

AHA Workers' Compensation Self-Insured Trust

Leadership lessons for the workplace *Take steps to prepare yourself*

Does your job require you to perform in a leadership role?

Whether or not you have a new official title, you can be a leader on the job by working to make your department or shift a more efficient operation.

Being a leader means you must be ready to assume a variety of responsibilities. Leaders must guide and motivate coworkers, develop strategies, communicate effectively, help facilitate changes, and more.

Here are 7 steps that you can take to help you in your leadership role.

1. **Take ownership** of your current job and master all the competencies required for excellence.
2. **Learn how to motivate others** to perform at their best and serve as a role model.
3. **Take on more responsibility** and demonstrate that you are capable of handling it.
4. **Get to know the organization** and the leaders in the workplace.
5. **Find your place as a leader** by determining where you best fit into your workplace leadership structure based upon your interests, abilities, and career goals.
6. **Build good relationships** with others throughout the organization, not just with those in your own department.
7. **Be a problem solver** and show that you welcome and can handle whatever challenges you meet in your effort to achieve goals.



"No institution can possibly survive if it needs geniuses or supermen to manage it. It must be organized in such a way as to be able to get along under a leadership composed of average human beings."

– Peter Drucker

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news & notes

LEADING LASTING CHANGE

Joseph Grenny, coauthor of the *The New York Times* best-seller, *Influencer: The New Science of Leading Change*, offers these tips for how leaders can increase their influence to create lasting change:

- **Focus on behavior.** Leaders who repeat vague values drive little change. Those who identify concrete and clear behaviors they hope people will enact are far more effective.
- **Connect to values.** Use potent stories and direct experiences to make change a moral issue.
- **Invest in skills.** Most leaders see influence as a matter of motivation. Influencers invest more in building ability than motivating the masses.
- **Leverage peer pressure.** Research shows that if people believe bad behavior is normal, they are far more likely to follow suit.
- **Change the environment.** Use tools, technology, information, and surroundings to make people conscious of the need to change and be enabled to make better choices.

AHA Workers' Compensation

AHA Workers' Compensation Self-Insured Trust Program is administered by Risk Management Resources (RMR), a division of BancorpSouth Insurance Services, Inc. www.bxsi.com

In March 2003 the AHA Workers' Compensation Self-Insured Trust was established. The program provides workers' compensation coverage to AHA members.

Risk Management Resources, the administrator for the program, assists members in the areas of claims management, safety and loss control.

Attendance attention

Be responsible with earned absences

September is the last month of summer, and you may be looking to get in a last-minute vacation before school and other fall responsibilities start up again. If you've earned it, enjoy it. But let the appropriate people know in good time. Why?

When you give supervisors proper advance notice of planned absences, it:

- Ensures that you receive pay to which you're entitled for time off.
- Allows coworkers to schedule time off so the department is always adequately staffed.
- Contributes to positive performance appraisals.

Calling in promptly to alert supervisors to unscheduled absences:

- Ensures that you are paid for time to which you're entitled.
- Helps coworkers and supervisors schedule and plan work, meetings, etc.
- Shows consideration for others.

Keeping good attendance records helps supervisors:

- Track patterns of excessive absences or absences without notice.
- Alert you to attendance problems.
- Work with you on finding ways to handle problems affecting attendance.
- Take disciplinary action on attendance when necessary.

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