BHAKTI NEWSLETTER (IV EDITION)

FROM CMD'S DESK…….

On 21st Jan, 2014, I gave a small talk to the IIM graduates who have enrolled in Business Management for the (AFP) Armed Forces Program. The AFP program is a rigorous, six month, fully residential program specially designed for officers from the Armed Forces. I addressed them to be prepared for the challenges which they will face in the corporate battlefield. I told them that they need to work on developing their ability to articulate and present themselves. They need to demonstrate the ability to work in teams and get the right attitude. They should not get carried away with a fat pay cheque without paying any heed to parameters like an opportunity to learn, investment in training and development by the employer and flexibility to grow in the industry / domain of one's choice. They need to be able to translate the theoretical knowledge from their curriculum to actual work which could be challenging at times. I wished them all the luck in acquiring the inputs from IIM especially where individual experience is limited. One needs to tune and contemporize the managerial competencies of them so as to leverage their experience and skills to meet the requirements of the corporate world.

Managing Bosses

The relationship with your boss is probably the most important relationship you have at work. Boss management can stimulate better performance; improve your working life, job satisfaction, and workload. Give your boss a hand and reap the rewards. Unfortunately for most of us, we have, or will have at some point, a difficult boss. Instead of leaping to another job and hoping that the next one will be better, it's important to develop managing-up skills. The more you learn to manage up, the more successful you will be wherever you are and whatever you're doing. The trick is to manage your boss without the boss knowing you're doing it.

1) ***Match your behavioral style to his / hers.*** *Observe your boss's behavioral and communication style. Is he fast-paced and quick to make decisions? Is he slow to think about things and needs time to process information? The more you can match your style to your boss's style when communicating, the more he will really hear what you're saying.*

2) ***Be an active communicator.*** *Find out your boss's preferred method of communication – e-mail, in person drop-ins, or lengthy memos – and be sure to pass along information to him regularly. Most bosses don't like to be caught unawares. Even if your boss doesn't ask it of you, tell her what's going on – keep him updated.*

3) ***Accommodate his weaknesses.*** *If you know you have a boss who's disorganized, instead of grousing about it, help him to be on top of things. You're giving him much-needed support to succeed – and he'll appreciate you for it.*

4) ***Do the best job you can do.*** *Too many times people will start to lose interest or stop performing well because they feel entitled to with a bad boss. Don't do it. Keep your mind focused on top performance.*

5) ***Keep a good attitude.*** *Go home and complain to your spouse or your friends all you want, but when in the office or workplace, stay upbeat and engaged. You never know who is watching or listening.*

6) ***Don't react to a bully.*** *Remember that bullies get their power from those who are afraid. If your boss is a yeller, a criticizer, or a judge – stand firm. If you're doing the best job you can do, keep your head held high and don't give in to the bullying. Ask questions, seek to understand, and work to defuse a difficult situation instead of cowering or responding in anger. It takes practice, but the results are well worth it.*

7) ***Know where your boss stands in the company.*** *If your boss is well regarded and well liked, she probably does a very good job of managing up, too. As a result, you will be considered the "problem" if you complain about her to higher ups. If you decide you want to take action against your boss, weigh your options carefully before you do.*

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Celebrations at Bhakti – A stress buster

We, at Bhakti firmly believe that all work and no play make Jack a dull boy. Our greatest stress reliever is to chill out with our colleagues during festivals. Stress is like a dark chocolate. A little of it won't kill you. In fact, small blocks here and there can be good for you, or at least give you a reason to get out of bed in the morning. But chronic and severe stress can damage your body and mind. Birthday celebrations of employees, outdoor trips and festival gatherings allow us to play games, sing aloud, dance and relax our hearts. Such activities help in building rapport between juniors and top bosses.

As the CMD of Bhakti Consultants, I get great pleasure when my team enjoys the lighter side of life. Recreational activities help maintain a balanced state of mind even on days of extra pressure. It keeps all the fatigue away and

makes work fun which creates a healthy atmosphere to perform well. I have noticed that it helps to know colleagues better and one comes to know how a person reacts to situations outside the office. You can see a very different side of people at outdoor trips which can be fascinating and fun. There are a lot of hidden qualities in some people which one can never know unless such trips are conducted. It is a must to bridge the gap between all the staff members. Lot of collaboration and cooperation should be there among employees to avoid an unnecessary conflict which leads to stress.

One of the worst side effects of stress is ignoring your meals and being at your desk for hours without realizing that you just skipped your lunch. To avoid this, we have a rest room where it is a practice of all employees to gather together and have lunch. Coffee machines are also kept to keep the employees in a light mood throughout the day. Snacking on eatables at regular intervals can keep you active and energetic.

I would like to share a recent incident where I had the opportunity to do Kanyadaan to one of my employees. I was honored to give away my beloved employee for marriage. I was touched by the confidence she placed on me. I take pride when my team looks forward for Mondays as a fun filled day awaiting at the work place.

"It is not only machinery that becomes obsolete.
One has to guard against the obsolescence of the mind.
If management stays young in its sense of enterprise
And alert in its thinking, have no doubts that we will succeed in our endeavors."

સુરક્ષા ગાર્ડ સેવા એટલે શું ?
SECURITY

KINLEY

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Thank you…