

Human Resources Department
400 East University Way
Ellensburg, WA 98926
Phone: (509) 963-1202
Fax: (509) 963-1733
E-mail: hrtraining@cwu.edu

This monthly newsletter is intended to provide down-to-earth ideas and techniques you can put into action to improve communication, enhance performance, motivate staff, and influence peers. Your suggestions and ideas are encouraged. E-mail your HR Quick Tips newsletter submissions to **Michael Horne** at: hrtraining@cwu.edu.

What Makes a Leader Inspirational?



"People want trust. They are hungry for it. But they are selective. They will only give it to a motivator—a communicator—a teacher—a real person—someone who, over time and across events, proves to be exactly what they say they are—someone who makes the commitments they can keep—and keeps the commitments they make."
Jeffrey Immelt, Chairman and CEO of General Electric

The ability to inspire people to reach great heights of performance and success is a skill that leaders need. Passion, purpose, listening and meaning help make a leader inspirational. The inspirational leader feels passionately about the vision and mission of the organization. He or she is also able to share that passion in a way that enables others to feel passionate, too. The nature of the vision and mission is critical for enabling others to feel as if their work has purpose and meaning beyond the tasks they perform each day.

Important to inspiration is the integrity of the person leading. Yes, vision and passion are important, but employees must trust you to feel inspired. They must believe in you. Your "person" is as important as the direction you provide. Employees look up to a person who tells the truth, tries to do the right things, lives a "good" life and does their best.

The inspirational leader listens to the people in his or her organization. Talking to people about your passion is not enough. To "share meaning" you must allow the ideas and thoughts of your staff to help form the vision and mission, or minimally, the goals and action plan. No one is ever one hundred percent supportive of a direction they had no part in formulating. People need to see their ideas incorporated – or understand why they were not.



An inspirational leader gives people what they want within his or her capabilities. The inspirational leader also understands that, while money is a motivator, so are praise, recognition, rewards, a thank you and noticing an individual's contribution to a successful endeavor.

Reprinted from *Information and Inspiration for Exceptional Training Experiences in CRM Quarterly*, Vol 1, 2nd Qtr

HR UPDATE

Angela Beaudry, HR Director of Operations will be leaving CWU effective June 13, 2008 and will be missed by the entire campus community. **Roberta Lowe**, HR Assistant, is also leaving on June 13th for her new position with the International Studies & Programs Department. They both have been valuable members of the HR team.

May/June Q & A

QUESTION: No matter how hard I work, everything continues to pile-up. It seems I'm constantly under pressure. Are there any time-saving techniques I can use to get things under control?

ANSWER:

Changing time management habits takes time and effort, and it is always much easier when you have a simple system of practical rules and hints that are easy to keep in mind. Learn to see the difference between urgent and important. The important tasks are those that lead you to your goals, and give you most of the long term progress and reward. Those tasks are very often not urgent and many urgent tasks are not really important; however, know and respect your priorities. Aim to do the important things first.

Plan your actions for achieving your goals. Convert your goals into a system of specific actions to be done. Schedule time for your tasks. Your concentration can be easily lost in the sea of many boring or less important things waiting to be done in your head. Most often, there is no way to get those things out of your mind except of either doing them or scheduling them in a trustable system, convincing your mind that they will be done in due time.

Finally, know how you spend your time. Keep a time log during some time interval, like a week, and then analyze it to see where your time goes. For example, what percentage of time you spend on urgent and important activities, what people you devote most time to. You are likely to be surprised, and you will see much better if you could use more time management tips.

You can receive additional information or training through the programs offered by the HR Department. Please call (509) 963-1202 for more information or refer to:

<http://www.cwu.edu/~training/>.

NEWS and UPDATES

Employment Relations

Changes to Leave Laws

During the past Washington State legislative session three bills passed that created two new types of leave available to employees and extended the use of the shared leave program.

- SHB 2602 allows an employee who is a victim, or whose family member is a victim, of domestic violence, sexual assault, or stalking to take unpaid leave or use any accrued leave to recover from and cope with the effects of such violence. (Effective April 1, 2008)
- SB 6447 allows during a military conflict an employee whose military spouse is being deployed or taking leave from deployment to take 15 days of unpaid leave, per deployment, to spend time with the military spouse. An employee may choose to substitute any accrued leave for any portion of the 15 days of unpaid leave. In addition, SB 6447 changes the paid military leave for employees to report to active duty or take part in active training duty from 15 days per year to 21 days per year. (Effective June 12, 2008)
- SSB 6500 allows employees who are victims of domestic violence, sexual assault, or stalking to request shared leave. Under this bill, to qualify for shared leave the employee must be the victim (not the employee's family member as in SHB 2602). (Effective October 1, 2008)

Additionally, the federal Family Medical Leave Act (FMLA) has recently been expanded to include leave taken when a spouse, son, daughter, or parent has been called to active duty or has been notified of an impending call to active duty in support of a contingency operation. It also allows for leave to care for a covered service member who is suffering from a serious illness or injury incurred in the line of duty and expands the amount of family medical leave available for such situations from twelve to 26 weeks.

Should you need to use leave or have an employee who needs to use leave for any of the reasons listed above, please contact your Human Resource Representative for assistance. University policies are currently being reviewed and updated to incorporate these changes.

MEET the STAFF

Employment Relations

Karla Shugart manages the employment relations unit consisting of four Human Resources representatives. She graduated from CWU then spent more than 12 years in the Air Force as an aircraft maintenance/munitions manager while stationed in Colorado, Florida, New Jersey, and Italy. Her final assignment was as a personnel officer for a maintenance squadron. This opened the door to her human resources career which began at the University of South Florida. Karla has a Masters' in Administration and holds the Senior Professional in Human Resources (SPHR) certification. In May 2001, she married Preston, her former college boyfriend; between them, they have two daughters and a son, all living in Florida. Karla and Preston moved to Ellensburg in June 2001 for Karla's new job at CWU.



JUNE

TRAINING PROGRAMS

Performance Development: PDP Part 2

Tuesday, June 10th

1:00 p.m. – 4:30 p.m. SURC Rm 201

Deciding Between PERS 2 & 3

Thursday, June 12th

11:00 a.m. – 12:00 p.m. SURC Rm 271

Customer Service Excellence

Friday, June 13th

8:30 a.m. – 12:00 p.m. SURC Rm 202

To register for these classes, to view the training and development catalog, please go to: <http://www.cwu.edu/~training/> or call (509) 963-1202 for more information.

Coming in July Recruitment Tips

Benefits Brief

Plan for the Unexpected

Life has plenty of uncertainties. Cars break down. Furnaces die in February. How do you keep your balance when life deals you setbacks?

The answer is savings and insurance. Save for expenses such as a leaky roof or those you'll have to meet during a short-term illness. An adequate emergency fund can keep setbacks like these from turning into calamities. Other setbacks are too costly—or unlikely—to make saving for them a realistic option. That's what insurance is for. [Read more>>](#)

Also see www.cwu.edu/~hr/benefits