

Member Spotlight

Michele Deaton

I received my bachelor and master's degrees from UNL in opera performance and started working in the School of Music office in 1987 while in school. Somewhere near the end of my studies I found out



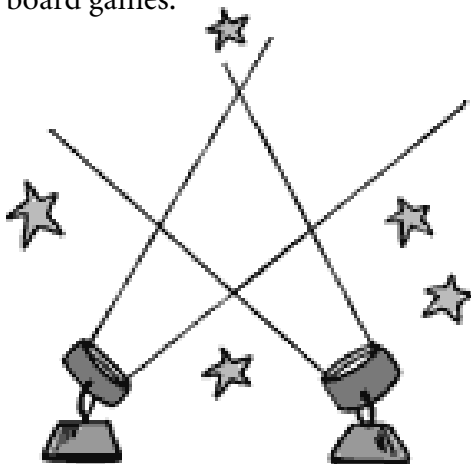
Michele Deaton
Administrative Assistant
School of Music

that I preferred the certainty of a monthly paycheck rather than the hit or miss income of a musician, so I settled into my job and have been here ever since. I am

Assistant to the Director for Business and Finance and serve as Office Manager. I love working in higher education and enjoy interacting with students and faculty who are talented, driven and passionate about the arts. There is never a dull (or quiet) moment in the School of Music.

What is your favorite thing to do on a day off?

Day off - what's that?! No, seriously I enjoy gardening, working around the house (I have the dangerous attitude that I can tackle any DIY project), obedience training with my new puppy and playing board games.



What is the one goal you would most like to accomplish?

I would love to have the time and flexibility to travel. One day I'm going to get a Eurail Pass and spend some time traveling through Europe.

What is a talent you have that you don't use in your career?

I've been a member of the First Plymouth Choir and Abendmusik Chorus for almost 25 years and look forward to being a part of each new season.

Favorite TV Show?

I'm hopelessly addicted to any kind of cooking show even though I have absolutely no skills in this area.



I would like to take this opportunity to welcome back all UAAD members and invite any prospective members to join us this year. Our first meeting will be held September 19, 2007 in the City Union from 11:45 a.m. – 1:00 p.m. It is a brown bag luncheon so bring your favorite food for lunch. Bring your favorite co-worker to this meeting as well! Our speaker is Diane Sullivan from the Organization Station. Her topic is "Organizing Your Life and Having Your Weekends Free." I don't know if there is a correlation here, but this topic was added right after our program chairmen saw my desk!

Please join us and see how YOU can get some organization in YOUR life!

Look at What's to Come

Professional Development Programs

The purpose of this series is to provide an opportunity for the professional development of the UNL community. Please note that all University employees are welcome, so invite your co-worker to attend with you, even if they are not a member of UAAD.

October 17, 2007 (Wednesday), 1:30-4:00 PM, following the monthly meeting (this date is tentative)

Suzanne Drew, generation gaps and how to deal with the differences. Although this discussion is based on Myers Briggs, it is not necessary to have taken a Myers Briggs assessment to attend the seminar.

March 19, 2008 (Wednesday), 1:30-4:00 PM, following the monthly meeting
Speaker and topic to be announced at a later date.

UAAD web site has a new look!

Our webmaster, David Sockrider, has been busy over the summer making the UAAD web site easier to navigate and better looking. Go check it out at <http://uaad.unl.edu>.

21 Leadership Tips

F. John Reh, *About.com Guide to Management*

#1 Fix The Problem, Not The Blame. It is far more productive, and less expensive, to figure out what to do to fix a problem that has come up than it is to waste time trying to decide who's fault it was.

#2 Tell People What You Want, Not How To Do It. You will find people more responsive and less defensive if you can give them guidance not instructions. You will also see more initiative, more innovation, and more of an ownership attitude from them develop over time.

#3 Manage the function, not the paperwork. Remember that your job is to manage a specific function within the company, whatever that may be. There is a lot of paperwork that goes with the job, but don't let that distract you from your real responsibility.

#4 Don't DO Anything. Your job as a manager is to "plan, organize, control and direct." Don't let yourself waste valuable time by falling back on what you did before you became a manager. Concentrate your efforts on managing, not on "doing".

#5 You never have to make up for a good start. If a project or a job gets off to a bad start it can be difficult to catch up. Do your planning up front so you get a good start and you won't regret it.

#6 Get out of your office. Management By Walking Around (MBWA) does work. You make yourself more approachable. You get information first-hand. You find out what's really happening.

#7 Lead by example. If you ask your employees to work overtime, be there too. Just because company policy allows it, don't fly first-class if your associates are in coach on the same plane. Be a leader - it's tougher than being a manager, but it's worth it.

#8 Delegate the easy stuff. The things you do well are the things to delegate. Hold on to those that are challenging and difficult. That is how you will grow.

#9 Don't get caught up in looking good. Work happily together. Don't try to act big. Don't try to get into the good graces of important people, but enjoy the company of ordinary folks. And don't think you know it all. Never pay back evil for evil. Do things in such a way that everyone can see you are honest clear through.

