



Tero® International, Inc.

Your Elite Training Team

Monthly eZine - July 2009

Events and Workshops

2009 Public Workshops

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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 2009 eZine.](#)
2. [Click here for links to pdf's of the July 2009 eZine and previous eZines.](#)

Welcome to the Tero International Monthly eZine

On the 4th of July, the United States celebrated Independence Day. Beyond the fireworks and family outings, such days of celebration provide an occasion to reflect on the teams of leaders, not only from the United States, but all over the world, who shape nations.

Throughout history, people have been inspired to change their mode of government by groups of leaders teaming together to work for the greater good. These teams are made up people who came from different walks of life, had different political philosophies, and different ideas on how countries should be run.

Despite all their differences, they had one thing in common - they were all leaders. But for the good of their country, these men and women had to learn to become more than leaders - they had to become members of a team, working towards a mutual goal. All while still individually leading different parts of (often revolutionary) efforts. The most successful efforts demonstrate that a group of take-charge people can learn to work collaboratively. In these stories we find inspiration and lessons on the delicate balance of leadership and teamwork that any organization can benefit from.

This eZine invites you to reflect on your own leadership strengths and talents and challenges you to conquer some common mistakes. The sidebar highlights three significant historical female leaders. A variety of tools and resources are also contained in this eZine to help you on your journey.



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Ask Tero

March 3 - 4, 2010

[Time Management Through Goal Setting](#)

[Register now](#)

Women as Leaders

Despite serious cases of discrimination, women were able to make their mark.

Forced to use unconventional methods, these women made a point about the importance of women's leadership.

Abigail Adams

Abigail Adams, wife of second president John Adams, was known as "Mrs. President" because of the insight and advice she offered to her husband during their White House years. During the Revolution, Abigail offered support to both her community and the soldiers by running the Adams' farm (their means of support) all on her own as well as aiding soldiers.

Indira Gandhi

Indira Gandhi was the Prime Minister of the Republic of India for three consecutive terms from 1966 to 1977 and for a fourth term from 1980 until her assassination in 1984, a total of fifteen years. She was India's first and, to date, only female Prime Minister.

Wangari Muti Maathai

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: Should you use your company email to send personal emails? Or will this land you in hot water?

Tero says: Be a good steward of your organization's email. Any communications you have on your company account belong to the organization, not you. Email can be used both in and out of context in courts of law. When you are communicating on your organization's account, the communication should be professional, not personal. Remember a business email is to be comprised of standard business English, spelling, grammar, sentence structure and content. Your wallpaper and signature should be the same across departments, and include all of your contact information after the signature.

Question: What are the guidelines for wearing hose with dress pants? And with skirt suits?

Tero says: The topic of hosiery is very timely during the warmer summer months. With slacks, it is perfectly appropriate for women to forgo hosiery, as this is a more modern and acceptable look. With skirts and dresses it gets a little trickier. For the sake of promoting the credibility and professionalism of businesswomen, Tero's Becky Rupiper-Greene recommends to base the decision on the level of dress that male counterparts in the office are wearing. When the amount of skin being shown by women is considerably greater than the amount of skin being shown by men, we are putting ourselves at a disadvantage. If the men in the office are wearing short-sleeved shirts and no jackets or ties, a woman wearing a professional skirt or dress (not a summer weekend skirt or resort style dress) and appropriate shoes (more shoe than foot showing), then well-groomed legs without hosiery would be an option. If, however, the men are wearing long-sleeved shirts and possibly jackets or ties, a woman will command more respect when skirts and dresses are teamed with hosiery. Since the "no hose" look is very popular, when opting to wear hosiery, look for shades that closely match the color of your skin and go for the sheerest style possible. (The best I've found is Donna Karan's line called "The Nudes".) Hope this provides some insights for the debate.

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

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Feature Article - Faulty Goal Setting

from Tero's Time Management Through Goal Setting participant manual

A characteristic that all successful, high performing people possess is that they are end-results oriented. They have goals for the future.

This is not new information. We have all heard the importance of setting goals. Unfortunately, there are several common mistakes people make when setting goals that limit their ultimate achievement of them.

Someone Else's Goals

The goals you set must be your own. Just as you can't change others, others can't set goals for you. You must sincerely want the goal for yourself. Many people allow their spouses, friends, employers, etc. set their goals for them.

[Click here for the full article](#)

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Professional Development Activity - Leadership Transitions

Wangari Muta Maathai is the first woman in East and Central Africa to earn a doctorate degree. Maathai obtained a degree in biology. Maathai is internationally recognized for her struggle for democracy, human rights and environmental conservation. She has addressed the United Nations on several occasions and spoke on behalf of women at special sessions of the General Assembly during the five-year review of the Earth Summit.

Source: Wikipedia, greenbeltmovement.org

Changing Roles in the Workplace

The workplace, and people's roles within it, are not static. We are constantly asked to change our direction and our expectations. This kind of change can create fear and resentment as we are asked to perform tasks and take on responsibilities we feel we aren't ready for. This change in duty can be frightening, but as the very first U.S. President showed, it is possible to take on a new role and succeed. Knowing yourself and your limitations is the key to success. George Washington went from military leader to political leader in a short amount of time; by knowing his strengths. Through his ability to inspire the people around him and strong sense of organizational administration skills, he was able to set a presidential precedent that has inspired all those who have followed him in that role.

