



Tero® International, Inc.

Your Elite Training Team

Monthly eZine - July 2008

Events and Workshops

2008 Public Workshops

July 24 - 25

[Time Management Through Goal Setting](#)

[Register now](#)

August 12

[Image and Influence](#)

[Register now](#)

August 13 - 14

[IMPACT: How To Speak Your Way To Success](#)

[Register now](#)

September 16 - 17

[IMPACT: How To Speak Your Way To Success](#)

[Register now](#)

September 18

[Outclass Your Competition](#)

[Register now](#)

September 18

[Image and Influence](#)

[Register now](#)

October 14 - 15

[IMPACT: How To Speak Your Way To Success](#)

[Register now](#)

October 16 - 17

[Selecting Top Performers](#)

[Register now](#)

November 18

[Image and Influence](#)

[Register now](#)

November 19 - 20

In this issue:

- [Welcome to the Tero International Monthly eZine](#)
- [Ask Tero - Questions and Answers from the Training Professionals at Tero](#)
- [Feature Article - In Pursuit of a Career Change](#)
- [Professional Development Activity - Handling Change](#)
- [Resources](#)
- [What's New at Tero?](#)
- [Public Workshops - Opportunities for Continued Learning and Development](#)
- [Online Resources - Providing Feedback](#)
- [Inspiration - Things to Think About](#)

If the security and firewall settings on your computer are making it difficult to view this eZine:

1. [Click here to view Tero's July 2008 eZine.](#)
2. [Click here for links to pdf's of the July 2008 eZine and previous eZines.](#)

Welcome to the Tero International Monthly eZine

Our lives are full of change. Some good, and some bad. One thing for certain is that we can't control everything. We encourage you to take the time to read this month's article, a first-hand experience of one woman's unexpected and necessary career transition. The sidebar cites examples of individuals, some well-known, who've also made important career transitions mid-life.

The professional development exercise cites a popular model of change and asks you to implement it into your current situation. Career transition is also a popular topic of the questions we receive from graduates, and the Q&A will be addressing a few of them.

Whether you're in your first decade of your career and determining a good fit, or joining in the leagues of experienced professionals looking to or needing to transition, you'll find this eZine to be a resource for you.

[IMPACT: How To Speak Your Way To Success](#)

[Register now](#)

December 4

[Outclass Your Competition](#)

[Register now](#)

December 16 - 17

[IMPACT: How To Speak Your Way To Success](#)

[Register now](#)

[Back to top](#)

Ask Tero

This section contains questions asked of the training professionals at Tero. Do you have a question for Tero? Let us know! If there is a topic or question you would like to see addressed in a future eZine, please make suggestions so we can give you the resources you need. Thank you for the continued responses we receive each month.

Question: My company is expanding globally, and I'm being asked to consider working overseas. What things should I be thinking about?

Tero says: First of all, congratulations to you for considering the possibility. A global assignment offers opportunity for a unique leadership experience as well as cross cultural and personal growth.

Adjusting to a global assignment requires adjusting to a new job as well as new and unfamiliar living conditions. Begin now to acquaint yourself with the area you may potentially agree to be working in. People often think learning the basics of the national language is the most crucial step in preparation. Some language skills can be extremely helpful, but there are other things as important for you to reflect on and learn.

What cultural differences exist? Acquainting yourself with what the national cultural values are will help you think about potential differences that may make a difference in how you will relate both at work and in your personal life. Taking an inventory such as the Intercultural Developmental Inventory (IDI) can help you know how you might manage the differences that will exist, and what you could do in preparation to manage them most effectively.

Will you be bringing a spouse or child? If so, they need to be in on the planning process. Preparing for a smooth transition for your family will greatly affect how well you will be able to function on the job and at home. You may have the benefit of a social network at work, but if your spouse will not, a network needs to be created. There are interest groups of expats you can tap into to help create an individualized network to support the interests of your family.

Culture shock is a given, and if you have prepared ahead for it, you can ride it out successfully. Learn about the stages of culture shock. Consider keeping a written log of your experiences so you can reflect on them (start now at the planning stage). Think about the activities you enjoy (jogging, biking, etc.) and consider one you could continue doing faithfully when you arrive to create stability for yourself while you manage adjusting to the changes.

