

Our Vision is "To teach, inspire, and assist people to experience enjoyment, fulfillment, and personal growth in their work while contributing to the success of themselves and their employers."

The Koval Eagle

Making People and Profits Soar!

Issue 10
December 2009



I hope you are all enjoying the holiday season - having a Merry Christmas, Happy Hanukkah, and Happy New Year! I'm having a great time celebrating the season with family and friends.

This issue highlights a major change for me - I'll be winding down Koval Associates and beginning a new career in 2010. Details can be found in the feature article. As happy and excited as I am to start my new position, there is still some sadness in saying goodbye to a wonderful five years.

Also in this issue is some recommended reading to help you get your new year off to a great start!

And don't forget to check out the Humor at Work section! It features job search humor - I guess you know why!

Happy reading!

Sue Koval

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Plans for the Koval Eagle

The Koval Eagle will be published at least once more, to give you an update on what's going on in my new position, as well as to keep you informed of my contact information. PDF versions of the newsletter are available on the website.

It may even continue on longer than that (but in a different format), or I may start a blog. I'll keep you posted!

I'll be keeping the website up with a new landing page, and my email will remain the same: sue@kovalassociates.com

Quick Links

Our Homepage

www.kovalassociates.com

Nontraditional Careers

www.susankoval.com

Job Match

www.kovalassociates.com/jobmatch.shtml

Our Services

www.kovalassociates.com/services.shtml

About Us

www.kovalassociates.com/about.shtml

Sample Assessments

www.kovalassociates.com/samples.shtml

New Year New Career!

I am very excited to announce that on January 4th I will begin the next phase of my professional career - as Senior Administrator for Education Services for IEEE PES!

That's quite a mouthful, so let me explain. IEEE is the Institute of Electrical and Electronics Engineers, and is "the world's largest professional association advancing innovation and technological excellence for the benefit of humanity." IEEE carries out its mission through its technical publications, conferences, standards, and educational offerings. PES is the Power and Energy Society of IEEE, and its mission is "to be the leading provider of scientific information on electric power and energy for the betterment of society and the preferred professional development source for our members."

I will report to the Executive Director of PES, and my primary responsibility will be to build up the educational programs that PES offers. My role will include everything from the strategic planning and marketing to implementing the detailed logistics - I'll "own" the business! Although there is a foundation in place, we'll be looking to add new course offerings and grow the existing ones. Kind of like a startup within an institution! I will be able to bring my background, experience, knowledge and skills in engineering, education, and business growth to this position, and I am really looking forward to it!

Of course, the bittersweet aspect to it is that Koval Associates will be winding down. The past five years of my self employment have been a wonderful experience, and I will always remember all of you who I've met on this journey. I have learned and grown so much during this time, and I have you to thank for that. I bring an incredibly enriched perspective, knowledge base, and skill set to my new employer because of my experiences of the past five years.

I'd like to give special thanks to the following:

- To my colleagues at ActionCoach - the exponential growth and learning began here as well as great relationships that continue to further my business development.
- To my fellow members at the Greater Monmouth Chamber of Commerce (GMCC) and the New Jersey Association of Women Business Owners (NJAWBO) - being part of these organizations throughout my self employment has been a wonderful way to meet great people, enjoy the fruits of becoming actively involved, learn a lot about business, and even gain clients! I am extremely proud of the awards I received from these organizations this year and they will always have a prominent place in my office.
- And a very special thanks to my clients - I couldn't have done it without you! I will always treasure the trust you put in me, and for sharing your businesses and your lives with me. The relationships we built are in my heart and will forever be a part of me. I learned so much from working with you, and have always been proud of the efforts and changes you made in your businesses as we worked together. Going outside your comfort zone is not easy, but you all rose to the challenge and made significant strides. I'm extremely honored to have worked with you.

Thanks again to you all, and I wish each of you a healthy, happy, successful, wonderful 2010!

With warmest regards,
Sue

Recommended Reading for 2010

A book I really enjoyed and have learned a lot from is Jack Canfield's "The Success Principles." Don't let the large size of this book (well over 400 pages) discourage you! The book is well written and broken down into six major sections, so you can read from cover to cover, or dive down into the section that would be most helpful to you.

Jack describes many specific strategies that you can use to make positive changes in your life, and teaches you how to implement the strategies. He also shares many inspirational stories of people who have utilized these strategies successfully.

I have seen Jack speak several times and participated in a workshop, and have found him to be a genuine person who really lives out his personal mission of "to inspire and empower people to live their highest vision in a context of love and joy." Jack brings this mission to life in a very practical way in this book.

And - if you'd prefer to listen to the book rather than read it - there's even an audio version! I actually listened to the audiobook first, which is excellent. And you should see my copy of the book - it's marked up and has a plethora of tape flags sticking from its pages!

Humor ... at Work

This issue highlights humor related to the job search process.

Letters of Recommendation

The Problem

Having to write letters of recommendation for people with very dubious qualifications can cause serious legal troubles in a time when laws have eroded the confidentiality of business letters. In most states, job applicants have the right to read the letters of recommendations and can even file suit against the writer if the contents are negative.

The Solution

Here is an arsenal of statements that can be read two ways: You are able to state a negative opinion of the ex-employees poor work habits, while allowing the ex-employee to believe that it is high praise. When the writer uses these, whether perceived correctly or not by the ex-employee, the phrases are virtually litigation-proof.

1. To describe a person who is extremely lazy:
"In my opinion," you say as sincerely as you can manage, "you will be very fortunate to get this person to work for you."
2. To describe a person who is totally inept:
"I most enthusiastically recommend this candidate with no qualifications whatsoever."
3. To describe an ex-employee who had problems getting along with fellow workers:
"I am pleased to say that this candidate is a former colleague of mine."

4. To describe a candidate who is so unproductive that the job would be better left unfilled:
"I can assure you that no person would be better for the job."
5. To describe a job applicant who is not worth further consideration:
"I would urge you to waste no time in making this candidate an offer of employment."
6. To describe a person with lackluster credentials:
"All in all, I cannot say enough good things about this candidate or recommend him too highly."

Dream Job

Reaching the end of a job interview, the Human Resources person asked the young programmer, "And what starting salary were you looking for?"

The programmer said, "In the neighborhood of \$75,000 a year, depending on the benefits package."

The HR person said, "Well, what would you say to a package of 5-weeks vacation, 14 paid holidays, full medical and dental, company matching retirement fund to 50% of salary, and a company car leased every 2 years - say, a red Corvette?"

The programmer sat up straight and said, "Wow!!! Are you kidding?"

And the HR person said, "Certainly...but you started it."

Thanks to basicjokes.com and funnyhumor.com for the humor!

Koval Associates offers a wide range of programs and services - including internet-based assessment tools, management development training, team training workshops and keynote speeches - to help you develop superior people and increased profits. Koval Associates also offers special programs about women in non-traditional careers.

**Susan Koval
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Helping You Attract, Train and Retain Top Performers!

Special Programs About Women in Non-Traditional Careers!

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