

CAREER CENTER

JUST WHAT YOU NEED TO SUCCEED!

THRIVING IN AN EVER- CHANGING ENVIRONMENT

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Help Us Get To Know You ...

- What's your name?
- Agency?
- Length of Service?
- What are some of the changes you are currently experiencing?

Has Your Agency ...

- Experienced RIF's or Layoffs in the last two years?
- Net State employee headcount has gone from 38,488 in 2001 to 30,832 in 2010.



ORGANIZATIONAL
PSYCHOLOGISTS
CALL IT

- *“Layoff Survivor Syndrome”*

The collection of emotional, psychological and physical reactions that follow a Reduction in Force or Layoff.

SURVIVING A LAYOFF
IS KIND OF LIKE

...having the air let
out of your tires.



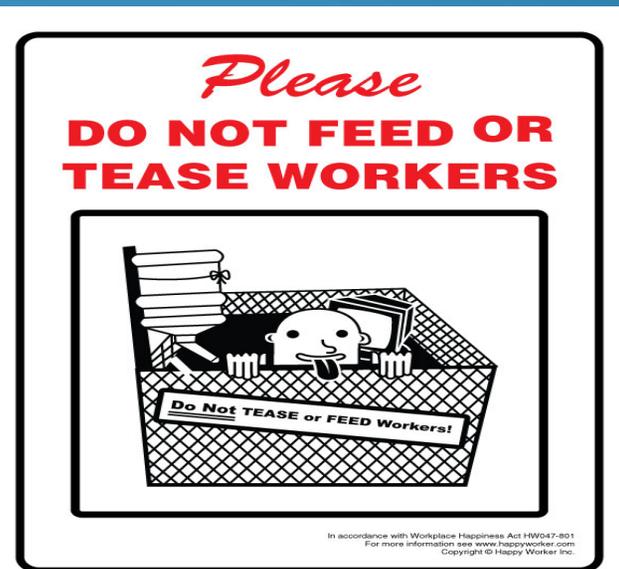
SURVIVORS MUST ...

- Deal with their own fears of being laid off.



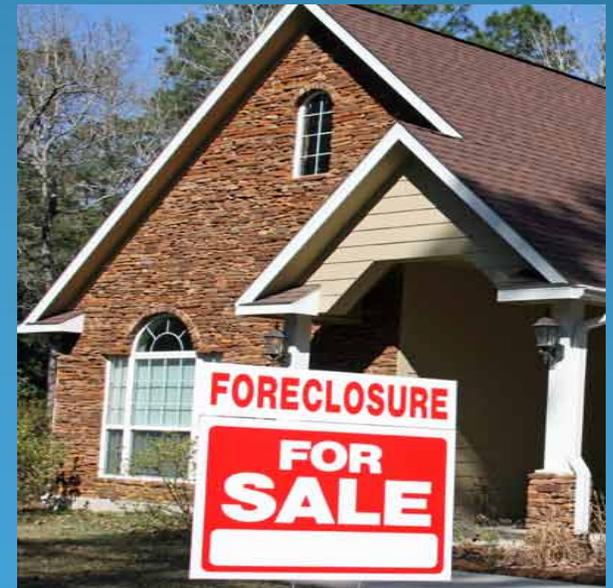
HANDLING OUR OWN JOB

- Have your job duties changed in the past couple years?
- Has your workload increased?
- Have you been experiencing physical symptoms of stress?



Personal Change

- Have you experienced a change in relationships, finances, residence or health recently?



Assessment

- What changes are you currently experiencing?



Give Yourself a "5" If

- You experienced a job loss in the last year
- You experienced a divorce in the last two years
- You lost a close family member in the past two years *(Double this if you lost a child.)*
- You foreclosed on a house or had another major financial crisis
- You delivered or adopted a child

Give Yourself a "4" If

- You or a family member were hospitalized with a serious illness
- A family member was sent to jail or prison
- You or your spouse/partner had a miscarriage
- You got into debt beyond your means of payment
- A grandchild came to live with you or you became a foster parent
- You experienced serious negative behavior or trouble from your children resulting in legal consequences
- You or your child got married

Give Yourself a "3" If ...

