

EMPLOYMENT TIMES

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Sunday January 23, 2011

How smart time Management can help you

I remember an old college professor who said, as I was rushing through the classroom door, late again, "you can't manage time, but you can manage yourself." Those words still ring true and you should know how smart time management can help you.

Tips for Time Management

Smart time management is more than just organizing your desk and making it look clean everyday. It's knowing where you are, it's planning your week, it's task managing the important stuff first, and learning how to prioritize. While it took me some

time to figure all this out, that old professor's words still ring in my head from time to time and I try and live by these tips:

1. I'm always firm on what I intend to do each day and don't change the tasks I promised to get done.
2. I have learned that honesty is still the best policy so if I can't deliver, I let people know upfront.
3. Finding the best time of day to devote entirely to my writing means, I say no when I have put my schedule on the refrigerator if someone needs me.
4. If I find myself too dug in,

I organize first before I begin.

5. If the time I spent in the morning writing was really effective, I do give myself a reward by heading up to my Tipi for lunch.
6. I always use written schedules and outline my entire week in advance.
7. I never try and write things, unless I'm highly paid, that require more research than I can afford in my work day.
8. When I'm finished for the day, I don't leave clutter, I arrange and organize everything for the next day.

9. If I find a job too big, I divide it into different tasks and pull it altogether later.

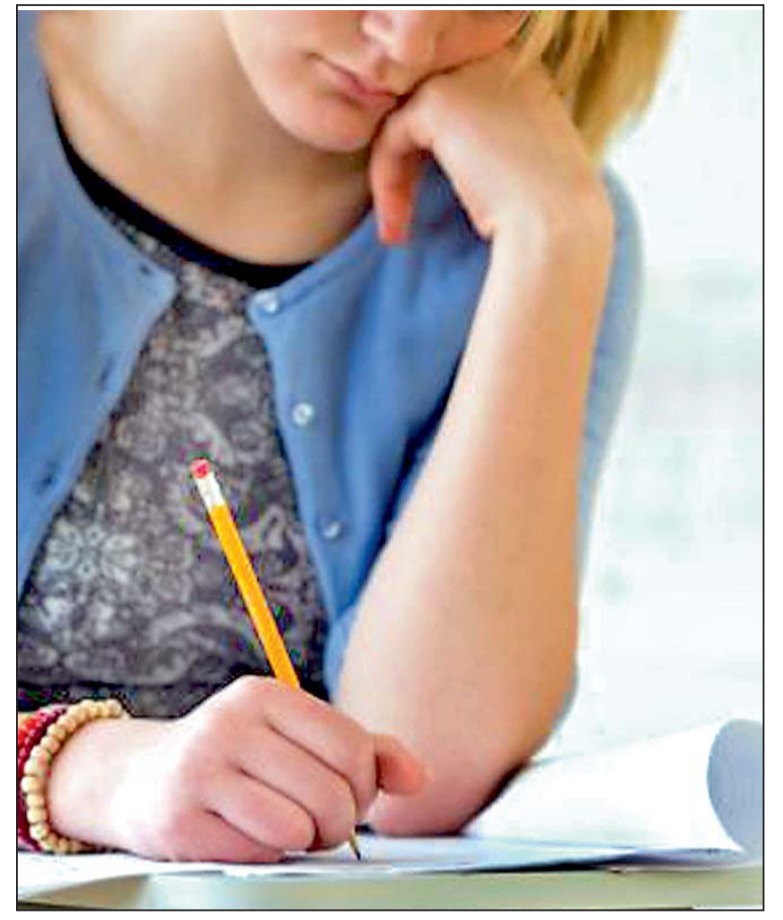
10. Finally, and I know this sounds like a top ten list, but when my husband comes home at night, he's done for the day and I respect that so I don't keep writing, I make him dinner and spend time with him. There are other ways I stay on track managing my time too. I never do laundry and work at the same time, even though we know we all could because we work and task at home. I don't volunteer for things if I know I

can't keep the commitment; all of us seem to sometimes get in this situation so I recommend not doing it in the first place.

I also keep my friends and family very involved with what my work schedule is and I never answer the phone--unless it's the editor for my local newspaper--he really might need me!

To use time management skills effectively, remember, you can't manage the clock, but you can manage you! Be selective, be organized, set goals, complete those goals before diving.

- brighthub.com



The Culture Audit: Building the Successful Company Culture

A company's culture can help ensure the success of its business objectives. However, company culture is about more than having free Coca Cola in the fridge and allowing employees to take their dogs to the office. Culture is how employees describe where they work, understand the business, and see themselves as part of the organization. Building a strong company culture will not itself guarantee business success, but culture is a key determinant in attracting talent--and it is that talent that carry a company forward.



