

# RAJ REVIEW

Ideas

Insights

News

Monthly Briefing for the Business Professional

## A Message From RAJ

While the leaves are changing colors and the air growing cooler, things are really heating up in Chicago. In fact, so many new things are happening that we're going to depart from our usual newsletter format this month to share some of them with you. Let's start with the winning entry from our "Who Would You Hire" contest!

## We Have a Winner!!!

CONGRATULATIONS TO:

**Tom Ross, Chairman, CEO  
Alert Management Systems**

Here is Tom's excellent answer:

I would choose Joe in a heartbeat. I need people who are aggressive, results oriented, self-starters, ambitious, and anxious to prove themselves. I am confident that we can teach Joe the necessary technical skills, especially since he has proven himself by obtaining an MBA. In short order, I would expect Joe to challenge the status quo and create new programs and initiatives that would grow my business. Joe would strengthen my organization.

Mary's approach to business might be good for some, but not for me. Her MBA and technical knowledge are impressive, but not her cautious nature. I could count on her to

perform assigned task competently, but she would needs lots of direction and would not produce any initiatives. She would also resist changes that would be necessary and good for my business. She would not strengthen my organization.

## October 2007 Edition

**NEWS:** Contest Winner

**FEATURES:** Career  
Coaching

Sensitivity  
Training

**FOOD FOR  
THOUGHT:** How to Keep  
New Hires on  
Board

Reader Highlights



## Career Coaching - NEW

We are now offering one-on-one coaching sessions for people who are starting, advancing, or changing their career! It is a powerful professional partnership that helps people develop their goals more rapidly and achieve more satisfying results. Our coaches are trained to determine what success means to an individual and how it can be achieved. It is also a vital ingredient in offering employee assistance when restructuring results in staff layoffs.

Utilizing several tools, from in-depth behavioral analysis, construction of a personal behavioral profile, to relevant reading material



and personalized action steps, we challenge participants to maintain focus, increase skills, and improve in every aspect of their strategy. Our programs are design

to clarify areas of focus, help determine what the participants are willing to do, and how it will get done. We challenge concerns and encourage participants to think "big". We help create and implement strategies that work, offer guidance, motivation, and encouragement. Our goal is to help people discover a career path they will love!



## Sensitivity Training - NEW

Due to the changing landscape of the business community, it has become increasingly important for management and workers to be more aware of their actions toward people. While many companies have already adopted rules regarding sexual harassment, this is no longer enough; employers must also be alert to issues regarding culture, life-style, and even religious traditions. We

- Challenge perceptions of what harassment is and how it occurs.
- Show how to recognize harassment, especially when no one complains
- Inform about negative/legal impacts
- Teach how and when to effectively intervene
- Offer easy, clear guidelines for prevention
- Explain how to appropriately receive complaints and respond to concerns

The seminar format is highly interactive and includes instructor presentations, group work, group presentations, flip chart exercises, role-play, and open discussion. The end results will be seen throughout the organization when the overall department productivity is increased by reduction in employees' emotional stress and an increase in morale and workplace satisfaction.



### On The Humorous Side

In order to keep a true perspective of one's importance, everyone should have a dog that will worship him and a cat that will ignore him.



## Food for Thought

### **How To Keep New Hires on Board**

(Adapted from the Pryor Report)

First impressions are crucial – especially the first impression a new hire gets of your company. Studies show that a negative perception of your company during the first 60-90 days of employment can lead new personnel to look for a new job within the year. Here's how to put your best foot forward.

**Start before the new person does.** Stay in touch after he or she has accepted the position to answer questions or help in other ways. And make sure that the new person's work space is ready for the first day of work.

**Designate a mentor or partner** to show the new person around, make introductions, and begin training.

**Begin with the basics.** People become productive sooner if they are firmly grounded in the basic knowledge they need to understand their job. Focus on the why, when, where, and how of the position before expecting them to handle assignments. Don't drown them with too much information.

**Give the new person some responsibility** for his or her own orientation. Offer opportunities for self-directed learning, under appropriate supervision.

**Keep the new person's family in mind.** A new job means adjustments for the family, especially if they've relocated. Do what you can to ease the transition and help them feel comfortable in the community.



## GET IN TOUCH

We love feedback. Let us hear from you about what's most useful in our newsletters, how we can make it better, and topics you'd us to tackle for you.

Call us to discuss your needs, explore how we can help, and learn more about our services.

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