



APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Team building and delegation

How and when to empower people

Employee involvement is creating an environment in which people have an impact on decisions and actions that affect their jobs. Employee involvement is not the goal nor is it a tool, as practiced in many organizations. Rather, it is a management and leadership philosophy about how people are most enabled to contribute to continuous improvement and the ongoing success of their work organization.

My bias, from working with people for 35+ years, is to involve people as much as possible in all aspects of work decisions and planning.

This involvement increases ownership and commitment, retains your best employees, and fosters an environment in which people choose to be motivated and contributing. It is also important for team building.

How to involve employees in decision-making and continuous improvement activities is the strategic aspect of involvement and can include such methods as suggestion systems, manufacturing cells, work teams, continuous improvement meetings, Kaizen (continuous improvement) events, corrective action processes and periodic discussions with the supervisor.

Intrinsic to most employee involvement

processes is training in team effectiveness, communication, and problem solving; the development of reward and recognition systems; and frequently, the sharing of gains made through employee involvement efforts.

Employee Involvement Model

For people and organizations that desire a model to apply, the best I have discovered was developed from work by Tannenbaum and Schmidt (1958) and Sadler (1970). They provide a continuum for leadership and involvement that includes an increasing role for employees and a decreasing role for supervisors in the decision process. The continuum includes this progression.



SUPPORT OFFICER

We are looking for a young individual (preferably a female) below 25 years of age who has left school to assist in our day to day work in the Organization. The ideal candidate should have a fair knowledge of English Language and should be a computer literate.

If you have what it takes to make a significant contribution to our company please e-mail your curriculum vitae to wasana@australianmigrationcentre.com on or before 10 February 2009.

Contact : Wasana - 011-2818833/32 (Call between 3.00pm - 5.00pm) Manager, 5/6, Railway Avenue, Nugegoda

Creating an environment for innovation in the office

The environment of the office coupled with other crucial factors acts as a determining factor in the overall thinking process and eventual reactions of your workforce at any specified time. The overall environment plays a fundamental role in shaping the outcomes of events and can result in desirable circumstances or deviations from

the goals if not paid appropriate attention.

A normal working individual spends at least eight to ten hours a day in the office, not including the travel time. They pass the rest of the time engaged in the other daily chores of life. If you add onto this the travel time,

accounting for the increasing traffic in cities, and the



time spent in dressing for the office or preparing for the

enjoy. The environment is stuffed with managing office politics is more crucial than any other part of the day's work. Such occurrences only have a negative impact and do not leave a place for a positive attitude towards the regular day to day work.

Promote a horizontal structure to the greatest extent possible instead of various layers.

All organizations irrespective of size or nature of work performed face this problem in different

forms. The environment tends to demoralize even the most creative workers. High perform-

ers subside without any impelling force to gear up and strive towards new avenues. The only option that remains is looking for a new job.

This challenge has been continually haunting Human Resource managers, who, considering the stiff competition, are always facing enormous problems in hiring the right candidate.

Complemented to this are the huge training costs. What is the right solution?

The solution is to create an environment inducing work and prompting rapid innovations. An environment that allows people to experiment and effectively utilizes the requisite space and resources is the perfect remedy.

Employees must be internally motivated to research and perform the required extra duties in addition to their daily work requirements. Some methods to achieve such an open environment are listed below.

Create an effective communication channel. Make sure that you as a boss are accessible. The channel should be two ways.

Create an effective reward system. The worthy must be honored.

Do not be afraid of experiments. They are the road to innovations.

Promote a horizontal structure to the greatest extent possible instead of various layers.

Impart individuality. Recognition is an effective motivational tool.

Organize cultural activities. Eliminate unhealthy competition among the team members or employees in the same department.

Various organizations are taking extreme steps like promoting relationships in the work place and creating small team open office configurations. However, the exact requirements can be decided only upon understanding the work environment and existing culture.

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VACANCY

PRODUCT DISTRIBUTION / MARKETING MANAGER

A well established print media organization in Colombo seeks to recruit a high caliber, dynamic self motivated individual to fill the above vacancy.

The ideal candidate should possess a basic Degree or equivalent professional qualifications with minimum of 10 years' hand on experience in the field of circulation/marketing of print media products in a recognized institution.

He should have worked in a computerized environment and equally important are the attributes such as exceptional drive, commitment and proven track record.

Preferred age group is 35 - 45 years. Those living in Colombo and its immediate environs will be given preference.

The compensation package is attractive and negotiable.

Send your CV with names and contact numbers of two non-related referees with the post marked on left hand corner of the envelope to reach us within 10 days of this advertisement.

Human Resources Manager
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Vacancy Announcement

CAM (Comite d'Aide Medicale) in Sri Lanka is recruiting for its project in Batticaloa District a

Medical Doctor

CAM is French based Non Governmental Organization focusing on Primary Health Care, Mental Health and Environmental Health. CAM has been active in Sri Lanka since 2005. CAM's mission is to support communities affected by conflict, natural disasters and epidemics. CAM develops its programs in partnership with local communities and prioritizes the strengthening of local community capacity. The goal of CAM's work is to support communities to move from crisis to development.

Main duties and responsibilities:

- Manage the Primary Health Care mobile clinic in Batticaloa District.
- Supervise, provide support and training of clinical staff.
- Back up the initial diagnostic, treatment and ensure an effective referral system.
- Closely collaborate with governmental bodies, international organizations and non-governmental organizations involved in the sector of health and nutrition.
- Participate to the weekly reporting, medical statistics report.

Requirements:

- A medical doctor registered with the proper licensing body of Sri Lanka. At least 1 year of clinical practice preferably in Primary Health Care, Strong management skills and experience in team management. Fluent in Tamil, Sinhala and English, Computer literacy (Word and Excel are essential), Rigorous and well organized, Good communication and interpersonal skills, motivated, diligent.

Send CV + cover letter by e-mail before Sunday 22 January 2009 to: cam.sl.application@gmail.com

JOB OPPORTUNITIES

MUSCAT, SULTANATE OF OMAN

Wanted for a leading Construction Company the following personnel:

SENIOR ELECTRICAL ENGINEER - 02 NOS.

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Salary negotiable and not be less than the minimum stipulated by the Sri Lanka Bureau of Foreign Employment. Other benefits (viz: Free up/down air tickets including family, furnished family accommodation, company maintained vehicle, free medical) offered to suitable candidates. Two year contract and 8 hours working day. Food included in the salary.

Please E-mail your Bio Data to upali@alturki.com and copy to sarathilt@eureka.lk

SARATHI LIMITED,
50, Hyde Park Corner, Colombo 02.

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If you are interested in a comfortable future contact

Employment Placement Division

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We are hunting for suitable personnel for under mentioned vacancies urgently.

We are hunting for school leavers male/females who like to start their career as -

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