- You recently changed jobs
- You are in the middle of a difficult and distressing situation with a co-worker
- You got a new boss that you don't like
- You experienced a disciplinary action at work
- Rumors of a new layoff in your work unit are causing you distress
- You changed residences

SCORING

Total Points

48 – 68:

You are running a marathon around the cycle of crisis and change. You are likely experiencing *distress*. Immediately marshal all the support you can, say no to any new change that is within your control that will not benefit you, and focus internally, taking exceptionally good care of YOU!

SCORING cont.

- Total Points

28 - 48:

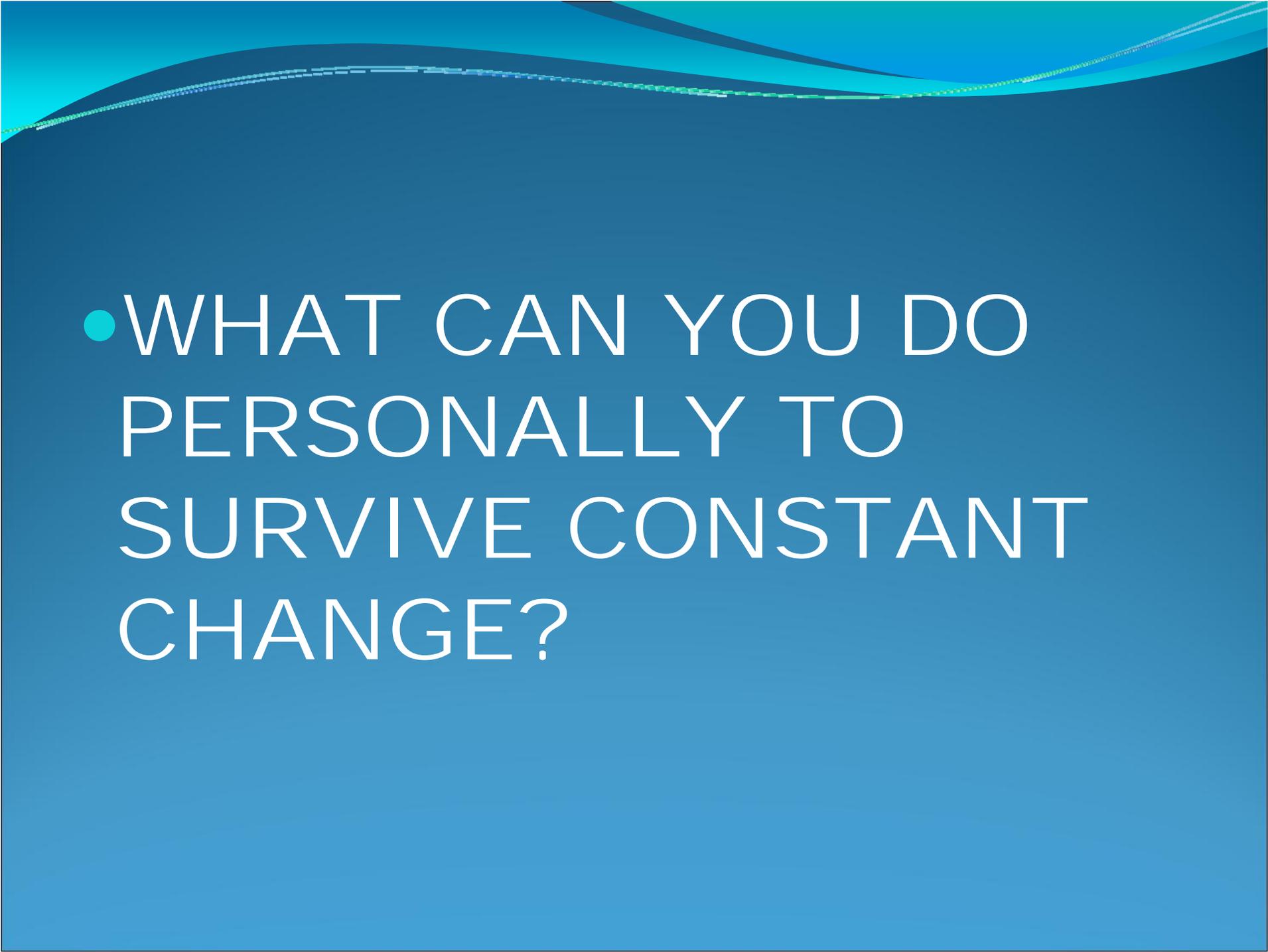
You've had your share of change recently. Some change may have been life-altering.