#10 Quality is just conformance to requirements. You get the behavior you critique for, so set your standards and then require conformance to them. Quality comes from that effort, not from slogans, posters, or threats.

#11 Learn from the mistakes of others. You can't live long enough to make them all yourself.

#12 Set S.M.A.R.T.Goals. Goals you set for yourself, or others, should be Specific, Measurable, Achievable, Realistic, and Time-based.

#13 Set an example. One of the most significant parts of a manager's job is for them to become a positive role model that can pull a team together and deliver the level of service expected from their customers.

#14 Know Your GPM. In Management GPM is an acronym for Goals, Plans, and Metrics. To achieve your goals, you must first determine what your Goals are. Then you have to develop a Plan that gets you to your goal. Finally you need Metrics (measurements) to know you are moving toward your goal according to your plan.

#15 Train Your Supervisors. The key to your business success is the productivity of your employees. The key to employee productivity is their perception of their immediate supervisor. Invest in training your supervisors and managers. It will pay off.

#16 You Can't Listen With Your Mouth Open. Your associates, your employees, your suppliers, your customers all have something of value in what they have to say. Listen to the people around you. You will never learn what it is if you talk over them all the time.

#17 Practice what you preach. To lead, you have to lead by example. Don't expect your people to work unpaid overtime if you leave early every day. Don't book yourself into a four star hotel on business trips and expect your employees to stay in the motel off the freeway.

#18 Leaders create change. If you lead, you will cause changes. Be prepared for them and their impact on people within, and outside, your group. If you are not making changes, you are not leading.

#19 Don't Limit Yourself. The difference between leaders and managers is that leaders do not set limits on themselves. There are enough people trying to limit what you can do. Don't be one of them.

#20 Anyone can steer the ship in calm waters. What will set you apart in your career is how you perform during the tough times. Don't become complacent and relax just because things are going well. Plan ahead for the downturn.

#21 You have to make a difference. The group you manage has to be more effective, more productive with you there than they would be if you were not. If they are as productive without you, there is no business sense in keeping you on the payroll. 📧



UPDATE

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<http://uaad.unl.edu>

President's Letter

Jeanne Wicks

Can't you just tell fall is quickly approaching? The students are back on campus. Football has started. Squirrels are dropping nut casings out of my tree as they put food away for the winter. And UAAD will begin holding monthly meetings again!

UAAD- University Association for Administrative Development. This group is for YOU! It is YOUR voice in university issues. It is a way for YOU to meet other university employees and learn from them – share with them. It is an opportunity for professional development for

YOU. Our theme this year is: IT'S ALL ABOUT YOU.

We all have people or organizations taking pieces of our time. Children's activities, families, bosses, other groups we belong to – all want, and even deserve, a piece of our time. UAAD wants an hour of your time each month. I hope you will attend the meetings, network with others, listen to the fantastic lineup of speakers our program committee has come up with and come away feeling that the experience has been a benefit to YOU.

See *President* continued on page 3

Take Control of Your Workday

September 19 (Wednesday) from 11:45 a.m. – 1:00 p.m
City Union

Do you go to work everyday with a positive attitude and a plan, only to find that one hour into your workday, that is no longer the case? The "To Do" list has left, you are now putting out fires for your department, your "plan" for the day hasn't even been started and it's time to go home. I will show you tools you can use to take back control of your workday. Let me, help you, keep that positive attitude and execute that plan for your day.

Diane Sullivan is the owner of The Organization Station, a Home and Office Organizing company. She is a long time University employee who wants to share her expertise of organizing with others. ☎



Diane Sullivan
The Organization Station

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Opportunities & Benefits of UAAD Membership

Would you like to:

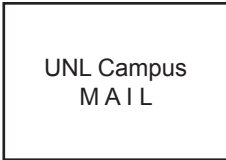
- Meet other UNL employees?
- Learn more about UNL and campus issues?
- Develop professional skills?
- Discuss common interests with fellow professionals?
- Serve in a leadership position or on a committee?

If your answer is YES...

Join the University Association for Administrative Development, an organization formed by employees for employees of the University of Nebraska-Lincoln.

What UAAD does for YOU:

- Stimulates the improvement of operations in administrative and managerial areas of UNL.
- Promotes professional development among participating members through the exchange of ideas and techniques.
- Provides communications between UNL administration and managerial/professional staff.
- Serves as a source for UNL administrators to call upon for representation on appropriate committees or campus processes.



Membership Application

Name _____ Title _____

Department _____

Campus Address _____

Phone Number _____ E-Mail Address _____

Please select payment option and circle amount:

Cash or Check # _____ \$10 or \$18

Make check for payable to UAAD

Cost Object # _____ \$10 or \$18

Would you like to serve on a UAAD committee?

(Refer to the UAAD website at uaad.unl.edu for committee descriptions)

YES NO

How did you learn about UAAD? (please check)

Website

Flyer

Current UAAD Member

Name _____

Dean/Director or Dept. Head/Chair

Name _____

Return to: Doni Boyd, 332 Adm, CC 0435