

GREENHILL INTERNATIONAL - KANDY TEACHER VACANCIES

Greenhill International requires qualified, experienced, dedicated, teachers to teach in the English medium with high proficiency in English and commanding personality, for immediate appointment.

•ENGLISH

- ◆To teach in the Senior classes.
- ◆Should have a good command of English.
- ◆Should have a minimum of 03 years experience
- ◆Should be a Graduate / Trained Teacher

•ECONOMICS/ BUSINESS STUDIES/ ACCOUNTS

- ◆To teach in the English medium in the London G.C.E. O/L and A/L classes.
- ◆Should have a good command of English.
- ◆Should have a minimum of 03 years experience
- ◆Should possess a recognized degree or equivalent professional qualification.

•HISTORY / GEOGRAPHY / CITIZENSHIP EDUCATION

- ◆To teach in the Senior classes in the English medium.
- ◆Should have a good command of English.
- ◆Should be a graduate / specialist trained.
- ◆Should have a minimum of 03 years experience.

•GENERAL SUBJECTS (PRIMARY SECTION)

- ◆To teach in the English medium.
- ◆Should have a good command of English.
- ◆Should be a Trained Teacher or equivalent professional qualifications.
- ◆Should have a minimum of 03 years experience.

•KINDERGARTEN TEACHER

- ◆ Should be a qualified, experienced, dedicated Kindergarten Teacher with high proficiency in English.
- ◆Should be AMI qualified or equivalent with a minimum of 03 years experience.

- Attractive terms negotiable dependent on experience and qualifications.
- When applying the subject should be indicated on the top left hand corner of the envelope.
- Please send your CV with contact Nos. and names and addresses of two non-related referees on or before 17.04.2012 to :-

**The Principal,
Greenhill International,
No. 67, Vidyarthi Mawatha, Kandy.
Tel: 081-2227676 / 2227677
Fax : 081-2227675**

CONFIDENTIALITY AND

No company wants to lose its valuable sensitive information to a competitor, potentially creating negative client situations and compromising future growth. The vigilant protection of company information is an issue that needs to be discussed with employees during their employment and, more especially, as they are leaving your employ. What practical and legal steps can you take to guard your company's secrets?

Start at the beginning

The best time to have an employee agree to confidentiality obligations is right at the time of hire. Managers (or HR professionals) should have employees sign a confidentiality agreement unless they have already signed a document with confidentiality provisions during the interview process.

At times, it may also be desirable for a company to require stronger post-employment restrictions, such as non-compete obligations, on a key hire. In most states, non-compete agreements are fairly routine. For example, in California, the conventional wisdom is that enforceability is limited—which is generally true. There is, however, some belief for enforcing agreements that do not actually prevent that restricted employee from earning a living within his or her field.

What are trade secrets, really?

The core of confidentiality obligations is the protection of trade secrets. While many states have statutes to help protect trade secrets, specific confidentiality provisions in the terms and conditions of employment re-enforce those protections, calls them to the employee's attention, and binds the employee to them using the employee's signature.

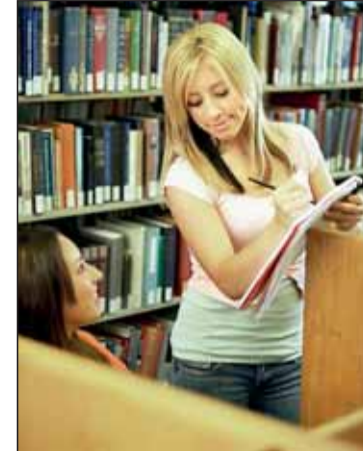
A trade secret may consist of any formula, pattern, device, or



compilation of information which is used in one's business and which gives the employer an opportunity to obtain an advantage over its competition. Generally, a trade secret is a process, device, or information intended for continuous use in the operations of the business.

