Success in the Workplace

Todd & Cindy Shinabarger - revised 7/18/2017

Only 20% of the success of your career is based on what you know while 80% is based on how well you get along with others. A key component in relationships is understanding your strengths and weaknesses. Self-awareness leads to self-management, which improves our connections with others and helps us in the work (and life) environment.

We are passionate about helping interns and new hires get off to the right start. We have seen bright folks coming out of college not reach their potential and be baffled as to why.

* The Interview Process
	+ Prepare – research company; right questions for the right folks
	+ Think through examples – what do you want them to know
* Earning the right to be heard
	+ What to do when you know the answer and nobody listens to you
* Think like a boss
	+ Don’t just be a whiner - come with ideas
	+ What never to say
	+ Come up with your own work – don’t sit around and wait
	+ Col 3:23 – *“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters”*
* Team dynamics
	+ What is your role?
	+ Remaining Christ-like
* Presentations
	+ Action words – simple and clear; no eye charts
	+ Dry run
* Workplace etiquette
	+ How to enter and leave an office
	+ Meeting etiquette
	+ Phone etiquette
	+ Email etiquette
	+ How to get chatty folks out of your office
* 10 Skills Employers Most Want (article to follow)
	+ “Soft” and interpersonal skills are very important
* Millennial Stereotypes (article to follow)
	+ Stereotypes are unfair, but are born out of some truth
	+ Be aware you will be labeled, and possibly prejudged
	+ It’s up to you to overcome these stereotypes
* You are responsible for your success or failures (article to follow)
	+ You are not a victim
	+ Who do you want to be?
* Attitude:
	+ “The longer I live, the more I realize the impact of attitude on life. Attitude to me, is more important than facts. It is more important than past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, gifted ability, or skill. It will make or break a company, a church, a home. The remarkable thing is we have a choice everyday regarding the attitude we will embrace from that day. We cannot change our past, we cannot change the fact that people will act in certain way. We cannot change the inevitable. The only thing that we can do is play on the one string that we have and this string is, Attitude**. I am convinced that life is ten percent what happens to me and ninety percent how I react to it. And so it is with you....We are in charge of our Attitudes.”** – Charles Swindoll

 “A life unexamined is not worth living” – Socrates

Todd’s Book List:

* + Personal Growth:
		- The Prodigal God: Recovering the Heart of the Christian Faith– Timothy Keller
		- Thriving in Babylon: Why Hope, Humility, and Wisdom Matter in a Godless Culture– Larry Osborne
		- Prepare: Living Your Faith in an Increasingly Hostile Culture – J. Paul Nyquist
		- Unoffendable – Brant Hansen
	+ Purpose:
		- Halftime: Moving From Success to Significance – Bob Buford
	+ Marriage:
		- Love & Respect: The Love She Most Desires; The Respect He Desperately Needs – Emerson Eggerichs