

Happy October 1st

The final quarter for 2012 has just begun. Only 92 days and we begin all over again in 2013. Only 85 days left to get on Santa's good girls and boys list! Good Luck.

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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Correction

The email address for Dave Dillon was stated incorrectly in the September Newsletter. Here is the correct information - **DILLON**, Dave – (PSP-9) – is now Regional Sales Manager – SICK, Inc., 11826 Cupworth Court, Huntersville, NC 28078 – Bus – 800-325-7425 – Cell – 704-618-3968 – Dillon24@bellsouth.net.

Executive Management Program

The final Executive Management Program in 2012 – Class 42 - begins November 12 – 16 at the Airport Hilton in Knoxville, TN. There is still time to enroll.

Two boys were walking home from Sunday school after hearing a strong sermon on the devil. One said to the other, "What do you think about all this Satan stuff?" The other boy replied, "Well, you know how Santa Claus turned out. It's probably just your Dad."

Seminars Starting In 2012 - 2013**Executive Management Programs****Class 42**

- ▶ **Week 1** – Nov. 12 – 16, 2012 ◀
- Week 2 – Feb. 25 – Mar 1, 2013
- Week 3 – Jun. 10 – 14, 2013
- Week 4 – Sep. 16 – 20, 2013
- Week 5 – Dec. 09 – 13, 2013

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 – 2012 & 2013

EMP 39/4 – OCT 15 - 19

EMP 41/2 – OCT 22 – 26

▶ EMP 42/1 – NOV 12 – 16 ◀

PSP 12/3 – DEC 03 – 07

EMP 40/4 – DEC 10 – 14

2013

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 • MAR 18 – 22

EMP 40/5 • MAR 18 – 22

EMP 43/2 • MAY 06 – 10

▶ EMP 44/1 • MAY 13 – 17 ◀

EMP 41/4 • MAY 20 – 24

EMP 42/3 • JUN 10 – 14

EMP 41/5 • AUG 12 – 16

EMP 43/3 • AUG 19 – 23

▶ EMP 45/1 • AUG 26 – 30 ◀

EMP 44/2 • SEP 09 - 13

EMP 42/4 • SEP 16 - 20

EMP 43/4 • NOV 11 – 15

EMP 45/2 • NOV 18 – 22

EMP 42.5 • DEC 09 – 13

EMP 44/3 • DEC 16 - 20

Steven's Statement

Effectiveness

"Effectiveness can be learned. Effectiveness must be learned!" Peter Drucker

Effectiveness is getting the right things done. It is a habit consisting of five complex practices. You can acquire the habit of effectiveness by practice, the way you acquire any other habit. The practices of the effective executive are five in number –

1. Managing your time – work on only those things that are both urgent and important.
2. Focus your efforts on making contributions.
3. Making your strengths productive.
4. Concentrate your efforts on those tasks that are the most urgent and important to contributions.
5. Making effective decisions.

These practices are simple, deceptively so. However, these practices are exceedingly hard to do well. You will have to acquire them, the same way you learned the multiplication table - that is repeated ad nauseam until "6 x 6 = 36" became an unthinking, conditioned reflex, and a firmly ingrained habit. Similarly, you learn the five practices of effectiveness by practicing and practicing and practicing them again.

Questions you must be able to answer –

1. What am I being paid to do?
2. What should I be paid to do if I am being paid for getting the right things done in my position?
3. Am I doing the things that I should be doing?

"There is a tremendous difference between doing things right and doing the right things." Peter Drucker

Successful leaders do not start out asking, "What do I want to do?" They ask, "What needs to be done?" Then they ask, "Of those things that would make a difference, which are right for me?" They don't tackle things they aren't good at. They make sure other necessities get done, but not by them - they appoint someone else. Successful leaders make sure that they are effective! They are not afraid of the strength of others.

ACTION PLAN – Eliminate or reduce the activities that do not contribute to effectiveness, the things you shouldn't be doing. What are some of these activities? Are the activities that remain both urgent and important?

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John's Jottings

The boss asks you to do something special for her, says it will likely take forty percent of your time for the next several months. She also says that due to budget considerations you may not hire a new person to take up some your normal the load.

What to do? You have to delegate. How do you do that so you are not embarrassed because something bad happens as a result of your delegation? You don't want a repeat of what happened this past weekend with the Seahawks and the Packers. You remember, because of the regular officials striking the Commissioner hired replacement officials he thought could do the job. Yet in their haste they made what many believe was a mistake that caused the Packers to lose by two instead of win.

Here's how you do it so that the chances of embarrassing things happening are reduced.

First, define the result you want your delegate to achieve. Define it in terms of end results with the definition fleshed out with appropriate quantity, quality, costs, and time frames as appropriate.

Second step, assure delegate has adequate authority and resources to accomplish what you want. As part of this step, also decide how you will monitor her/his progress. Jot all these things down. It will help you clarify your thoughts.