Find a cultural informant. Either someone from the location you are considering or a fellow expat are great resources to answer questions about transition processes, work conditions and daily life.

Finally, learn as much as you can about culture in general, your organization's experience in this location, common expat issues, and yourself! Knowledge gained in all of the above will assist you in being able to make an informed decision, and a successful transition.

Question: I've been working for over twenty years and recently decided I want to take on a less stressful job. What advice can you provide for when I'm interviewing and am asked why I'm looking for this change?

Famous Career Switchers



Grandma Moses

became a painter at the age of 79

Julia Childs

became a chef at age 35

Every President of the United States



Ben Stein

attorney, a professor, a
speechwriter for Presidents Ford
and Nixon, and a Wall Street
Journal columnist before finally
moving to Hollywood to pursue
screenwriting - now an actor

Martha Stewart

stockbroker to caterer to a multi-
media empire

Christina Perrin

management and marketing
consultant to a famous fashion
designer

Jerry Springer

councilman, mayor, news anchor,
radio personality - now a talk show
host

Tero says: It is not uncommon for people to desire a career change after twenty years. Before you go into an interview clarify what less stressful means to you. What makes the job you currently have stressful to you at this point? Once you identify that, you can begin to develop in your mind what you are truly looking for. Perhaps you desire a different type of experience, flexible hours, a smaller work environment, or less people to manage etc. Define what it is you want and you can go into the interview reflecting positively on your past experiences, yet clearly communicating what you are looking for in the new position. Approaching it from this direction, you will present yourself and your aspirations well. Good Luck!

[Click here to ask Tero a question](#)

[Back to top](#)

Feature Article - In Pursuit of a Career Change

by Julie VanCleave

I have a friend who had always dreamed of becoming an airline stewardess. After years of secretarial work, and in her early 40's, she decided to take the leap - the career change leap. Today she's approaching her 10th year as an airline stewardess and still living her dream. I've always envied her for that and wondered if I would have the courage to make a career change, should the opportunity arise.

I was satisfied with my position as a Sr. Human Resource Administrator in the pension and benefit area of Maytag Corporation.

[Click here for the full article](#)

[Back to top](#)

Professional Development Activity - Handling Change

"It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change."

- Charles Darwin

In reality, or at least in our emotional realities (which tend to take precedence over "objective reality"); change begins with an ending. Before we can move into the new, we must first leave the old. As William Bridges describes it in his book *Transitions*, transition is the emotional process we go through to get from something old to something new.

Before you arrive at the new location, you must leave home, travel through what Bridges calls the "Neutral Zone" which is neither home nor the intended destination. The process of breaking away from the ending, getting used to the idea of what you've lost as well as that with which you're not yet comfortable and slowly warming up to the idea of the new situation.

Following are 8 Tips to Successfully Navigate Change

1. Challenge yourself to remain open, allowing new ideas into your current reality.
2. Seek out the knowledge and/or people you need to help you in the process.
3. Communicate effectively what you are feeling and experiencing to others.

John Grisholm

attorney to a famous fiction writer
of novels

Janet Robinson

public school teacher to the CEO of
The New York Times

Khaled Hosseini

internist to an international best
selling author of The Kite Runner
and A Thousand Splendid Suns.

Source: <http://www.careerpath.com>

4. Remember fear is best viewed as "False Evidence Appearing Real". Trust only actual evidence, fear is a stop gate.
5. Look for signs of accomplishing change, not just involvement in the activity around change.
6. Create a support system around you. Carefully choose individuals who will cheer you on and activities that will fuel you.
7. Remember change is a process. Reward yourself along the way for incremental progress. Take time to stop and review how far you've come.
8. Be prepared to feel a little resistance to the notion that it's time to change and learn something new.

[Back to top](#)

Resources

Change is often personal thing. People tackling new challenges can gain strength, build skills and expand their knowledge through the help of a professional coach.

For information about Tero's Private Training and Professional Coaching, [click here](#), call 515-221-2318 (ext. 203) or email training@tero.com

[Back to top](#)

What's New at Tero

Rowena Crosbie serves on business panel with Iowa Business Leaders to discuss the topic of "How to make Iowa's Schools World Class". Watch the Des Moines Register and Iowa Public Television for this segment of the series. Information will be provided in future eZines about publication/broadcast times and locations.

