



NEW RESPONSIBILITIES

Making Your Own Opportunities

You have a new job and a clear-cut job description. However, you envision the job's possibilities as something much more. You want to attain the leadership skills and motivation to develop the job and to make your own opportunities.

Desirable Leadership Skills

If you're a supervisor, or want to groom yourself for being one, you'll want to improve or develop leadership skills. Courage, hard work, effective communication, optimism based on realism and a vision of your place in your company's future are important components of leadership. Leaders demonstrate courage by taking risks.

Good leaders can motivate their staff toward good job performance. They reward positive performance and help mold less successful employees into goal-oriented workers. Leaders work as part of a team and they want group, as well as individual, success.

As a leader, you'll want to develop your staff, be open to change and input, confront problems and accept challenges. You can select a positive work role model and possibly find a mentor to help you in your leadership growth.

Your Relationship to Your Superior

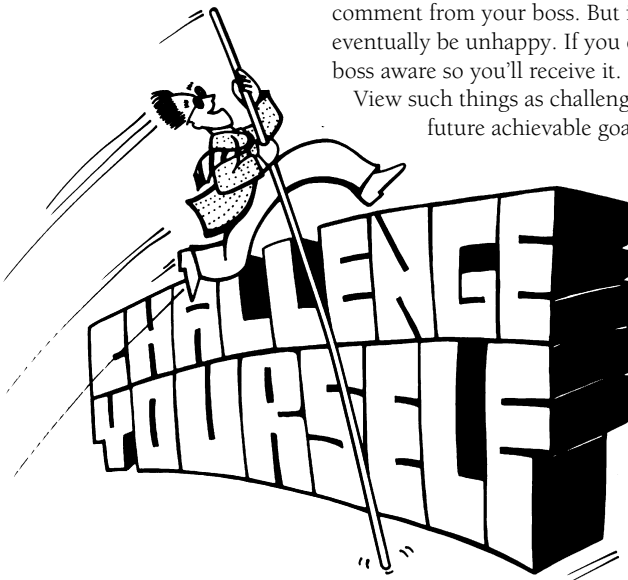
Who your boss is and what kind of working relationship the two of you enjoy is a big factor in your future advancement. Management consultants feel that if your boss is not a role model for you and doesn't communicate openly, then you may be better off in a different company. However, to start on the right track with your boss, you must be a willing pupil. Be willing to listen to advice, admit and learn from your mistakes and accept constructive criticism. Try and understand your projects when they're assigned and seek solutions for any problems.

Motivation

To motivate and enhance your job, seize opportunities for self-development and creative expression. These tasks require taking risks. This is hard but essential if you want to grow. By learning new skills, challenging yourself to complete your job faster and more creatively, and finding satisfaction internally for a job well done, you'll in turn receive job satisfaction.

It's nice to receive an external reward such as money, a pat on the back or a nice comment from your boss. But if that's your only reason for trying your hardest, you'll eventually be unhappy. If you do need more feedback to motivate yourself, make your boss aware so you'll receive it.

View such things as challenging assignments, skill training and potential promotions as future achievable goals. Have your supervisor assist you with what specific steps you may need to take to obtain your goals.



Underlying Discoveries

Most peak performers are motivated by clear goals, are self-managing, seek tangible results, are good team players, handle tough jobs successfully and expect and accept change. They develop their strengths and don't mourn their weaknesses.

If you need help to maximize your potential, get it from your manager, the personnel department, the education and development department or an employee assistance program. There are limitless pleasures and satisfactions waiting to be discovered in a job. If desired, you can be in control of your destiny and continue to make new opportunities for yourself throughout your entire work life.