



**November 2012 Issue
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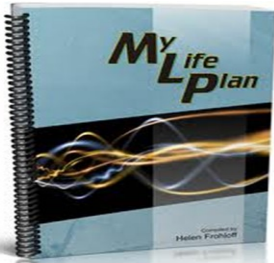
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Year End Is Surely Upon Us!!

Welcome to the end of the Year !!

Can you believe we are almost in the 11th month of 2012! How have you wrapped up? Did you fizzle out as the weeks passed or did you go out with a bang? Do you feel like you are running out of steam or taking one big, deep last breath to push through the new beginning? Many of us are thinking, thank goodness this year is over!

It was a horrible year -- a stressful year -- a depressing year. Yet, look around and most of us are still standing. We dealt with the challenges that were presented to us; we might not have liked them but we handled them. Or we are thinking of improving our methods next year, learning from our experiences perhaps?



YOUR LIFE—ONLY MANY TIMES BETTER Series Part 1

Hello, If I were to ask you what roles you play in your life, I am sure you would come up with many - such as parent, friend, sibling, professional, manager, worker, spouse, etc. At this time of the year when the word frazzled best describes how many of us feel, you are probably even thinking of relinquishing some of the roles you have. However there is one role that we all have, that we tend to not even think about - and that is the role of "Life Manager" or "Life Director". We all have the role as Manager/Director of our lives. And as we need to do with all roles, we need to review how well we have performed in this role over the year. How

well is your Life Director doing?

Traditionally we review performance at least once and probably twice a year. Well we do if we are serious about our business and our performance. (Actually if we are serious we review every quarter.) So as the year closes, let us do a review of our Life Director. Now most people approach performance reviews with about the same enthusiasm as root canal treatment. We dread them. And so we put them off and when we cannot put them off anymore we face up to the task with reticence and a desire to get the process over with as fast as possible. As such an approach simply does not serve you best, approach your Life Director.

(Email tensy@waterfrontconferences.co.za) for More!!! Or if you can be a bit patient do wait for the next newsletter for Part 2 of this series.!!

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TRAINING CALENDAR Oct	Nov	Nov	Dec
Project Management Training— Pandhari Lodge 29-31 Oct 2012	Event Management Workshop—Zim Cafe 3 Nov 2012	Project Management Training—Vumba 13-15 Nov 2012	Management Development Programme 11 Dec 2012
	Project Management Training—Cresta Lodge 6-8 Nov 2012	PA's Summer Conference Vumba 28-30 Nov 2012	Professional Meetings and Minute Taking 12 Dec 2012
		Project Management	

WATERFRONT

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Present your family and friends with their eulogies now - they won't be able to hear how much you love them and appreciate them from inside the coffin. --- Anonymous

LESSONS WE LEARN FROM RELATIONSHIPS *Series Part 1*

We grow up believing that relationships are about learning to understand another person better. Well, yes, that is true. However, what is seldom told to us is that, even more than coming to an understanding of another, relationships are the mirror through which we come to a deeper understanding of ourselves. It is impossible not to have relationships. When we work, socialise, have families, study - in fact just about anything we do in life - we do through relationships. It is not surprising then, that relationships are such a big part of life, and have such a lot to teach us

Every relationship has a gift for you—

Yes, that goes for traumatic experiences as well. You may have to dig deep to see the gift, but understanding more about your strengths, learning to build independence and to stand on your own, are gifts. We have the choice to learn from every relationship we have ever had. You can never fail in life or love. You just produce results and then it is up to you as to how you interpret the results. Lets agree on one thing there are **no failed** relationships because every person has something to teach us.





Habits that will change your life Series

Instead of setting resolutions for the year, set some new habits. After all, you are your habits. What you achieve and what you become is based on what you do day after day. I want to suggest three habits for you to develop that will move your life forward more than you could ever imagine - in fact they will transform your life. These three habits come from the following quote by Nora Roberts:

"If you don't go after what you want, you will never have it. If you don't ask, the answer will always be no. If you don't step forward, you will always be in the same place." And based on this quote I want to propose that you start creating the following habits in your life.