At times it must seem somewhat overwhelming. Stay grounded and focused, and know what you can control and what you cannot. Watch out for letting the "air castles" of worry get the best of you!

- Total Points

3-28:

You've experienced at least one major recent change, and probably more, with this score. Take advantage of your support system and the resources that are available to you. Deal with any major change, especially a loss, actively or you risk having your reactions come out sideways, with the potential of negatively affecting your professional life.

- 
- WHAT CAN YOU DO PERSONALLY TO SURVIVE CONSTANT CHANGE?

DISTRESS



- *Distress* occurs when an individual cannot handle the stress they are facing.
- In Maritime and Aircraft terms, distress is defined as "grave and imminent danger to life or person or vessel or aircraft, needing immediate assistance." Such a state is indicated by a mayday radio call.

- Seasons change for a reason. The new becomes old and the old becomes new. How could that concept apply to you during this change?



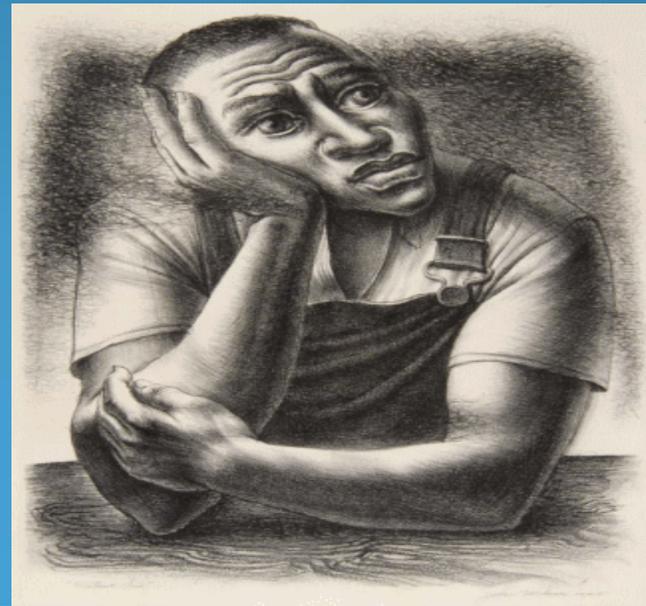
TIPS FOR THRIVING IN THE NEW REALITY

- Realize that the “familiar cues” you took for granted may be gone forever.
- What are some of the “familiar cues” that have changed in *your* workplace?

PROCESS YOUR EMOTIONS ...

- ...but then try to stop thinking emotionally.
- Realize that "*they*" don't have all the answers, either.

- Realize your capacity to adapt. What was life like for our depression era parents or grandparents?



DON'T "COCOON"

- Sealing ourselves off from the change and attempting to ignore what is happening around us.



Initiate Communication

- Tactfully and appropriately voice your concerns when a lack of communication, workload or unrealistic expectations become excessive.
- In a highly changing environment, strong performers are often reticent to do this. However, you will often be respected for it. Be sure, however, to choose your battles wisely!

