

HELPING HANDS BULLETIN

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*A SPECIAL BULLETIN FOR YOUTH, YOUNG ADULTS
AND ENTRY LEVEL WORKERS*

***CHAMPION IN THE WORKPLACE:
PREPARE TO BE ONE!***



**PREPARED BY: CLIFFORD L. HARRIS
PAST PRESIDENT**

CONNECTIONAL LAY COUNCIL

Of The

DEPARTMENT OF LAY MINISTRY

Ms. BARBARA CAMPBELL, PRESIDENT - CONNECTIONAL LAY COUNCIL

DR. VICTOR TAYLOR, GENERAL SECRETARY

BISHOP THOMAS LANIER HOYT, JR., CHAIRMAN

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My mission in this writing is to help young workers become more aware of a few **of the changes** they are going to face in the workplace and how to handle them. You see **today's workplace** and the **workplace of the future** will **continue** to be **quite different** than in the **past**. **Young people all over** our nation **must be prepared for a new world** and the changes taking place in what **workers are expected to know and are able to do**. There is a new contract between employees and their employers.

The **old contract promised**, “If you **work hard** and **do your job well**, --the **company will take care of you**”. The **new contract says**, “If you **have the skills** the **company or organization needs** in a **changing economy**, you **will** stand a better chance of obtaining and keeping a job”. The **key** word in that last **statement** is *skills*, but the **operative** word is **will**. **In other words the new worker**, regardless of *gender, race, creed, color, national origin, or economic circumstances must say I can and I will be a champion in the workplace and I will:*

- 1) **Turn my dreams into reality.**
- 2) ***Learn to believe in others, as well as myself.***
- 3) **Be *responsible for my own actions.***
- 4) ***Live in the present* and plan for the *future.***

The **course toward success** must include **knowing about** and **adapting** to the **new workplace**. **Allow me, therefore, to share eight (8) points that one must embrace in order to become a CHAMPION IN THE WORKPLACE:**

(1) Don't be a resister of change. It's almost always a dead-end street. Organizations want people who adapt fast, -- not those who resist or psychologically "unplug." **Change can be painful**, but being a **quick-change artist** can build ones **reputation**, while resisting change can ruin it.

(2) **Learn to be a high performance person. Speed is essential.** Today's worker must do more --work faster and better--with less. This **calls for highly committed people!** In today's world, **career success belongs to the committed, - to those who work from the heart and who invest themselves passionately in their jobs!**

(3) **Behave like you're in business for yourself . . . Consider personally** how you can **help cut costs, serve the customer better**, improve productivity, and how you **can** add directly to the financial health of the organization.

(4) **Commit to Being a Lifelong Learner!** Today's world takes **no pity on the person who gets lazy about learning.** **Either you take personal responsibility for continuing your education, or you end up without the knowledge you need to protect your career.** **Lifelong learning** is the only way to remain competitive in the job market. Learn to invest in your own growth, development, and self-renewal. **It doesn't matter anymore whether you are blue-collar, white collar, or "no collar" you need specialized knowledge.** --Develop transferable skills that can be used in another career field.

Give yourself *options*. The more you know how to do, and the better you do it, the more valuable you become.

(5) Hold yourself accountable for outcomes. --- In many organizations responsibility, power, and authority are being pushed down. For this to work, you have to stand accountable for results. ---You won't be able to get off the hook by rationalizing, "I tried...I really worked hard...I did high quality work...I did my part."

(6) Make sure you *contribute more than you cost*. It's your contribution that counts, -not the hours (or years) you put in or how busy you are. Add enough value so everyone can see that something very important would be missing if you left!

(7) Learn to manage your own morale. (*I will work at being positive*). Assign yourself personal responsibility for attitude control. Don't put someone else in charge of your morale. If you do you **disempower** yourself. **Don't wait** around for management to heal your **wounded spirit**; you'll end up hurting every day that you show up for work . . . **Don't** allow yourself to **wallow in negative emotions**.

(8) Lastly, be a fixer, not a finger-pointer. Don't use precious energy criticizing and complaining. Have you ever played the blame game? Problems are the natural offspring of change, so you'll see plenty of them in the years to come. Build a name for yourself as problem-solver, and you'll be a *valuable person to have around*.

CONCLUSION

Change is a part of life and to be a real champion in the workplace of the future you've got to learn how to handle it (change) wisely. A Champion In the Workplace:

1. **Prepares** for **success** and works through letdowns.
2. **Must** learn how not to lose by being fundamentally sound.
3. **Realizes** that he/she is **in a game** of **critical situations**.
4. **Develops** mental toughness and lots of self-discipline.
5. **Understands** and never forgets, -that to fail in accomplishing a task does not make one a failure and to succeed in accomplishing a task does not make one a total success.