

The Importance of a Good Cultural Fit

One of the aspects of the hiring process that's often overlooked by companies is that of **cultural fit**. In other words, how well a candidate fits into the overall culture of the organization. While at first glance, that consideration might not seem too important, it's actually crucial for ensuring a good hire with a high probability of retention.

There are two measures by which you can assess a candidate's potential for fitting into the company's culture. Those two are as follows:

- **The candidate's values, or the things that they hold in most esteem.** One way in which to ensure that the candidates you hire share the same values as your company is to proactively promote the company's values. This can be done by posting them on its website, as well as someplace within the building, such as in the lobby. (The statement of values can also include the company's mission statement.)

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Does that attitude fit our culture?

Attitudes Are Contagious...Is Yours Worth Catching?

Attitude development is at the core of achieving successful, desired results and outcomes.

The way you feel about yourself and others plays a crucial role in your personal and professional lives. In attitude development, we tend to always want to rush through the process. You cannot do this. You have to take it one step at a time if you are going to truly change your attitude. Attitude

development is an important *and* difficult task- but not an impossibility. And remember; it's up to you...only!

Here are a few tips on how to begin to develop a great attitude:

1. **Don't Stress** – This may be the hardest step of all in attitude development. Our level of stress can control what we feel about ourselves and how we judge others. It is very hard at times to control your levels of stress. You can decrease your stress levels by looking at every situation logically. There is always a logical explanation to all the stressful things that are plaguing your life. Take a moment to look at the area around you in times of stress and slip into a calm and relaxed feeling. With practice, you can be stress free...almost!

2. **Grow some skin** – Not literally. Grow some skin refers to not taking colleagues comments personally. People are going to name call or joke with you. You need to be the better person and shake it off. Ignore the comments that are more often than not, jokes, and you will be better off.

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- **The manner in which the candidate likes to work.** This pertains to their “preference for production” and how it stacks up against the company’s standard operating procedures. Do they prefer to work alone? Or do they thrive in a more cooperative atmosphere? If there isn’t a match between the candidates’s most efficient mode of operation and the company’s, problems could arise.

Making a good hire a bad one

There’s no doubt that talent and skill set are important components in determining who to hire.



In fact, it could even be said that those are the main factors in the decision-making and hiring process. However, it would be a critical mistake to not take into consideration the importance of a good cultural fit.

Without such a fit, a potentially good hire can sour over time. The employee will gradually become less productive, less motivated, and less likely to remain engaged in their position. All that means, of course, is that they’re a prime candidate to leave, which is exactly what you **don’t** want.

If you have any questions about this article, or about how we can help you with your current hiring needs, contact us at 901-272-7390 or email bburtch@harmonycc.net.

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A Little Humor: Eager to Impress the Boss

A young executive was leaving the office late one evening when he found the CEO standing in front of a shredder with a piece of paper in his hand.

"Listen," said the CEO, "this is a very sensitive and important document here, and my secretary has gone for the night. Can you make this thing work?"

"Certainly," said the young executive. He turned the machine on, inserted the paper, and pressed the start button.

"Excellent, excellent!" said the CEO as his paper disappeared inside the machine. "I just need one copy."



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It is hard to “turn the other cheek”, but it is more important that if you are going to make any change toward attitude development, you need to be able to just ignore the comments and move on. When you do, you can easily move on to the second hardest thing to do in attitude development. This is to control your temper.

3. *Calm your temper* –

You need to be able to calm your temper if you are going to change your attitude. There are times in which we almost achieve complete change in our attitudes of others and then our tempers explode. This is partially due to our



behavioral make up. Some people have short fuse tempers while others have long fuse tempers. It doesn’t matter what fuse you have, only that you are able to control it. Attitude development is very hard at times, but it can be achieved if you are willing to take the extra energy and take care of the little issues that trigger your temper. When you have taken out those triggers you can begin to see your change of attitude.

4. *Read daily affirmations* –

affirmations are positive statements you tell yourself. These affirmations will help you with all the steps above and in times of self doubt. Positive affirmations will go a long way in keeping a positive attitude for years to come.



“It is your attitude that is going to hold you back or catapult you to achieving your goals and success!”

~ Gary Sorrell

Your attitude determines your altitude in life. *How high do you want to go?*

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The secret of success in life is for (one) to be ready for opportunity when it comes.