- 1) Believe you deserve to have what you want in life.
- 2) Ask for assistance from people who can help you achieve what you want.
- 3) Every day commit to taking at least one step forward.

Now let's look at each one in turn. The series will continue in the next news letter but if your hands are itching and you really cant wait please jot me an email tensy@waterfrontconferences.co.za You wont regret it!!!

Screening your Boss's Calls

As an assistant you will, from time to time, probably be required to answer your employer's phone calls as well as your own. In order to do this as effectively as possible, you need to be clear about the type of phone etiquette that your boss prefers. This will help you convey messages clearly and appropriately as well as helping your employer with his or her busy schedule.

For starters, you should settle on a standard greeting. Some people like something simple and straightforward, such as "Hello, you have reached the offices of Janie Leonard," while others may want something a little more elaborate, such as, "It's a beautiful day at Springfield Garden Homes. How can I help you?" Once your boss has selected their preferred greeting, be sure to use it every time that you answer their phone.

If you are required to screen calls, then you need a dialogue that will not reveal that you are doing so. Often, employers prefer something simple immediately after the greeting. For example, after saying "You have reached the offices of Janie Leonard," you might simply request that the person identify themselves: "May I ask who is calling?" Once you know, you can respond either by putting the person through or transferring them to voicemail.



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Holiday Parties That Don't Discriminate

Can't Please Everyone

It never fails. You spend hours and hours planning a fun and festive holiday party for your office, trying your best to keep religion out of the mix. But sure as shooting, someone ends up offended. It was either too religious or not religious enough. Let's face it, you just can't please everybody.

The trick, of course, is to please most people enough that the one or two naysayers get drowned out. Of course, I'm not saying that you should bring any level of religion into the party. I'm just saying, make it as fun as possible, so even those who might be disappointed that it doesn't meet their definition of a holiday party will still enjoy themselves.

Dealing With Decorations

Probably nothing gets backs up more than the issue of decorations. No matter what you put up, someone is going to try and point out that it is somehow religious and therefore offensive. Your best tack is to be truly multicultural in your party decorations. Make sure that no one symbol appears to have a place of prominence over other symbols.

Party Fun

The most important thing to remember for a successful holiday party is to make it FUN! It doesn't matter if your party is a small braai or a swanky catered affair, as long as it's fun, people will remember it.

Here are some fun ideas:

Casino Party – You play for chips, and at the end, used your chips to bid on prizes at an end of the party auction. Split the prizes between auction items and door prizes, for the less than able gamblers. You could rent a ballroom of a swanky hotel, with food, drinks and dancing in addition to the casino. But your party doesn't have to be a formal affair to still be fun. If your company has a nice budget for parties consider a casino party.

White Elephant Exchange – This type of party is usually a big hit at non-profits who have less funds to pay for parties. It avoids the "Christmas" factor in gift giving, and the game can produce great amounts of hilarity if played right. Remember to set limits on what folks can spend, find someone with an outgoing personality and good sense of humour to MC the game, and sit back and enjoy the fun.

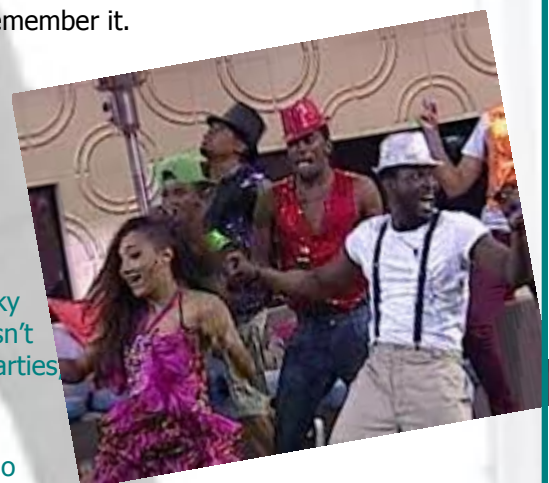
Best wishes and have an awesomely blessed Year End!!!

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Thought of the season

"Criticism is the disapproval of people, not for having faults, but having faults different from your own." Unknown