- Protect your leisure time.
- Don't ignore your family.
- Reach out and help someone.



- *“It is raining still... Maybe it is not one of those showers that is here one minute and gone the next, as I had so boldly assumed. Maybe none of them are. After all, life in itself is a chain of rainy days. But there are times when not all of us have umbrellas to walk under. Those are the times when we need people who are willing to lend their umbrellas to a wet stranger on a rainy day. I think I'll go for a walk with my umbrella.”— Sun-Young Park*

Cope in a Healthy Way ...

- Don't use alcohol, food or chemicals as a short-term solution. These "fixes" can quickly become long-term problems.



Utilize Your Resources

- Employee Assistance Program
- Medical benefits
- Take Charge America – free debt counseling and credit consolidation
- Career Center – career and life planning

Simplify Your Life

- Conduct an inventory to eliminate expenses
- Discern between “needs” and “wants:”

Cable TV, entertainment, eating out,
expensive travel

Replace with walking,
enjoying nature,
gardening, or visiting local
or statewide attractions



Don't Isolate Yourself

- Connect with your co-workers, friends, family or other support groups
- Develop a personal belief system that encourages hope for the future
- During your work day, take a couple 5-minute brisk walks outside around your building



- Keep a journal or portfolio of your accomplishments. Review it monthly.



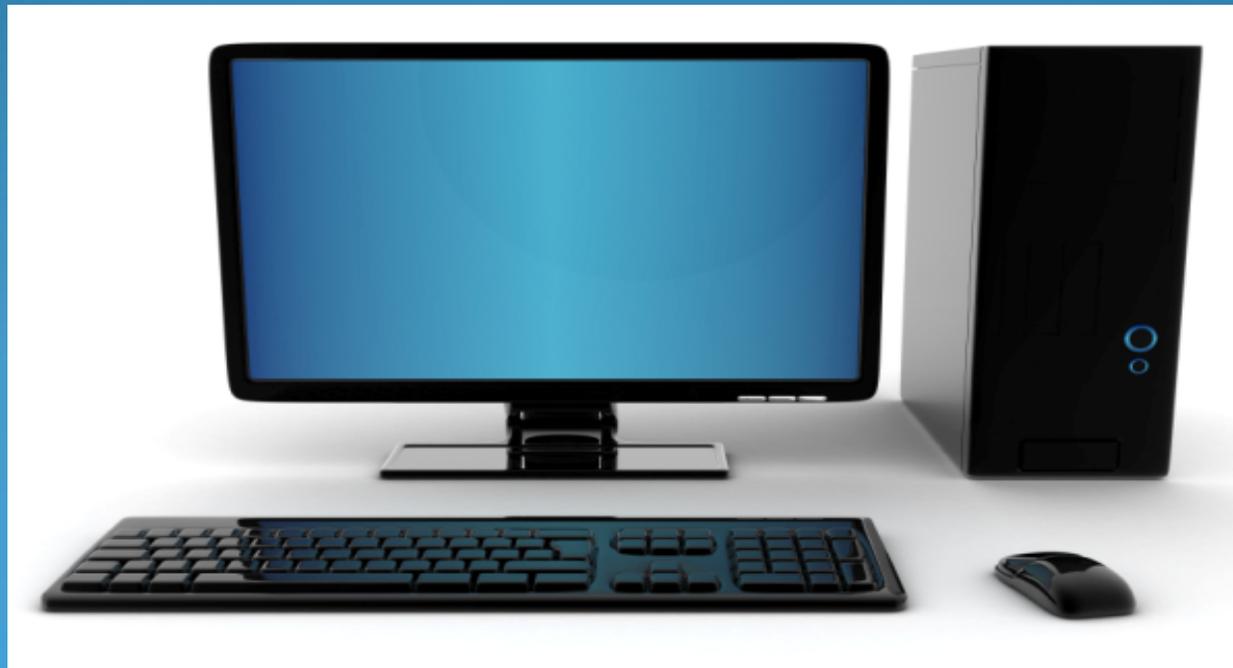
Keep a "WINS" File

- Save in a special file any supportive cards, commendations, emails or notes that others send you. Get this file out now and then to remind yourself that you are a valuable employee *and* person!