Trade secrets can include customer lists, pricing structures, business strategy, marketing plans, financial information, product development strategy, intellectual property, current and anticipated research and development, and inventions. Following are some questions that should clarify if you're not sure if some information, a device, or a formula constitutes a trade secret:

- ▶ Is the information known outside of the employer's business?
- ▶ Is the information known by employees and others involved in the business?
- ▶ What measures does the employer take to guard the secrecy of the information?
- ▶ What is the value of the information to the employer and to the competitors?
- ▶ What is the amount of effort or money expended by the company in developing the information?
- ▶ How easily or readily could the information be obtained by a competitor through an independent source?



Note that trade secrets need not be technical in their nature. Market-related information and documents may be deemed to be trade secrets, and thus confidential.

Is a customer list a trade secret?

Though very important to every company, customer lists may or may not be considered a trade secret protected by confidentiality obligations. If the customer list contains specific customer information such as the key contact person, particular needs or requirements, or other information about customers that would be advantageous in the business but not publicly available, then such lists should be considered a trade secret and receive protection accordingly.

Some practical ways to protect corporate assets

Employers should disseminate to their employees a written trade secret policy that specifically identifies customer information, anticipated R&D projects, pricing, and other similar items as trade secrets. Most trade secrets are documented in some fashion, whether in paper files or computer

disks. Here are some suggestions for keeping trade secrets

- ▶ If it's a trade secret, label it! Mark confidential documents with the words CONFIDENTIAL or TRADE SECRET. But be selective. If all documents or files are labeled secret, even those that are not, the label may lose its effectiveness.
 - ▶ Do not distribute confidential documents beyond the pool of people who need to see them.
 - ▶ Securely store your documents and protect them from inappropriate access and disasters such as fire.
 - ▶ Back up your computer information, and keep the duplicate files secure.
 - ▶ Shred documents before discarding them.
 - ▶ Erase boards and destroy flip charts after meetings.
 - ▶ Collect all excess documentation after meetings.
- With the increasing use of e-mail, intranets, and portals, companies also need to set up appropriate policies for technology security, including hardware, software, and data. Using firewalls to protect Internet access, employing reputable encryption programmes on email, restricting access to servers, and developing sophisticated database security protocols are all valuable steps in ensuring that electronic copies of trade secrets are not deliberately or inadvertently released. Proper virus protection is also crucial to assure that critical documents are not damaged or destroyed.

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CAN YOU FILL IN THIS POSITION ?



Facilities Manager

99X Technology (Formerly Eurocenter DDC) is a company specializing in delivering High Quality Product Engineering services to Independent Software Vendors (ISVs) in the global market place. With offices in Colombo, Sri Lanka and Oslo, Norway, we have an outstanding track record of over 10 years in building and delivering over 100 Software products worldwide.

We are currently looking for an efficient, resourceful and energetic individual for the role of Facilities Manager. He/she must ensure that the Company has the most suitable working environment for its employees and their activities.

Minimum Requirement:

- Over 5+ years of experience in a similar capacity in a Construction environment or Corporate organization

Duties & Responsibilities:

- Provide support for the maintenance of the Company building, car park, furniture and fittings, AC and the overall Company environment
- Plan and coordinate future expansions of the Company office and Infrastructure
- Responsible for the Facility Management of the Company

You will receive an attractive remuneration package on par with industry standards along with other fringe benefits.

If you are confident that you are the ideal candidate for this position, e-mail your resume with details of two non-related referees and a recent photograph of yourself to careers@99x.lk, stating "Facilities Manager" in the subject line within 10 days of this advertisement. Only shortlisted candidates will be notified.

99X Technology
www.99XTechnology.com

Reaching your full potential: Overcoming fear

Each of us has untapped potential. When this potential is embraced and used, it can have a powerful impact on our lives.

Think about a 2%, 5%, 10% shift in how we are living our lives at home, school, work and play. Small shifts and changes can powerfully impact our lives. But what gets in our way? What obstacles must we overcome? One obstacle for people is fear, and fear can be limiting at best and paralyzing at worst.