~ Benjamin Disraeli

Just Say 'No' to Make Space for a More Important 'Yes'

Today, you are bombarded with demands for your time. How are you handling the choices? To what are you saying 'No' and 'Yes?' Do you still have the thought at the end of the day that "nothing got done?"

Here is a practice to increase your sense of professional accomplishment.



- Name the three to six critical expectations of your job. (Job Accountabilities)
- Prioritize those expectations and the percentage of time you should spend to do them well.
- Set yearly goals for each expectation.
- Plan your quarterly, monthly and weekly goals and tasks based on those yearly goals.
- Check daily and weekly on your progress toward your stated and continually updated goals.
- When something comes up that does not fit in those goals, delegate, ditch, or delay it.

It doesn't mean that the item is not important to someone; it just doesn't align with your current goals. You will be focusing on strategic activity (planning and preparation) and day-to-day legitimate deadlines. You will be skipping time wasters and those seductive activities that masquerade as important and urgent.

About 80% of you will justify why you should do something that doesn't align with your stated goals. However, those of you who have the discipline to manage time around key goals will reap great rewards and set a standard with colleagues that you are focused on your job expectations while at work, i.e., you are not easily distracted.

Say 'No' to at least one non-essential item today.

~ Elaine Gagné © Copyright protected. Engage Change. www.engagechange.com

Web Site Of The Month!

The National Archives



The National Archives and Records Administration (NARA) is the nation's record keeper. Of all documents and materials created in the course of business conducted by the United States Federal government, only 1%-3% are so important for legal or historical reasons that they are kept forever.

Those valuable records are preserved and are available to you, whether you want to see if they contain clues about your family's history, need to prove a veteran's military service, or are researching an historical topic that interests you.

Check it out at www.archives.gov

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One Minute Ideas

CREATING A COACHING RELATIONSHIP

- 1) Create a coaching contract that essentially says that you have permission to coach the person.
- 2) Find out what the person's sincere and honest intention is and align your intentions with it.
- 3) Give the other person the gift of your presence by setting a time and place to hold a coaching conversation.
- 4) The primary medium for all coaching intervention is conversation.
- 5) To have an empowering coaching relationship, you must recognize that people have the inherent creativity, intelligence, and tacit knowledge they need to succeed but may need help in gaining access to it.
- 6) Be willing to discuss the undiscussable.

Source: Robert Hargrove, Masterful Coaching, Pfeiffer & Company (*Smart Business Supersite*)

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Strategic Planning Success

Strategic Planning is a process that determines the future of the business and what resources will be needed to ensure success. The process involves determining what business opportunities exist, and what resources are available to capitalize on those opportunities. Below are the critical elements of a successful strategic plan and how they all fit together.

Vision Statement -

- ✓ Broad statement of end results
- ✓ A mental picture of your future

Core Values -

- ✓ Guidelines for decisions and behaviors
- ✓ How do we see our relationships with:
 - ◆ Employees
 - ◆ Customers
 - ◆ Suppliers
 - ◆ Community

Mission -

- ✓ Steps needed to achieve your vision
- ✓ Usual time frame 2 - 3 years
- ✓ Provides directions
- ✓ Boundaries of business
- ✓ Directions for employees
- ✓ What needs to be done, by when?
- ✓ Where the organization/ department is going

Critical Goal Categories / Critical Success Factors -

- ✓ What must happen, or what we must make happen for our mission to be achieved

Business Goals -

- ✓ S.M.A.R.T. Goals
- ✓ Supports the Critical Goal Categories
- ✓ Action Steps



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Schedule of Public Courses

The following courses are being offered to the public by Harmony Coaching & Consulting. Click on the associated link for more information on the program or to register.

| Course Title | Date(s) | Time | For More Information/Registration |
|--|--|-----------------|--|
| The Coaching Clinic® is a two-day workshop for executives, managers and leaders to experience and learn coaching skills and competencies. | TBD | TBD | www.harmonycc.net/coachingclinic.asp |
| Essentials of Human Resources Certification | April 2 nd & 9 th 2010 | 8:30am - 4:30pm | http://umce.memphis.edu/ |
| Leading at the Speed of Trust™ is a two-day workshop for anyone interested in increasing revenues, decreasing costs, enhancing/repairing relationships, or improving their credibility with employees or customers. | TBD | TBD | Email: info@harmonycc.net |

