



APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

Harness the power of an employee suggestion program

Beyond the Suggestion Box

The pitfalls of an ill-conceived employee suggestion program are multiple, legendary and most frequently - avoidable. A carefully constructed employee suggestion program, that is launched with organizational commitment, clarity and ongoing communication can positively impact your bottom line and your employee motivation and enthusiasm. An ill-conceived, hastily launched, undefined employee suggestion program can turn people off and generate ill will, cynicism and misunderstanding.



Does Your Company Need an Employee Suggestion Program?

Before launching an employee suggestion program, consider your corporate culture. Are you currently receiving fresh and thoughtful ideas? Are employee suggestions already percolating to the surface at staff meetings and in casual conversation? If so, maybe more informal methods for cultivating new ideas are warranted rather than a full-blown employee suggestion program.

Perhaps you can schedule departmental brainstorming sessions or generate ideas about particular topics during portions of your weekly staff meeting. You can set a day a month for a luncheon at which every employee is asked to submit at least one idea. You can ask your managers to bring three employee ideas to each manager's meeting. Creativity serves you well in idea generation.

If not, I'd begin by asking what about your culture is currently stifling ideas? Will these issues continue to exist when you implement an employee suggestion program? If so, your successful employee suggestion program must eliminate or circumvent these road blocks.

I am not traditionally a fan of employee suggestion programs

since they are unwieldy, difficult to keep up with, time consuming, can cause more hard feelings than positive outcomes and must be strictly managed.

Elements in a Successful Employee Suggestion Program

I have seen few employee suggestion programs succeed, but the employee suggestion programs that did succeed shared common success elements. You may take a pause at the number of factors I consider significant to the success of an employee suggestion program, but these are factors common to any successful work process that takes employee time and offers the possibility for significant rewards and recognition. If you pursue an employee suggestion program, the following must happen for success.

Appoint a Cross-functional Suggestion Review Team

A cross-functional team must review the suggestions which must be acknowledged within 48 hours. If this team is all managers, or all directors, it can be perceived as out of touch or blocking change. It will, however, have the power to implement the suggestions it receives. If it involves other employees, the process can be time-consuming and perceived to serve self-interests.

Contd from pg6

There is no such thing as failure

There is no such thing as failure - only feedback - we can learn from our failures. Do not let apparent failures beat you up, learn from them. As humans, we tend to be harder on ourselves than others are. A small child learning to walk never fails to get up and try and try and try until success is achieved. It is the same in life; every failure is a step closer to success.



Emotions are notoriously fickle: to let your emotions be your rule of success or failure is asking for trouble. Do not listen to your heart this is dangerous; you need to have advisors who are able to help direct you. No one succeeds alone always there is a strong team behind any success.

Your inner circle: Many successful men and women throughout history and up to the present day have a trusted inner-circle of friends and advisors. Choose this inner-circle with great care and wisdom.

Choice: It is all down to choice. That is your attitude toward failure and suc-

cess. Many of those who succeed have a track record littered with what we would call failures. They chose to learn from these and move toward their goal. The last of the human freedoms is to choose your attitude in whatever circumstance you may find yourself.

Enseue or pursuit? The more you aim for something the more likely you are to miss it. Put quite simply success must happen. This is why the successful entrepreneur makes it look easy - they just let it happen. Do not care for success so much as following your principles, working toward the future and eventually success will be their with you - precisely because you forgot to aim for it.

Get rich quick schemes: is not a recipe for success. These schemes usually do not deliver what they promise; at best they are a lie. To get rich slowly slowly is a much more stable road to tread.

Meaning in life is important. So how do we find meaning? See the article on "So how do we find meaning?"

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SMART WORKER???

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Customer Service Executive

What's on offer?

A world class multi-cultural work environment with unlimited growth opportunities and an excellent remuneration package.



Requirements:

18 years of age or above with excellent spoken and written English skills and O/L's.