The self-awareness he showed is one of the most important aspects of his story. By knowing oneself, we can be just as successful in difficult times. The Myers-Briggs Type Indicator (MBTI) is an instrument created to provide a language to help people understand different personalities and how their differing personalities affect relationships - both personal and professional. By knowing ourselves and understanding our personality type, we can become better performers as well as solve conflicts that exist because of differing personality type.

Becoming more insightful, whether by taking a test such as MBTI or just having a period of self-reflection will yield positive results.

This week, take the time to become more aware of the advantages and disadvantages your personality type offers in the workplace. By realizing how different we all are, we can build a better understanding and rapport in the workplace. Ask your colleagues if they have had difficulty understanding how you communicate. By opening a dialogue about everyone's different working styles, a better understanding can be reached.

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Resources

Chrysalis Foundation

Is there a woman in your life you'd like to recognize? A "HerStory" is a story about HER. It can be a story about any woman or girl. A story about her hopes, dreams or vision, the relationships in her life or her passions and interests. It can show how she is unique, or how she has persevered to reach a goal. A "HerStory" can tell the story of how a mentor, teacher, mother, sister or a friend has helped shape your life. It can be told by a man, woman, boy, girl or anyone who has a "story" about "HER" to share. It can be your own story! And you might have MANY "HerStories" that you might want to share. The Chrysalis Foundation is dedicated to building stronger futures for women and girls in Central Iowa. To learn more about this organization or to share a "HerStory" [click here](#).

The Bass Handbook of Leadership: Theory, Research and Managerial Applications (4th Edition) by Bernard and Ruth Bass

This completely revised and updated fourth edition reflects the growth and changes in the study of leadership over the past seventeen years, with new chapters on transformational leadership, ethics, presidential leadership, and executive leadership. Throughout the Handbook, the contributions from cognitive social psychology and the social, political, communications, and administrative sciences have been expanded.

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What's New at Tero

Red Carpet Party

Tero is unveiling new informational video clips featuring the organization's mission, workshop objectives and facilitator profiles. You're invited to attend the premiere



showing of these professional video clips. [Click here](#) for your invitation.

Women of Influence

Tero's President, Rowena Crosbie, was among ten women honored in 2009 as a Women of Influence by the Des Moines Business Record. [Click here](#) for a list of the honorees. To reserve your place at the August 11 event in Des Moines, [click here and select the BR Events link.](#)

Tero Scholarship Update

Tero congratulates the following young people on their successful completion of their Tero Scholarship Courses in July:

IMPACT: How To Speak Your Way To Success

- Byron Enness Rundle from Pella, Iowa and attending the University of Tulsa (OK)
- Ashley Rene Ringer from Des Moines, Iowa and attending Roosevelt High School
- M. Spencer Tapper from Polk City, Iowa and attending North Polk High School

Time Management Through Goal Setting

- Jessica Maciel from Des Moines, Iowa and attending Lincoln High School
- Leif Olsen from Polk City, Iowa and attending the University of Dubuque

Attention IMPACT Grads

Take advantage of the rare opportunity to enroll in Tero's advanced presentation skills workshop. MORE IMPACT is offered on October 7-8. Successful completion of Tero's IMPACT: How To Speak Your Way To Success presentation skills workshop is a prerequisite for attending this advanced program. For a workshop outline, [click here.](#) To register, [click here.](#) This workshop has been added as a public offering in 2009 at the request of IMPACT grads.

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Public Workshops

[Outclass Your Competition](#)

A 5-hour Business Etiquette and Dining Tutorial workshop.
August 6, 2009 (Des Moines), November 19, 2009 (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 18, 2009 (Des Moines), October 22, 2009 (Des Moines)

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

A 2-day workshop on speaking confidently and persuasively.
August 19-20, 2009 (Des Moines)
September 16-17, 2009 (Des Moines), October 20-21, 2009 (Des Moines)
November 12-13, 2009 (Des Moines), December 9-10, 2009 (Des Moines)

[MORE IMPACT - Advanced Presentation Techniques](#)

A 2-day advanced presentation skills workshop for IMPACT grads only.
October 7-8, 2009 (Des Moines)

[Time Management Through Goal Setting](#)

A 2-day workshop on setting goals, balancing priorities, managing time and building stress strength.
March 3-4, 2010 (Des Moines)

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

A 2-day workshop on hiring top performers.
September 23-24, 2009 (Des Moines)

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

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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.

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Inspiration - Things to Think About

"It's amazing what we can accomplish when you don't care who gets the credit"
- Harry S. Truman

How many times has your office had a competitive atmosphere? Even in the most congenial office environment, there are moments of competition. Everyone is trying to make the best impression they can on management - sometimes to the detriment of the work itself.

What's most important in your workplace? Being inspired by other people's work gets hard if everyone is concerned about having their ideas being stolen. By sharing our knowledge we foster creativity, not pointless competition.

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