

# PA ENTERPRISE

DeskDemon's Magazine for Executive PAs, Office Managers and Secretaries

June 2012



**Special PA Networking Event at Chelsea's Marco Pierre White Restaurant on 5th July**

**Summer Job Search Success Tips**

**How to Climb the Career Ladder**

**Real-life Wacky Reasons to Leave a Job**

**News | HR | Competitions & Offers | Books**



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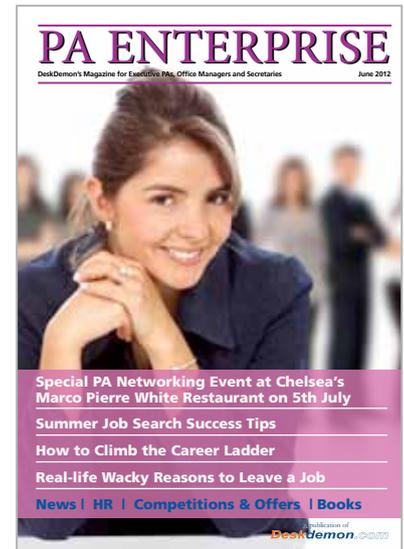


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Terminal House, Station Approach,  
Shepperton,  
Middlesex TW17 8AS

### Editorial

PR contact: Paul Ormond  
Tel: 0870 410 4030  
[editoruk@deskdemon.com](mailto:editoruk@deskdemon.com)

### Features Editor

Alison Pedrick

### Advertising

Paul Ormond  
Tel: 0870 410 4038  
[paul@deskdemon.com](mailto:paul@deskdemon.com)

Jane Olsen  
0870 410 4036  
[jane@deskdemon.com](mailto:jane@deskdemon.com)

### Design & Production

Jane Bigos  
Graphic Design  
[janebigos@deskdemon.com](mailto:janebigos@deskdemon.com)

Kulasekaram Vimalarasa (Raj)  
Web Developer  
[raj@deskdemon.com](mailto:raj@deskdemon.com)

Pawel Olszak  
Website Designer  
[pawel@deskdemon.com](mailto:pawel@deskdemon.com)

### Publisher

Paul Ormond  
Tel: 08704104038  
[paul@deskdemon.com](mailto:paul@deskdemon.com)

### Managing Director

Mek Rahmani  
Founder, CEO  
[mek@deskdemon.com](mailto:mek@deskdemon.com)

NEWS

# EARLIER START TO THE WORKING DAY SPELLS THE END OF “ELEVENSES”

## The Facts:

- The majority (54%) of British workers now favour a mid-morning snack by 10.30am at the latest
- Poll reveals that 39% start work earlier than they did a few years ago
- One in ten are emailing before they get out of bed
- Expert calls for morning breaks to be formally rescheduled at 10am and renamed “tensies” to deal with mid-morning energy slump



Paddington Bear may be aghast, but dramatic changes in modern working patterns and practices should spell end of elevenses and bring the Great British morning break forward by an hour according to a new study of working behaviour.

Polling for juice producer Pomegreat found that 38% of workers get up earlier than they did a few years ago and 37% are starting work earlier by dealing with emails in bed, at the breakfast table and on their commute. One in ten now start as soon as they wake up as their smartphones flash vital emails and messages at them.

By 10am, many workers have often been on the go for three or four hours and are ready for a mid-morning energy boost. More than half (54%) of respondents to the poll said that they wanted a morning break by 10.30am at the latest.

Experts say “tensies” should now replace elevenses as the time to down tools for a drink and a snack.

Good energy levels are vital to help people concentrate at work, but inevitably take a dip a few hours after breakfast. Scientific studies show that brain cells need two times more energy than the other cells in the body. Neurons, the cells that communicate with each other, have a high demand for energy because they’re always in a state of metabolic activity. Most demanding of a neuron’s energy are the bioelectric signals responsible

for communication throughout the nervous system. This nerve transmission consumes one-half of all the brain’s energy (nearly 10% of the whole body’s energy).

While tea and coffee are popular, other drinks such as fruit juice with natural sugars will provide a bigger boost to revitalise flagging spirits and see workers through to lunchtime.

Dr Dorian Dugmore, Pomegreat’s expert on wellbeing, said: “It is very important to manage and maintain energy levels throughout the day. Elevenses has been a great British ritual for many years, but as people are now beginning their working day earlier and earlier, it is simply too late to wait for an energy boost.