If you fit the profile we are looking for then e-mail your CV to yvonne.c@mafoi.com or visit us at:

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SRI LANKA AIR FORCE



OFFICER CADET VACANCIES

EQUIPMENT, ADMINISTRATIVE, ADMINISTRATIVE REGIMENT, OPERATIONS AIR AND AIR FIELD CONSTRUCTION BRANCHES

Applications are invited for Officer Cadets in the branches given below in the Regular Force of the Sri Lanka Air Force

* Bsc (Aviation Studies) Degree Entrant Qualifications (Accredited by the University of Kelaniya)

* Attractive pay with fringe benefits covering food, accommodation, transport, uniforms and medical.

Equipment / Administrative / Administrative Regiment and Operations Air Branches

SPECIMEN APPLICATION

A minimum of six passes at the GCE O/L examination with four credits including credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala / Tamil language in one sitting (additional and optional subjects not considered) and ordinary passes in three subjects at the GCE A/L examination in Physical / Bio Science / Commerce Streams (as applicable) in one sitting.

* Full name (As per National Identity Card)

* Branch applied

* Permanent address

* Present postal address

* National Diploma (Technology / Engineering / Engineering Science) Entrant Qualifications

* Nearest Police Station to permanent address

* Date of birth

* Height

* Telephone number

* School attended

Air Field Construction Branch

A minimum of six passes at the GCE O/L examination with four credits including credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala / Tamil language in one sitting (additional and optional subjects not considered) and ordinary passes in three subjects at the GCE A/L examination in the Physical Science Stream in one sitting.

* Educational qualifications (Ordinary & Advanced Level)

* Achievements in sports / extra curricular activities

Other Entrant Qualifications

Equipment / Administrative / Administrative Regiment and Operations Air Branches

A minimum of six passes at the GCE O/L examination with four credits including credit passes in English language, Mathematics, Science and an ordinary pass in Sinhala / Tamil language in one sitting (additional and optional subjects not considered) and ordinary passes in two subjects at the GCE A/L examination in Physical / Bio Science / Commerce Streams (as applicable) in one sitting. Students of the Arts Stream with a minimum of two ordinary passes at the GCE A/L examination are also eligible to apply for the Administrative Regiment Branch.

* Details of previous service in the Armed Forces if any

* Other achievements of note

I hereby certify and declare that the details furnished above are true and correct to the best of my knowledge.

Date:

Signature of Applicant

OTHER REQUIREMENTS

- Nationality : Must be a citizen of Sri Lanka
- Civil Status : Candidates must be unmarried
- Age : Not less than 18 years and not more than 22 years as at 15 April 2009
- Height : 5' 6" and above
- Weight : BMI $\frac{\text{Weight(Kg)}}{\text{Height(m)}^2} < 25$
- Chest : Minimum 32"
- Vision Colour Standard : CP2
- Visual Acuity : Left eye 6/6 and right eye 6/6 (Without spectacles)

For further details see Government Gazette Number 1586 of 23 January 2009.

The envelop should be marked APPLICATION FOR CADETSHIP IN THE BRANCH on the top left corner. Applications should be forwarded under registered cover to reach CHIEF RECRUITING OFFICER, SRI LANKA AIR FORCE, EKALA, KOTUGODA on or before 1200 noon on 30 January 2009.

Web site: <http://www.airforce.lk>

Film Distribution Coordinator

TVE Asia Pacific is a regionally operating educational media company communicating sustainable development. We have a full-time position vacant from Feb 2009.

Film Distribution Coordinator (TVEAP/DC)

Involves acquiring, inventoring, promoting and distributing educational TV/video films on development issues to users across Asia. Details available at: <http://www.tveap.org/vacancy/>

English language proficiency and full computer literacy essential. Please email your CV by 23 January 2009.

TVE Asia Pacific

9/3, Gemunu Mawatha, Nawala Road, Nugegoda.
Email: vacancy@tveap.org

SERVICE SUPERVISORS AUTO CARE

We are a leading Auto Care Company engaged in Car Detailing, Lubrication Servicing & Re-Painting seeking a Service Advisor who has experience & knowledge relating to modern day car care services.

Ideal candidate should be between 25 to 40 years of age and have local or overseas experience over 5 years in a supervisory capacity in the same field. Fluency in English will be an added advantage.

An attractive remuneration package with other fringe benefits will be offered to the right candidate.

Mail or Fax your resumé with names of two non-related referees within 7 days of this advertisement to:



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