Thank
You

- Tell yourself technology is your friend.



DO SOME "ANCHORING"

- When everything around you is in a state of flux, go back to your core values and practice:
 - Superior customer service
 - Extraordinary dependability
 - Mutual respect for everyone
 - Superb quality



- Recognize that not everyone will change at the same rate.



Manage Your Expectations



As participants in an “instant society,” conditioned by the media to expect complex problems to have resolution within a 60-minute timeframe, we may find the positive results of change arrive way too slowly.

- 
- Envision your plan for success in the new reality!

- “When we are no longer able to change a situation, we are challenged to change ourselves.”

— *Victor Frankl*

- Don't waste time trying to control what you can't control. What things can you control right now in your life?

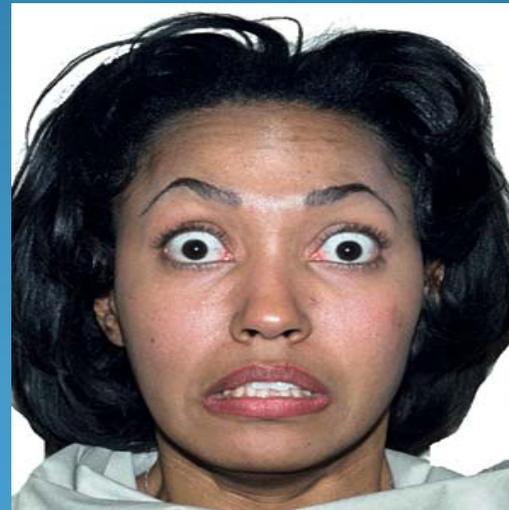
MANAGE YOUR TIME

- Set a standard of starting meetings on time.
- Get right to business.
- Evaluate your productivity - identify time wasters.
- Recognize when you are “stuck” and unable to move forward. Seek counsel from your supervisor or others on how to get “unstuck.”



MANAGE YOUR FEARS

- Are others passing their fears onto you?
- If so, what can you do about it?



MANAGE YOUR THOUGHTS



CONSIDER ADOPTING THE ATTITUDE

- “...life's a school and I must need this class to graduate.”

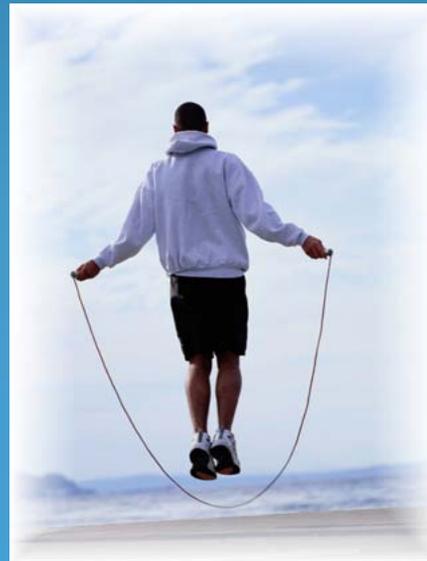


HAVE YOUR PLAN "B"

- Don't stop managing your career!
- Have a two year career plan and always be in year one of that plan
- Visit your Career Center and get assistance with a resume and biographical sketch
- Let us provide some simple assessments that may help you discover, "what you want to be when you grow up!"

NEWSTART

- **N** UTRITION
- **E** XERCISE
- **W** ATER
- **S** UNSHINE
- **T** EMPERANCE
- **A** IR
- **R** EST
- **T** RUST



- *“In every crisis there is a message. Crises are nature's way of forcing change — breaking down old structures, shaking loose negative habits so that something new and better can take their place.”
— Susan Taylor*