My family and I went camping over the spring break holidays. We camped at a beautiful State Park — Falls Creek Falls — in Tennessee. It is a wonderful place to visit



and explore with breathtaking views, hiking trails, and waterfalls.

Some of the hiking trails have suspension bridges connecting the trails over vast gorges, some bridges being more than 100 ft high. Like the one in the Indiana Jones movie. As my wife, two boys and I approached a very long bridge suspended at least

100 ft. high, my oldest son quickly took off across the bridge and yelled for the rest of us to join him.

As I approached the bridge, while he was crossing, I yelled out to him the typical parent concerns — Be careful! Hang onto the rail! Walk slow! If the bridge breaks... What was I thinking? What was I feeling?

I became acutely aware of an enormous amount of fear for him, and fear in me while I was crossing this high bridge. When he got to the other side, he turned, waved and yelled, "Come On Dad"! I walked slowly across the bridge noticing an incredible amount of fear and run-away thinking happening with me, which had me

considering not going forward. My son was on the other side and I had a choice, to let the fear stop me or not.

As I walked across the bridge the fear increased profoundly inside of me until I got to the other side. Once I was over the bridge, my son and I high-fived and walked back across the bridge. As we walked back across I experienced no fear. What happened to the fear?

That experience highlighted this point to me. That there are times in our lives when we want to do something — be a better student, be a better parent, improve our personal or work lives, improve ourselves athletically — but fear can creep up inside of

How and when to empow-

Employee involvement is creating an environment in which people have an impact on decisions and actions that affect their jobs. Employee involvement is not the goal nor is it a tool, as practiced in many organizations. Rather, it is a management and leadership philosophy about how people are most enabled to contribute to continuous improvement and the ongoing success of their work organization.

My bias, from working with people for 35+ years, is to involve people as much as possible in all aspects of work decisions and planning. This involvement increases ownership and commitment, retains your best employees, and fosters an environment in which people choose to be motivated and contributing. It is also important for team building.

How to involve employees in decisionmaking and continuous improvement activities is the strategic aspect of involvement and can include such methods as suggestion systems, manufacturing cells, work teams, continuous improvement meetings, Kaizen (continuous improvement) events, corrective action processes and periodic discussions with the supervisor.

Intrinsic to most employee involvement processes is training in team effectiveness, communication, and problem solving; the development of reward and recognition systems;



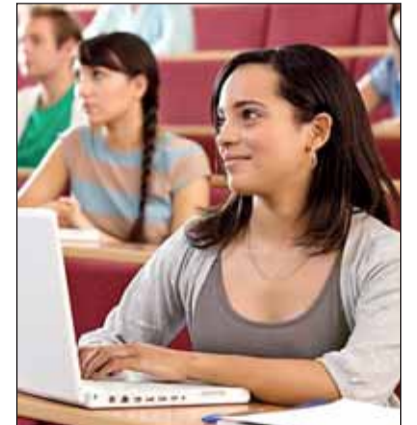
and frequently, the sharing of gains made through employee involvement efforts

Employee Involvement Model

For people and organizations that desire a model to apply, the best I have discovered was developed from work by Tannenbaum and Schmidt (1958) and Sadler (1970). They provide a continuum for leadership and involvement that includes an increasing role for employees and a decreasing role for supervisors in the decision process. The continuum includes this progression.

Tell: the supervisor makes the decision and announces it to staff

The supervisor provides complete direction. Tell is useful when communicating about safety issues, government regulations and for decisions that neither require nor ask for



employee input.

Sell: the supervisor makes the decision and then attempts to gain commitment from staff by "selling" the positive aspects of the decision. Sell is useful when employee commitment is needed, but the decision is not open to employee influence.

Consult: the supervisor invites input into a decision while retaining authority to make the final decision herself. The key to a successful consultation is to inform employees, on the front end of the discussion, that their input is needed, but that the supervisor is retaining the authority to make the final decision. This is the level of involvement that can create employee dissatisfaction most readily when this is not clear to the people providing input.

Join: the supervisor invites