

Happy January 1st

I assume the world did not come to an end on December 21 as the Mayan's predicted and you are still with us. If it did, we will see you at 8:03 am where ever you are!

Congratulations

"If it is to be – it is up to me!"

ALP = Advanced Leadership Program

CLP = CommScope Leadership Program

ELD = Enterprise Leadership Development - CommScope

EMP = Executive Management Program

IMP = In-house Management Programs

MCG = Managing Change Workshop

NEG = Negotiation Program - CommScope

PSP = Professional Sales Program

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Seminars Starting In 2013

Executive Management Programs

Class 43

► **Week 1 – Feb. 11 – 15, 2013** ◀

Week 2 – May 06 – 10, 2013

Week 3 – Aug. 19 – 23, 2013

Week 4 – Nov. 11 – 15, 2013

Week 5 – Feb. 17 – 21, 2014

Class 44

► **Week 1 – May 13 – 17, 2013** ◀

Week 2 – Sep. 09 – 13, 2013

Week 3 – Dec. 16 – 20, 2013

Week 4 – Mar. 17 – 21, 2014

Week 5 – Jul. 14 – 18, 2014

Class 45

► **Week 1 – Aug. 26 – 30, 2013** ◀

Week 2 – Nov. 18 – 22, 2013

Week 3 – Mar. 10 – 14, 2014

Week 4 – Jul. 21 – 25, 2014

Week 5 – Oct. 06 – 10, 2014

(To enroll participants in any class or to obtain detailed information please contact Tom Stevens at inmco@mindspring.com or call 865-458-3429.)

Chronological Calendar – 2013

PSP 13/1 – JAN 14 - 18

EMP 39/5 • JAN 21 – 25

► **EMP 43/1 • FEB 11 – 15** ◀

EMP 41/3 • FEB 18 – 22

EMP 42/2 • FEB 25 – MAR 01

PSP 12/4 & EMP 40/5 • MAR 18 – 22

PSP 13/2 – APR 29 – MAY 03

EMP 43/2 • MAY 06 – 10

► **EMP 44/1 • MAY 13 – 17** ◀

EMP 41/4 • MAY 20 – 24

EMP 42/3 • JUN 10 – 14

Steven's Statement

The new year brings a clean slate on which to make plans for 2013 and beyond. A few suggestions on what to do with this clean slate.

1. Prepare a 12 month Success Chart. What seven things would give you great pride if you accomplished them in 2013? Think carefully about this. One year from now what would give you a large smile of accomplishment? Prioritize these seven items and write them down. Put them in a place where you will see them every day. Then, once a month, rate them using any system that makes sense to you. The objective is to successfully complete these seven items in the next twelve months.

2. Long-range planning. Think about the next three to five years. What would give you great satisfaction if you achieved these longer-range goals? Remember the words of Daniel Burns – "Make no little plans – they have no magic to stir ones blood." Think big – nothing is impossible If you really want it bad enough!

3. Prepare your 2013 Accountability Plan. List what you are accountable for. (Be sure and include Relationships, Career and Self-Development – you are accountable for these things.) Beside your Accountabilities, list the Indicators. (What will you look at to determine if you are really handling your Accountabilities?) Finally, the Expected Results for the Accountabilities. These must be specific, measurable, and accurately described.

4. Put these three documents away for a week and don't look at them. After a week spread them out – read and rethink what you have written. Are you pleased? Do they need a little rewriting? Are they challenging enough? If it was your own money, would you pay someone what you are currently making to do what you recommend in your plan?

5. If you really have courage - share these three documents with someone you trust. Ask their opinion of what you have written. Then, ask them to quiz you every so often on how you are coming on achieving these milestones. John and I believe in Pride and Guilt. We want you to have great Pride when you accomplish what you set out to do and we want you to feel Guilty as hell if you don't! Now, you are ready to ring in the New Year.

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"In the arena of human life honors and rewards fall to those who show their good qualities in action."

Aristotle

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"You can't get anywhere unless you start."
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## John's Jottings

January takes its name from the Roman god Janus, god of gates and doorways. Janus is usually pictured with two faces, one looking ahead, the other looking back. It's a great reminder to pause for a moment, look back, contemplate what we have learned, then turn our attention to what comes next.

A great management dialog, just for this purpose, is the performance discussion. Here are some suggestions on how to do it.

Suggestion 1 - use the accountability plan as the basis for the discussion. If the discussion is between you and your direct report, use the direct report's plan - if between you and your boss, use your plan.

Suggestion 2 - have the direct report determine actual results in relation to expected results for each indicator ahead of time.