“Fruit juice is a great mid-morning drink because it contains fructose, carbohydrate and vitamins, a combination which provides a tremendous energy boost.”

The term elevenses was first coined in 1889, according to the Oxford English Dictionary. Around that time, people also referred to afternoon tea as “fourses.” Elevenses also appear in some of Britain’s best-loved literature: Winnie-the-Pooh likes honey with condensed milk on bread, Paddington Bear takes elevenses with his friend Mr Gruber and the hobbits are fond of elevenses in JRR Tolkien’s Lord of the Rings series.



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## Talking Talent helps women 'create the edge' and prepare for the board with new coaching programme

**Talking Talent**, a UK company specialising in executive coaching for senior women in business, is helping companies create a pipeline of future women leaders through an innovative new coaching programme 'Creating the Edge,' designed for senior level women on their way to the boardroom and junior female managers with high potential.

The programme consists of a series of coaching-led group workshops that will enable women to take control of their careers, develop their personal impact and presence, become more politically savvy and sustain their career development. The workshops will teach them new skills and behaviours, unlock their potential and address any barriers or blocks that may be preventing them from succeeding in a senior role.

Harriet Beveridge, Director at Talking Talent who is leading the programme comments: "Too often women are held back in their careers because of issues around confidence, self-belief and working within a male dominated environment. They tend not to be as good at publicising their achievements and navigating boardroom politics - our coaches will help women address these problems, building their confidence and capabilities. For example we teach them how to lead authentically without turning into a bloke."

Following the programme, Talking Talent expects women to be more confident and work to their highest potential, excel in male dominated teams, have

authentic and effective leadership styles and to have built strong networks and successfully manage the challenges of a career and family.

[www.talking-talent.com](http://www.talking-talent.com)



## Dismissal plans will not help small businesses grow, says Law Society

The Law Society has warned that making it easier for small businesses to dismiss people will not help them grow. The warning comes after proposals in the Beecroft report emerged, giving small businesses greater scope to dismiss employees.

Under the proposals, small businesses will be able to dismiss a worker even where there has been no misconduct or they have not performed to the required standard.

The Government says that small businesses are not expanding because of fear of being caught out by employment laws, in particular, unfair dismissal. It wants to exempt those businesses with fewer than ten employees from these laws.

"Making it easier for small businesses to dismiss people will not help them to flourish and expand," says Chair of the Law Society Employment Law Committee Angharad Harris.

The Law Society warns there is also the risk that 'compensated no fault dismissal' will encourage poor management practices. Employers might not realise that 'no fault dismissal' doesn't allow them to dismiss a worker because they are pregnant, or because they have a disability.

NEWS

## AF reinforce the need for cleaning

AF International, computer and ITC cleaning chemical specialists have recently surveyed 1000 business people who regularly use IT equipment to find out who cleans regularly, who eats at their desk as well as what equipment is used in the home environment.

With only 45.8% of people surveyed having their workplace cleaned on a daily basis, and an astounding 15% not knowing if their office was cleaned or had ever been cleaned, the results show some interesting facts about cleanliness within the office. And when you think that 47% admitted to eating at their desk every day, hygiene should be something high on the agenda.

A surprising amount of people not only work and eat at their laptop at the office, but 28.3% take them home, and use them outside of working hours an additional reason to clean to stop the spread of germs from one environment to another. The reverse is 26.4% take personal laptops from home into the workplace.

The survey also asked about what technology equipment they used at home in general and it's no surprise that 73.5% said a laptop but amazingly 46.6% said smartphones and 43.8% regularly used game consoles.

To find out more about the AF range of products go to [www.af-net.com](http://www.af-net.com), for news updates, competitions and giveaways.



## Yuk - the dirty truth about the nation's carpets

Shocking new research from Rug Doctor has revealed the hidden nasties that we just don't realise are lurking in our carpets. The study across Britain shows dangerously high levels of bacteria such as Salmonella, Shigella and Listeria and most worryingly, a high concentration of Campylobacter, which can be a cause of stomach ulcers. As well as bacteria, Rug Doctor also found other hidden dirt including human and pet hair, dust mites, pollen, traces of faeces and skin.

Analysis of the nation's cleaning habits reveals why it's no surprise we're exposing ourselves to high levels of germs. 34% of professional services workers admit to going outside barefoot and then, walking around the house without washing their feet – traipsing grime into the family home.