Third step, and this is most important, perform a risk analysis. Here's how:

- 1) from your past experience note the key activities required to accomplish your assignment
- 2) jot down the strengths of the delegate that attract you to choosing her/him to undertake this assignment.
- 3) also jot down any weaknesses with respect to the project
- 4) note possibilities that could occur if weaknesses got out of control
- 5) determine what you would do if one or more possibilities in step four came to pass

Review what you have jotted down. Decide to pursue or try someone else.

It works, Try it. The odds of a successful experience are greatly increased. That's good for the individuals to whom you delegate and good for you.

The surveys say direct reports think their manager is not making full use of their capabilities. They want additional challenges. Give it to them! Delegate it.

Neil Armstrong – 8/5/1930 – 8/25/2012

On July 20, 1959 Commander of the Apollo 11 lunar module, Neil Armstrong was the first person to set foot on the moon. His first words after stepping on the moon, "That's one small step for man and one giant leap for mankind," were televised to earth and heard by millions. However, just before he entered the moon lander, he made the enigmatic remark - "Good luck, Mr. Gorsky." People at NASA thought it was a casual remark concerning some rival soviet Cosmonaut. However, upon checking, there was no Gorsky in the Russian or American space program.

Over the years, many people questioned Armstrong about the "Good luck, Mr. Gorsky" statement but Armstrong always just smiled. On July 5, 1995, in Tampa, Bay, Florida, while answering questions following a speech a reporter brought up the 26 year old question to Armstrong. This time he responded. Mr. Gorsky had died, so Neil Armstrong felt he could now answer the question. In 1938, when he was a kid in a small mid-western town, he was playing baseball with a friend in the backyard. His friend hit the ball, which landed in his neighbor's yard by their bedroom window. His neighbors were Mr. and Mrs. Gorsky. As he leaned down to pick up the ball young Armstrong heard Mrs. Gorsky shouting at Mr. Gorsky - "Sex, you want sex? You'll get sex when the kid next door walks on the moon!" TRUE STORY. It broke the place up.

Cowboy Bud

A cowboy named Bud was watching his herd in a remote Montana pasture when suddenly a brand-new BMW advanced toward him in a cloud of dust. The driver, a young man in a Brioni® suit, Gucci® shoes, Ray-Ban® sunglasses and YSL® tie, leaned out the window and asked the cowboy, "If I tell you exactly how many cows and calves you have in your herd, will you give me a calf?"

Bud looked at the man, who obviously was a yuppie, then looked at his peacefully grazing herd and calmly answered, "Sure, why not?" The yuppie parked his car, whipped out his Dell® notebook computer, connected it to his Cingular RAZR V3® cell phone, and surfed to a NASA page on the Internet, where he called up a GPS satellite to get an exact fix on his location which he then fed to another NASA satellite that scanned the area in an ultra-high-resolution photo. The young man then opened the digital photo in Adobe Photoshop® and exported it to an image processing facility in Hamburg, Germany. Within

seconds, he received an email on his Palm Pilot® that the image had been processed and the data stored. He then accessed an MS-SQL® database through an ODBC connected Excel® spreadsheet with email on his Blackberry® and, after a few minutes, received a response. Finally, he printed out a full-color, 150-page report on his hi-tech, miniaturized HP LaserJet® printer, turned to the cowboy, and said, "You have exactly 1,586 cows and calves."

"That's right. Well, I guess you can take one of my calves," said Bud. He watched the young man select one of the animals and looked on with amusement as the young man stuffed it into the trunk of his car. Then Bud said to the young man, "Hey, if I can tell you exactly what your business is, will you give me back my calf?" The young man thought about it for a second and then said, "Okay, why not?"

"You're a Congressman with the U.S. Government," said Bud. "Wow! That's correct," said the yuppie, "but how did you guess that?" "No guessing required," answered the cowboy. "You showed up here even though nobody called you - you wanted to get paid for an answer I already knew, to a question I never asked. You used millions of dollars worth of equipment trying to show me how much smarter than me you were - and you don't know a thing about how working people make a living - or about cows, for that matter. This is a herd of sheep. Now give me back my dog!" And that folks explains how our government works.

The Newlyweds

A young Southern belle got married and went on her honeymoon. When she returned, the bride called her mother. "Well," said her mother, "how was the honeymoon?" "Oh mama," she replied, "the honeymoon was wonderful and romantic."

Suddenly she burst out crying. "But, mama, as soon as we returned, Bubba started using the most horrible language – things I'd never heard before! I mean awful four-letter words! You've got to come and get me!" "Carolyn," her mother said, "calm down and tell me what four-letter words?" "I'm so embarrassed, they're just too awful," wept her daughter! "Come get me, please!" "Darling, baby, you must tell me what has you so upset. Tell your mother these horrible four-letter words!" Sobbing, the bride said, "Oh, Mama, he used words like - dust, wash, iron, and cook" "I'll pick you up in twenty minutes," said her mother.