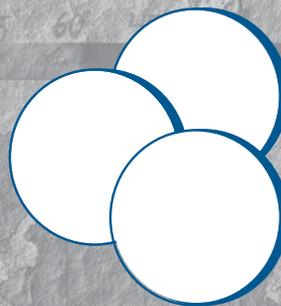


Winter

Winter 2015



Key Solutions

Employee Assistance Program



Pay Raises are Just Part of the Bigger Picture

By Liz Ryan

It might be comforting to know when your next pay raise is coming and even how much it will be, but there's something important that happens to you when you get to speak up for your own value.

When you take the time to really understand your organization's mission and your own contribution to your employer's goals, and when you can value that contribution in such a way that your manager has to acknowledge the gap between your contribution and your compensation, that's an empowering moment.

As nice as a pay increase is, it's only part of the picture. What you really want is a roadmap for your future in the organization, one that you and your boss can agree on.

A roadmap conversation is a one-on-one conversation where you and your manager talk about what each of you sees for your future in the organization. It's a vision-and-strategy meeting, one that you propose and for which you develop a roadmap that you'll share with your boss at the meeting.

Topics to Cover in a Roadmap Meeting

Sound daunting? It's not! Here are the topics you'll want to cover:

- **Your Current Job Description and Major Duties or Projects**
Don't assume your boss knows what you've been working on.
- **How You See Your Role Changing Over the Coming Year**
Training Sylvester and Mimi on the sales order process, or taking over the Southeastern sales region, for instance.
- **Your Major Goals for the Upcoming Year, In Order of Priority**
Make a list and, as much as possible, describe the impact of each goal on the organization.
- **Your Proposed Compensation for the Role and Priorities You've Defined**
You've laid the groundwork, now don't be afraid to express how much you feel that you are worth!

Sample Conversations:

"Once we get the website updated and our sales back-end connected to the e-commerce platform, I'll have three reports a week that I won't have to create. My thought is to use that time building the customer portal we've been talking about. That's not just a customer service nice-to-have, but a way for our sales reps to stay up-to-date with customers without a visit or a phone call."

"If we're able to ramp sales from existing customers five percent once that portal goes live, I'd love to see a bonus tied to the sale uptick coming to me for my part getting us there."

Here's another roadmap conversation snippet from an administrative assistant. If your boss is a division VP and you're sitting down with her, you might say:

"Now that you've taken on the Purchasing group, Sarah, you're responsible for 102 employees and \$35M in inventory. I'm your only support person, and I keep the wheels turning when you're on the road."

"I manage your travel, your appointments and your interface with your six direct reports and our 42 vendors. I take a lot of pride in my role and I feel it's a pivotal position. If you like this roadmap of goals I've shared, can you agree to a \$5K salary increase when I hit these milestones?"

When Should You Have a Roadmap Conversation? Here Are the Five Best Times:

1. Ninety days **before** your annual review.
2. At the **start** of a big project.
3. When you **take on** a huge new responsibility.
4. When you've been handed **another person's workload**.
5. When your boss acknowledges your **contribution**.

Liz Ryan is the Founder and CEO of Human Workplace (www.humanworkplace.com)

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Healthy Recipe: Turkey Panini



INGREDIENTS:

- 2 slices Italian bread
- 1 teaspoon olive oil
- 4 thin slices, peeled and cored apple
- 4 sprigs watercress, large stems removed
- 1 slice Asiago cheese
- 2 slices (about 2 ounces) cooked turkey
- 1 tablespoon cranberry sauce

DIRECTIONS:

- Brush one side of each piece of bread with olive oil and lay the bread oil-side down on the work surface.
- Place the turkey, cheese, apple slices and cranberry sauce on top of one of the slices of bread. Place the second slice of bread on top, oil-side up.
- Heat a grill pan over medium heat. Grill the sandwich on each side until golden brown, about 3 to 4 minutes per side.
- Transfer the sandwich to the work surface, lift one piece of bread and arrange the watercress inside, then replace the bread. Slice the sandwich in half and serve.

NUTRITIONAL VALUE:

Calories Per Serving: 388
Carbohydrates: 39 g.
Protein: 27 g.
Fiber: 2 g.
Fat: 14 g.
Saturated Fat: 5 g.

Our Offices Shouldn't Make Us Miserable

By Tom Gardner & Chloe Sosenko

Did you know that your work environment can lead to becoming obese, pre-diabetic, worn down by repetitive tasks and even burned out? You'll eventually function at declining rates, and find it difficult to break the habits formed in your office. This may seem like an exaggeration, but it's a fact in today's workplace. We can do better! And the motivation to try is economic: *a healthier workplace leads to higher performance.*

Sitting Disease

The average adult spends nearly 8 hours each day sitting. The World Health Organization warns that a sedentary lifestyle doubles the incidence of heart disease and diabetes. Your company can reverse this. Start by creating rewards for venturing into the greenery with walking meetings and outdoor work on mobile devices. Movement is health.

Quiet Time

In a multi-decade study spanning 15,000 participants, the University of Massachusetts Medical School reported that meditation reduces the number of medical and psychological symptoms by more than 35%. Offering time for individual or group meditation in your office is the least expensive suggestion.

Snack Your Way to Health

Best selling medical expert, Dr. Mark Hyman, advises people to "skip vending machines." No company is obligated to roll out convenient sugary snacks and drinks. Upgrade your vending machines to the healthiest alternative. Fill candy bowls with nuts and fruit. Replace soda with flavored water. Bring in a nutritionist for a simple consultation to implement a new strategy.

Practice Core Strength in a Conference Room

For the last 25 years, employees have gone to work and gotten sicker. In the next quarter century, they'll go to work to get *healthy*. In 2011, Motley Fool hired our first full-time personal trainer. I wish we'd done so 15 years sooner. Today, Samantha Whiteside presides over yoga, HIIT workouts, Zumba and strength classes around the world via Skype. The net result is a convenient solution for our employees that yields higher productivity, lower health insurance costs and greater levels of satisfaction.

Every Day is Saturday

That's exactly what CEO Ricardo Semler tells his 3,000 colleagues at Semco, among the most enlightened organizations in history. Employees and their teams are liberated to define their work schedules. Parents have time for their families. Night owls can sleep late. Semco's rate of employee turnover is less than 1% per year and Semco's sales, earnings and company valuation have stunningly outperformed for decades.

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Tom Gardner is the Co-Founder and CEO of The Motley Fool
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Use Clear Subject Lines

Q: I read somewhere that it's important to use clear subject lines in emails. That seemed far-fetched. Could this be true?

A: For many people, an email's subject line is an afterthought at best, and is either left blank or filled in with a one-word description like "meeting." However, this subject line doesn't tell the recipient anything useful. Instead, use keywords to craft a short description of why you're meeting. In addition, descriptive subject lines will help recipients navigate their inboxes.

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Counseling Services: KeySolutions is here to **help you** and your family with any of **life's challenges**. During your appointment, you will meet with one of our experienced professionals and together decide on a plan of action.

Free and Confidential: Employee Assistance Program services are at **no charge** to you or your immediate family. All services will remain **confidential**.

Employees and Family: KeySolutions is available to all **employees** and **dependent family members**.

Anywhere You Live: The Employee Assistance Program is available to you wherever you live. We have a network of counselors ready to serve you. Please call KeySolutions first and we will inform you of those counselors.

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