Suggestion 3 - begin by asking the direct report to share the results and variances beginning with the most important accountability. Listen, then ask probing questions focusing on the direct report's explanation for the more important variances.

Suggestion 4 - Proceed through the accountability plan in priority order of accountabilities, spending time in relation to the importance of the accountability.

Suggestion 5 - After you have listened to your direct report's explanations, offer your own, especially if they differ.

Suggestion 6 - Ask, "What have you learned from these results?" Share the lessons you learned.

Suggestion 7 - Fine tune the accountabilities, indicators and expected results for the 2013 accountability plan. Apply the lessons learned!

You say, "We didn't have accountability plans last year. What now?" You can still have effective performance oriented dialogs. Here's how.

Ask, "What are some results you secured last year in which you take great pride?" Follow up with questions like, "what do you think enabled you to secure these results?" Then, move on to the next set of results.

Ask, "What were some results that disappointed you?" Follow up with something like, "what did you learn from that?" THEN - develop a plan for 2013.

Remember, learning and growing is the overall goal.  
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Poetess Laureate

Twenty Twelve brought many good things to INM – among these was our first Poetess Laureate in a quarter century.

“Twas the week before Christmas, when all through east Tennessee,

Tom was not idle, nor John, nor “what’s her name,” as they were all busy as bees.

The INM Newsletter had been written and published with care,

As Class 6 was dreaming of year-end bonuses that soon would be there.

The INM graduates, especially Class 6, were going to hit Goals, they just had to believe, There was time yet to go, time for their annual goals that they had to achieve.

Class 6 type “A’s” with their drive to excel and their hunger for the best,

Wouldn’t stop till the objectives were hit, and then they would rest.

When out in cyberspace there arose such a clatter, Class 6 all tuned to email to see what was the matter.

Away to their keyboards, they flew like a flash, Clicked on the Inbox, and wondered why on the 17th, Tom would send something to the class.

Opening the letter, they found Tom had a new product just in time for the New Year.

The new product gave great hope of profits that would bring good cheer.

And then what, to our wondering eyes did appear, But a word of Tom’s retirement at the end of this Year!

Now Tom might be old, but he is lively and his wit is quick,

The thought of him retiring for the 3rd time is making us all very sick.

Tom’s stories entertained, his lessons hit hard, As we’ve taken his advice, we have all gone so far! Now Structure! Now Style! Now Conflict and Long Range!

On, Interviewing! On, Performance, on Leadership and Change!

To the top of the Industry, to the top of the Class! Now hurry classmates! The year is almost over. We must be fast!

As all good INM graduates, when under pressure we put our lessons to use,

When we meet with an obstacle, we plan, we execute, to Fail We Refuse!

To be the best, to top the competition, that is where we must be!

So hit the Goals for 2012, Now Excel! And Achieve! Bonuses mean Money!

And then, in a twinkling, we heard old Tom say he was not gone,

He laughed and he promised advice via email or by the phone.

As we drew in our breathes and listened with care, Tom assured us that if we needed him, he would always be there.

He might be aboard Miskate, or napping or feeding the fish,

But he’d be available for Class 6, if ever we wished.

As long as he behaved and out of

“what’s her name’s” hair,

He could stay out of trouble and out of the padded cubicle with an uncomfortable chair.

John would be there carrying on the tradition, making all better, teaching the classes,

Whether in Knoxville, or elsewhere, he’ll no doubt be developing more leaders for the masses.

He’ll take them all far with the knowledge he’ll share.

Just tell others to take the classes....much better they will fare!

As we thought about all this, and looking back saw them both, sitting in class and teaching us all,

We couldn’t help but smile and remember all they taught us to help us answer the leadership call.

The stories they told, the lessons they shared, Showed us all just how much Tom and John, both, really cared.

So Tom as you retire and begin a new chapter, a new adventure, a new year,

Know that Class 6 is better because you are here!

We love you much, you taught us a lot, and we’re not through yet!

We’ll be missing you, and we’ll be cheering John on, on that you can bet!

So as you sit on the dock, drop a line in the water or doze in the sun,

May your 3rd retirement be all you hope it to be, but most of all Fun!

We all wish you great blessings from the Man up above,

We are all better for Tom and John and INM! From Class 6 with Love.”

INM Poetess Laureate – **CHAFFIN**, Vickie - (EMP-06) - EcoWater Systems, Materials Manager, 17471 Highway 15, North Ripley, MS 38663 – Bus – 662-837-5529 - chaffinv@ecowater.com

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“*Ability is the most important tool in your life.*”
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HAPPY NEW YEAR

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