A "culture audit" can help assess the culture that currently exists in a company. It also offers insights into the means to strengthen it. This process is more commonly referred to as an "employee survey," - it helps companies learn what raison d'être keeps employees at the company.

An effective corporate culture audit describes the overall working environment, identifies the unwritten "norms" and rules governing employee interactions and workplace practices, determines possi-

ble barriers to effective work practices and communication, and makes recommendations for addressing identified problems. Not only will it help retain top performers, it provides a blueprint of what attributes to look for in applicants.

- Sample questions might be:**
- Are you being compensated fairly?
 - Are your benefits comparable to those of the company's competitors?
 - Does the company value your work?
 - Are you getting the training you need?
 - Does open communication exist in the company?
 - Do you feel challenged?

Do your values match those of the company?

You might notice that a culture audit asks questions typically asked during an exit interview! Why wait to ask these important questions after the company has already lost its investment in an employee. Audits uncover potential friction points as well as sources of synergy, and generate possibilities for internal process improvements within the organization. By uncovering trouble spots in advance, the audit encourages fun and creative ways for improving the already-existing culture.

Such creativity can be as boundless. Growth oriented companies are notorious for coming up with notably unusual ways to improve the work environment-off-site retreats, impromptu recognition programs, and the creative use of office space are all examples of how companies implement creative ideas to build their culture. These are just a few of the ideas often generated from the insights gleaned in a culture audit.

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Is management for me?

Examine the pros and cons of taking a management path in your career.

Are you wondering whether you want to be a manager, deciding if a management path is right for your career? Maybe the company has suggested a supervisory position for you. Maybe someone in your life is pushing you to "make more out of your life." Or are you trying to decide whether to get you Masters degree in your technical specialty or go for an MBA instead.

Whatever the reason you are considering a management career, this article will help you decide whether or not management is for you.

The upside of being a manager

There are many positives to being a manager. Managers generally are paid more than others in the company. They appear to have more power. And the power and pay differences tend to give the position more status or prestige.

Pay Certainly the top manager in a company, the Chief Executive Officer (CEO) is paid more than anyone else in the company.

Managers below the CEO are generally paid more than everyone in their group as well, but not always. I managed a group of scientists in which the very top scientists were paid more than I. Smart companies pay their people based on their value to the company, not on their title or position, and in that company, key scientists were more valuable than their manager.

Power Most people, including most managers, believe that managers have more power than the

people in their groups. While it's true that managers commonly have certain functional authority delegated to them, like setting work schedules for the group, true power cannot be delegated to you from above. You are only as powerful as you are capable of making your group more successful. And while your ability to lead the group greatly influences it, your power comes from the willingness of the people in your group to grant it to you.

Status/Prestige In our society, people value titles. A title of Senior Vice President, Worldwide Marketing sounds much more impressive than Research Chemist. However, the marketing person may work for a 3-person company and make \$30,000 per year while the chemist works for a major oil company, supervises 4 other chemists, and makes well over \$100,000 per year.

Sense of Personal Accomplishment If your goal is to be CEO of General Motors, you probably should start now on a management career. If you want to be President of the United States, a management track isn't required. Several recent Presidents have managed nothing but their campaigns. If you want to brag to your mother-in-law about what a success you are, and power, prestige, and money are important to your definition of success, management may be they way to go. If you measure success by friendships and how soundly you sleep at night, a management career can give you that, but so can many others.

The Downside of Being a Manager Nobody likes the boss and it's lonely at the top.

You're the person who always has to make the decision, right or wrong, and somebody is always out for your job. On top of that there are legal liabilities that non-managers don't have as well as financial restrictions.

Lonely At The Top You are not as close to the employees in your group when you are the boss. You can't afford to be. A manager needs to be a little removed from the employees in order to objectively make the hard decisions.

Many first time supervisors, promoted from within the group to supervise it, are amazed at how quickly former friends become cold and distant. Even an experienced manager, brought in from outside, finds the employees more aloof than they are with each other.

CENTRE MANAGERESS

Required for an educational centre in Kollupitiya. The ideal candidate should be less than 30 years of age, possess past experiences in educational organizations & have a pleasing personality with excellent spoken English skills. Salary minimum Rs. 25000/- with comprehensive health package + attractive commission structure.

NOTE : Job profile will require working on weekends

Apply with full CV, passport size color photo & two non-related referees.

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Start planning for tomorrow before you quit work today

If you wait until the beginning of your work day to think about organization, you're already probably facing disorganization. Get some hints here how you can be proactive instead of reactive about staying organized.

