

Making a great first impression!

It takes just a quick glance, maybe three seconds, for someone to evaluate you when you meet for the first time. In this short time, the other person forms an opinion about you based on your appearance, your body language, your demeanor, your mannerisms, and how you are dressed.

With every new encounter, you are evaluated and yet another person's impression of you is formed. These first impressions can be nearly impossible to reverse or undo, making those first encounters extremely important, for they set the tone for the all the relationships that follows.

So, whether they are in your career or social life, it's important to know how to create a good first impression. This article provides some useful tips to help you do this.

Be on Time

The person you are meeting for the



first time is not interested in your "good excuse" for running late. Plan to arrive a few minutes early. And allow flexibility for possible delays in traffic or taking a wrong turn. Arriving early is much better than arriving late, hands down, and is the first step in creating a great first

Present Yourself Appropriately

Of course physical appearance matters. The person you are meeting for the first time does not know you and your appearance is usually the first clue he or she has to go on.



But it certainly does not mean you need to look like a model to create a strong and positive first impression. (Unless you are interviewing with your local model agency, of course!)

No. The key to a good impression is to present yourself appropriately.

They say a picture is worth a thou-

sand words, and so the "picture" you first present says much about you to the person you are meeting. Is your appearance saying the right things to help create the right first impression?

Start with the way you dress. What is the appropriate dress for the meet-

ing or occasion? In a business setting, what is the appropriate business attire? Suit, blazer, casual? And ask yourself what the person you'll be meeting is likely to wear - if your contact is in advertising or the music industry, a pinstripe business suit may not strike the right note!

For business and social meetings, appropriate dress also varies between countries and cultures, so it's something that you should pay particular attention to when in an unfamiliar setting or country. Make sure you know the traditions and norms.

And what about your personal grooming? Clean and tidy appearance is appropriate for most business and social occasions. A good haircut or shave. Clean and tidy clothes. Neat and tidy make up.

Contd. on page 12



SRI LANKA AIR FORCE



OFFICER CADET AND LADY OFFICER CADET VACANCIES



GENERAL DUTIES PILOT BRANCH (MALE)

LOGISTICS BRANCH (MALE / FEMALE)

ADMINISTRATIVE BRANCH (MALE)

ADMINISTRATIVE REGIMENT BRANCH (MALE / FEMALE)

OPERATIONS AIR BRANCH (MALE)

Applications are invited for Officer Cadets and Lady Officer Cadets in the Regular Force of the Sri Lanka Air Force as follows

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

General Duties Pilot / Logistics / 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 three subjects at the GCE A/L examination in Physical / Bio Science / Commerce Streams (as applicable) in one sitting.

* Non Degree Entrant Qualifications

General Duties Pilot / Logistics / 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.

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 30 September 2011

Height : Male - 5'6" and above
Female - 5'4" and above

Weight : $19 < BMI < 25$
 $BMI = \frac{Weight(Kg)}{Height^2(m)}$

Chest : Minimum 32" (Male)

Vision Colour Standard : CP2

Visual Acuity: Left eye 6/6 and right eye 6/6 (Without spectacles)

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

SPECIMEN APPLICATION

- * Full name (As per National Identity Card)
- * Branch applied
- * Permanent address
- * Present postal address
- * Nearest Police Station to permanent address
- * Date of birth
- * Height
- * Gender
- * Telephone number
- * School attended
- * Educational qualifications (Ordinary & Advanced Level)
- * Achievements in sports / extra curricular activities
- * Details of previous service in the Armed Forces if any
- * Other achievements of noteworthy

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

Date :

Signature of Applicant

For further details see Government Gazette Number 1711 of 17th June 2011.

The envelop should be marked APPLICATION FOR CADETSHIP / LADY CADETSHIP IN THEBRANCH 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 24th June 2011.

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

Task allocation: Picking the right player for the right job

In any team sport, a lot of time is spent choosing the players who will play in each game. The selection process also involves deciding the position where each team member will play, based on the player's skill, form (current ability to perform well) and the likely opposition that the team will face.

Just as this is true in sport, it is true in business. Leaders need to select the right people for the right jobs, and assign them tasks that fit with their skills and proficiencies. This provides structure.

So how do you do this? To field a match-winning team, first you need to understand the game that has to be played and the skills and abilities required to play it: There's no point asking a football team to play baseball if you want to win at the top level.

Then you have to place the correct player in the correct position. Mere common sense, you would think - but then, as the old quip goes, "common sense is often quite uncommon".

How to Use the Tool:



Here we give you the four-step "BALM" method to achieve correct role allocation:

Break down the broader team goals into specific, individual tasks. List all tasks, and then rank each task in terms of importance;

Analyze and list the competencies required to perform each task; List the competencies of each team member; Match individuals to task competencies.



STUDY, WORK & LIVE IN

CANADA

Asian Management Services



Michael Couture
Director AMS

Immigration Consultant and former Trade Advisor to the Canadian High Commission

THE ONLY REGISTERED CSIC

CANADIAN IMMIGRATION CONSULTANT

WHOSE PRACTICE IS HEADQUARTERED IN SRI LANKA



HURRY ! ONLY 1000 APPLICATIONS PER OCCUPATIONS GLOBALLY

PERMANENT RESIDENCE - WORK PERMITS - STUDY PERMIT - SPONSORSHIPS - PROVINCIAL NOMINEE PROGRAMS - REVIEW OF REFUSED VISA - VISITOR VISAS - TRAVEL DOCUMENT

FREE CONSULTATION, PLEASE CALL
268-8973 / 268-8974 / 0773 529 898

Centre for Canadian Academic and Professional Services (CCAPS)

35/2, Gregory's Road, Colombo 07.
(between Australian HC and Colombo International School)
E-mail: asianms@sltnet.lk / couture@sltnet.lk
www.cmi-icm.ca / www.csic-scci.ca / www.asianms.com
553-4602 / 552-4604 / 551-6225