An Interviewing Skills workshop to debut as a public workshop this October

You've asked for it, and this year, it is finally available as a public workshop. Tero's Selecting Top Performers - a behavior-based interviewing skills workshop will occur on October 16-17 at the Tero Learning Facility. Class size is limited and will be given to first registrations. To learn more about this workshop, [click here](#). To register, [click here](#).

Iowa High School Athletic Association State Baseball Tournament Tickets Available

Tero enjoys a skybox each summer at Principal Park, home of the Iowa Cubs. There are a number of tickets available for the Tero skybox during the Iowa High School Baseball Tournament, Friday, July 18th - Saturday, July 26th. If you're interested in obtaining complimentary tickets for you and your family or clients, please contact Tero at 515-221-2318 Ext. 203. The tickets will be distributed on a first come basis.

[Back to top](#)

Public Workshops

[Outclass Your Competition](#)



A 5-hour Business Etiquette and Dining Tutorial workshop.
September 18, 2008 (Des Moines), December 4, 2008 (Des Moines)

[Image and Influence: Polishing Your Professional Look](#)

A 1/2-day workshop on polishing the message your appearance sends and discovering the best way to present yourself.

August 12, 2008 (Des Moines), September 18, 2008 (Omaha)
November 18, 2008 (Des Moines)

[IMPACT - How To Speak Your Way To Success](#)

A 2-day workshop on speaking confidently and persuasively.

August 13-14, 2008 (Des Moines)
September 16-17, 2008 (Des Moines), October 14-15, 2008 (Des Moines)
November 19-20, 2008 (Des Moines), December 16-17, 2008 (Des Moines)

[Time Management Through Goal Setting](#)

A 2-day workshop on setting goals, balancing priorities, managing time and building stress strength.

July 24-25, 2008 (Des Moines)

[Selecting Top Performers: Recruiting and Interviewing](#)

A 2-day workshop on hiring top performers.

October 16-17, 2008 (Des Moines)

[Click here to register for a public workshop](#)

[Back to top](#)

Online Resources

Are you a graduate of a Tero workshop? Your feedback is important to us.

[Click here](#) to fill out an evaluation of how your Tero acquired knowledge has impacted your everyday work and life. This opportunity is available in each eZine or you can visit the Tero website at www.tero.com to give us your feedback.

[Back to top](#)

Inspiration - Things to Think About

Hope is the thing that is left to us, in a bad time. I shall get up Sunday morning and wind the clock, as a contribution to order and steadfastness. Sailors have an expression about the weather: they say the weather is a great bluffer. I guess that is true of our human society - things can look dark, then a break shows in the clouds, and all is changed, sometimes rather suddenly. Hang on to your hat. Hang on to your hope. And wind the clock, for tomorrow is another day.

- Excerpt from "Letters of E.B.White", letter to a friend, Maine, 1973.

No matter what the course or nature of your transition, you can only travel through it one day at a time. Results are not immediate, but eventually things will change and results will arrive. In the meantime, do not forget to hang on to your hat. Have hope - there is sure to be a break in the clouds. Figure out the things you need to do to carry you forward. And don't forget to wind the clock, for each tomorrow is another day closer to reaching your goal.

[Back to top](#)

.....

The Tero International Monthly eZine is written for the graduates and friends of Tero training programs. It is published by Tero International, Inc., 1840 NW 118th Street, Suite 107, Des Moines, Iowa 50325. Copyright 2008, Tero International, Inc. All rights reserved.

To contribute your ideas for future eZines, [Click here](#).

If you received this newsletter from a friend and want a complimentary subscription of your own, [Click here](#). Type Subscribe to eZine in the body of the email and send your message.

To remove your name from our mailing list, hit the Reply button, type Unsubscribe in the body of the email and send your message. Your name will be removed from the list immediately.

Tero International, Inc.

1840 NW 118th Street, Suite 107, Des Moines, Iowa 50325
phone 515-221-2318 fax 515-221-2369

P. O. Box 241143, Omaha, Nebraska 68124-1143
Phone 402-334-6819

website www.tero.com
email training@tero.com