Preplanning Next Day's Work

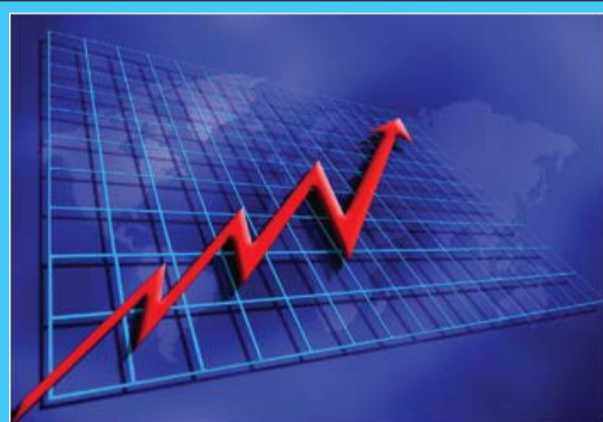
Start your new approach to getting organized by keeping a small legal pad-5" x 7" is a handy size-and a pen or pencil next to the monitor. Head the top of the sheet with the next day, in other words, sitting by my monitor is a pad with the next day, for example, "Friday," written at the top. When a task that needs to be done the next day occurs to you, jot it down.

The reason for using a pad and pen instead of some kind of electronic memo keeper is ease of access. Human behavior dictates that the more trouble to do something is, the less likely it will be done. Grabbing a pen or pencil to make a note is less trouble than stopping something productive you were doing in order to open some other program, enter the task, save it, close it, and get back to work.

Another reason for using a manual method is it is quite possible you will think of something else that should be done the next day after the computer is turned off. When you are ready to quit for the day, go through the list.

Any tasks that are no longer required cross them off. Then number the remaining items in priority order, 1, 2, 3, and so forth.

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LOADSTAR is a Manufacturing Division of Camoplast-Solideal Inc., and manufactures Solid Tires, Air tires, Wheels and Tracks to meet the worldwide market demand for the Material Handling and Construction Industries.

Camoplast-Solideal Inc., seeks energetic SAP Professionals to fill the following vacancies exist in its Global Information Technology Division, Sri Lanka.

Candidates with the required qualifications and experience who would like to apply for the above position are requested to send in their CV's with a photograph and contact detail of two non related referees to the below email address or to below address, with the post applied for on the top left of envelop before 30th January 2011.

**General Manager - HR & Administration
Loadstar (Private) Ltd.
No. 218, Regents Court,
Minuwangoda Road, Ekala, Ja-Ela.
E-mail: careers@loadstarlk.com**

TEAM UP WITH THE CHAMPIONS!

SENIOR BUSINESS PROCESS ANALYST - SAP FI & CO

Senior Business Process Analyst - SAP FI & CO will be primary responsibility analysis and execution of improvement projects related to Global Supply Chain & Manufacturing Group. These solutions will be developed mainly in the SAP FI & CO Modules.

Responsibilities

- In collaboration with the Business Relationship Manager ensure maintaining relationships with the client groups for projects assigned
- Plan and execute projects within the deadlines, respecting budgets and by maintaining a high level of quality
- Supervising and coaching SAP Support staff in the preparation of training materials

Expected Qualifications

- Bachelor's degree in Computer Science / Management or equivalent, or Diploma from a recognized educational institute with equivalent experience
- 5-7 years' experience in SAP FI & CO (7 years minimum with Diploma from a recognized educational institution)
- Advanced SAP FI & CO Module essential knowledge
- Knowledge of SAP SD, PP and MM modules is an added qualification

SENIOR BUSINESS PROCESS ANALYST - SAP SD

Senior Business process Analyst - SAP SD will be primary responsibility analysis and execution of improvement projects related to Global Supply Chain & Manufacturing Group. These solutions will be developed mainly in the SAP SD Modules.

Responsibilities

- In collaboration with the Business Relationship Manager ensure maintaining relationships with the client groups for projects assigned
- Conduct root cause analysis on repetitive support issues
- Plan and execute projects within the deadlines, respecting budgets and by maintaining a high level of quality
- Supervising and coaching SAP Support staff in the preparation of training materials

Expected Qualifications

- Bachelor's degree in Computer Science / Management or equivalent or Diploma from a recognized educational institute with equivalent experience
- 5-7 years' experience in SAP SD (7 years minimum with Diploma from a recognized educational institution)
- Advanced SAP SD Module essential knowledge
- Knowledge of SAP FI, CO, PP and MM modules is an added qualification

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