visit to the UND Wellness Center. Have a good day, everybody!



What kind of listener are you?

Do you listen with the intent to reply or with the intent to understand? Do you filter what others are saying, looking for things you can agree with? Are you second guessing what they are saying, looking for a hidden agenda or discount what they are saying because you lack respect for them or they're not a fluent speaker? Are you waiting for others to finish speaking so you can start talking again? Do you agree with everything the speaker says just to avoid conflict? Do you always relate everything the speaker says to your own experiences so you can engage in "one-upmanship"?

Because listening is so vital to workplace success, there are some techniques we can use for more effective listening. By focusing on the speaker, totally, giving them our full attention without being distracted by doing other things at the same time and turning off our 'filters' we can stay 'in the moment' & give ourselves the opportunity to try to understand what people are saying as it relates to their experiences, not ours. This can be risky because we might hear things that counter our own perspective & make us uncomfortable. When you really focus on the other person you have the opportunity to pick up on the nuances, thoughts & feelings that surround their words.

Restating the other person's ideas, using our own words, demonstrates that we understand what they are trying to communicate & gives them the opportunity to know that we understand what they are saying. Paraphrasing doesn't mean agreement, just understanding...it's ok to have conflicting opinions.

Purposeful listening eliminates second guessing & misunderstandings. Without respecting and understanding another's point of view, differences can't be ironed out & communication clarity gets lost. We need to realize that no one has all of the answers & that other's perspectives bring value to the conversation. With just a few simple steps we can dramatically enhance our ability to listen more effectively & improve our communication not only in the workplace, but at all levels.



Success Unlimited's annual employee holiday party combined a fun-filled event with a food drive for **St. Joseph's Food Pantry.**



Wellness Training Thank-you's go to:

Pastor Paul Knight, Hope Covenant Church for sharing information on the importance of spirituality in everyday life.

Milissa Van Eps, ND BC/BS for a Taking Care of Yourself presentation, focusing on recognizing symptoms of problems and determining what to do for them, whether it be home care, urgent care, clinic or ER, which included a booklet with guidelines on a variety of symptoms.

Peer Support

Self-advocacy is based on the belief that all people have equal opportunity and the right to make life decisions without undue influence or control by others. Self-advocacy groups provide supportive environments for people to come together to address issues that are important to them by offering opportunities to work towards solutions for common problems. The **Self-Advocacy Solutions of ND (SAS)** is a resource in the process of transitioning the focus group to a self-advocacy group and they have established some guidelines to facilitate this process in the coming year.

Speaker's Bureau



Want more information on the support services provided by Success Unlimited? Contact Tanja at 701.775.3356 Ext 206 to schedule a speaker for your event.

Save The Date

May 18th, 2013

Mammoth Spring Rummage Sale
Donations of gently used household items & clothing can be dropped off anytime.
Volunteers are welcome to help with planning & organizing this sale.



Welcome to the Work Force



James Wolfgram
Employed at Hardee's



Cory Hawkins
Employed at Kellermeyer Building Services



Pam Pate
Employed at Lowe's

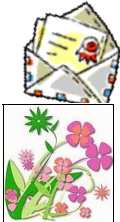


Eric Demmers
Employed at Choice Health & Fitness

Check out our website at

www.successunlimitedinc.org

for links to job information



From the Desk of Tanja Kapinos, CEO

An interesting article, *Calling in Sick: A How to Guide*, written by freelance writer, Leigh Goessl, for Helium.com states: "At some point in their careers, many people fall into the dilemma of whether or not to call in sick on a given day. They wake up feeling groggy, out of sorts, or just plain awful. At this point they must make a decision of whether or not to head into work. There are a few different schools of thought on this.

The first one believes one has to be on their deathbed before they call in sick, the second group feels they are entitled to use their sick time, in some cases, even if they aren't sick. Then there is the third group, which most people probably fall into, who believe calling in sick is warranted when they are ill. They may not be on their deathbed, but they don't want to infect others in the office and decide to stay home, rest and recuperate. The tricky part is deciphering what kinds of illness warrant taking a sick day. If you're really sick, no matter how much you feel you want or need to be at work, it is important to consider you may infect others which could impact your entire workplace. If there is potential that you are contagious or have something serious, call in sick. Once you've decided you are indeed sick enough to take the day off, there is certain etiquette to follow when calling in sick."

Ms. Goessl goes on to list a few tips that are important to remember when calling in sick:

Call Early in the Day – Alert your supervisor before the start of your shift so proper coverage can be obtained. Sleeping in and then calling later in the day is poor etiquette and not recommended.

Don't Send a Text Message/Email – While this might be acceptable in some workplaces, it is best to give the courtesy of a phone call, so any questions your supervisor may have about pending projects or issues can be answered on the spot.

Don't Abuse Sick Days – Employees tend to feel they are allowed to use sick days for other reasons even if they are not sick. This feeling of entitlement can cause problems and has led some companies, like Success Unlimited, to replace sick time with paid time off that it can be used as needed, whether sick or not. It is one thing to take a day off, occasionally, even if you aren't sick, but doing it habitually is poor work etiquette and will likely do damage to a career.

Be Honest – If you are truly sick, be honest, but there is no need to go into great detail, unless asked. But, if you just want the day off, consider taking a personal/vacation day instead. Sick days are designated for being ill and whatever your company's policy is on using them, it's truly not a good idea to take advantage of the time.

The article concludes with this bit of information to ponder, especially if you are of the school of thought that you should never miss work: "Even if it's difficult to accept that you need to call in sick, there are other considerations to make. If you're ill, your performance level will likely be lower or you may not get much work done anyway. It is better for you and your company if you take a day's rest to recuperate and/or see a doctor if symptoms are more serious".



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Employment Support Services
for People with Disabilities

Administrative Office Hours
Monday-Thursday 7:00am-5:30pm
Telephone - 701.775.3356



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