

ORGANIZATIONAL PERFORMANCE AND LEADERSHIP UPDATE

By Jennifer Martinez

According to the Business Dictionary definition, a learning organization is one that will (1) create a culture that encourages and supports continuous employee learning, critical thinking, and risk taking with new ideas, (2) allow mistakes, and value employee contributions, (3) learn from experience and experiment, and (4) disseminate the new knowledge throughout the organization for incorporation into day-to-day activities.

Small and mid-size companies do not need a big budget to become a learning organization. Many companies are implementing low-cost strategies to ignite employee development. Some of the best initiatives I have implemented and observed are referenced in my recent article called **IS YOUR COMPANY A LEARNING ORGANIZATION OR ON THE PATH TO BECOMING A LEARNING ORGANIZATION?**

<https://www.linkedin.com/pulse/you-learning-organization-path-becoming-jennifer-jennifer-martinez/>

A MUST READ LEADERSHIP ARTICLE

If you want to be a leader who attracts quality people, the key is to become a person of quality yourself. Leadership is the ability to attract someone to the gifts, skills and opportunities you offer as an owner, as a manager, as a parent. Jim Rohn calls leadership the great challenge of life. Check out this article on Success.com by clicking on the link below.

<https://www.success.com/rohn-7-personality-traits-of-a-great-leader/>



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Employee Handbooks – Do you need one for your business? By Adrienne Cass (Senior HR Consultant)

Yes! Organizations of all sizes and in every industry benefit from having an employee handbook. The reasons a handbook benefits your business extend far beyond the compliance and legal support for which handbooks are often established. At a high-level, an employee handbook is often considered an employee-facing document, containing an organization's operating procedures and policies. While a handbook is important for communicating this important information to employees, it is also a communication vehicle that can accomplish so much more.

First, culture is the key to any successful business! A handbook is an effective way to communicate your culture by establishing your mission, vision, and core values. By setting the tone for new employees and existing employees to understand your company culture, you foster a sense of pride and belonging for your employees. Studies show that new employees with a sense of pride and belonging become more productive in a shorter period of time. Surveys and studies also increasingly demonstrate that employees want a sense of purpose in their work which impact employee retention.

- Imperative surveyed over 26,000 Linked in members and identified 74% of candidates want a job where they feel like their work matters.
- A survey of executives by Korn Ferry showed that leaders felt only 52% of employees "understand and embrace the mission/purpose of their organization" to a great extent.

By communicating a mission, vision and culture statement in your handbook, you establish transparency as to how employees demonstrate your unique brand identity, thereby driving engagement, productivity, and retention.

Next, a well-written handbook is an educational tool. While you may have a high impact on-boarding process, new employees are not able to retain all of the information presented to them on day (1). Your handbook should be a quick and easy reference guide about important benefits and procedural information, or directs them where to find this important information.

The key objective of the employee handbook is to easily explain important policies, benefits, holidays, how to request time-off, appearance guidelines, security, mobile phone use, social media, confidentiality, hiring practices, how to escalate concerns and who to contact. By providing this information to employees, you increase employee self-sufficiency and improve efficiency in your organization.

Finally, while having an established, accessible employee handbook is important, keeping it up to date is critical. While your mission, vision, and values typically do not change often, benefits, policies, procedures, laws, guidelines, and practices change regularly. By ensuring your handbook is reviewed annually or as practices and laws change, you maintain credibility with employees by keeping your handbook current, relevant, and of value to employees.

<https://business.linkedin.com/talent-solutions/job-trends/purpose-at-work?src=qua#>

<https://www.kornferry.com/press/korn-ferry-executive-survey-where-theres-purpose-theres-profit>

Tips for Employees

Ways to Head Off Burnout

We live in a "go, go, go" world these days, where it can seem difficult to ever pause for breath. While maintaining such a pace can seem invigorating, it also might lead to burnout if you're not careful. To avoid running into the wall in your personal and work lives, take the time to:

1. Tap your support team. We're not all the unique unicorns we sometimes think we are—we usually know other people who are dealing with similar experiences of burning out or feeling overwhelmed, or have in the past. The key is to find those people who can relate and offer constructive advice and support. Don't just vent to coworkers—talk things out with the mentors and trusted people in your career support system.

2. Open up to your boss. Your boss is not an adversary; he or she wants you to succeed and to help you do so. An open and honest discussion with your supervisor empowers him or her to give you the resources you need to succeed. Be frank about the challenges you're facing and propose potential solutions. Don't insist on those solutions, though. Listen to your boss' ideas, too.

3. Nurture your personal life. Don't neglect your outside relationships with family and friends. Time spent with them generally brings calm and allows you to recharge. It's also a wise idea to make time for exercise and hobbies.



WELLNESS UPDATE What Diet is Right for Me?

The reason why some diets work for some and not others is in their body chemistry. Metabolic Typing is the science of food (nutrition). By knowing what your metabolic type or oxidation rate is, we can determine what macros are best for a person's body chemistry. Someone who is a fast oxidizer needs more fat in their diet, where someone who is a slow oxidizer needs less. Therefore, a slow oxidizer would not do well on say a ketogenic diet and find themselves constipated. While a fast oxidizer wouldn't do well on vegetarian diet and would notice increased bowel movements. By using hair mineral analysis, not only are we able to determine a person's body chemistry, but we are able to monitor it over time.

For further reading on metabolic typing <https://www.michelledambra.com/metabolic-typing/> and oxidation types <https://www.michelledambra.com/the-oxidation-types-fast-slow-mixed/>

Please contact Michelle D'Ambra directly by emailing her at hello@michelledambra.com. She is a Personal Life and Wellness Coach and will customize a program that you will see immediate benefits.

Driving Safely On and Off the Job

Safe driving is important whether you're driving to work, for work, or off-hours. *EHS Daily Advisor* provides these suggestions to stay safe on the road:

- Use a seat belt at all times—driver and passenger(s).
- Be well rested before driving.
- Avoid taking medications that make you drowsy.
- Set a realistic goal for the number of miles you can drive safely each day.
- Avoid distractions, such as eating or drinking, texting, and talking on the phone.
- Continually search the road to stay alert for situations requiring quick action.
- Stop about every two hours for a break—stretch, take a walk, and get refreshed.
- Avoid aggressive driving by keeping your cool in traffic.
- Be patient and courteous to other drivers.
- Don't take other drivers' actions personally.
- Reduce your stress by planning your route ahead of time (save the directions on your phone for easy access even without a signal), allowing plenty of travel time, and avoiding crowded roads and busy driving times.