Nearly half (48%) of professional services employees said they don't have time to do a thorough cleaning job and a third (34%) do the minimum required and are happy as long as it looks good and 23% only clean when absolutely necessary.

Aggie McKenzie, the queen of clean, comments: "It's worrying to think what could be lurking in our carpets and the findings show that we should be giving more consideration to carpet cleanliness, which is just as important as bathroom and kitchen hygiene. I'm appealing for people to particularly consider their carpet cleaning habits to reduce dirt and grime that could be having severe consequences on their health."

## Office workers 'doubling risk of blood clots'

Young professionals sitting for hours in office and then at home in front of the television could well take a toll on your health, a UK-based charity has warned.

A survey of 1,000 people aged under 30, found young desk-bound professionals sat still for an average of three hours and three quarters ate lunch at their desk instead of taking the opportunity to move around, which would reduce their risk of a clot.

According to a survey conducted by 'Lifeblood', young professionals are doubling their risk of suffering a potentially life threatening blood clot because they sit working for three hours at a time, eat lunch at their desks and then go home and sit on the sofa.

Obesity, diabetes and heart disease are all linked to an unhealthy lifestyle but sitting for long periods can also increase the immediate health risk due to blood clots, the charity, it has warned.

# Special PA Networking Event!



MARCO PIERRE WHITE

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LONDON



## Enjoy Champagne and Canapés at Chelsea's Marco Pierre White Restaurant

PA Enterprise and DeskDemon are delighted to invite you to an evening of champagne, canapés and good company at a special PA networking event in the elegant Marco Pierre White Restaurant at Chelsea Football Club in Fulham.

From **6pm on Thursday, 5th July** you will have the chance to meet your peers and have an exclusive tour of Chelsea Football Club. You will also have the chance to see the players' changing rooms and the famous tunnel!

And if your boss is a football fan, you can bring him or her along too!

Chelsea Football Club is proud to host the most exciting, most sophisticated and most versatile event space in London and can organise a private meeting room for two, or host a full scale conference for up to 1,200 participants. With an onsite hotel, parking, luxury spa, two restaurants - it's a gem of a place in west London for all types of meetings you may have.

Chelsea FC and the Marco Restaurant are easy to get to by public transport with the nearest tube station being Fulham Broadway and there is plenty of onsite parking, should you choose to drive.

Places are limited, so please [CLICK HERE](#) to register your interest as soon as possible or email [network@deskdemon.com](mailto:network@deskdemon.com) with your details - letting us know if you require one to two tickets.

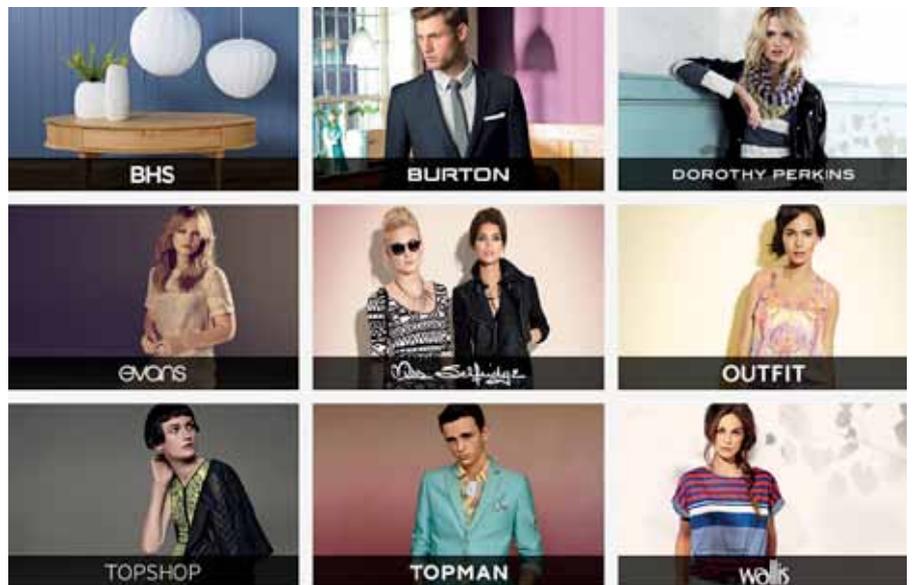


*Don't miss out on this opportunity to meet your peers in a fantastic setting!*

CORPORATE REWARDS

# Get more from the summer with great rewards from Arcadia

Arcadia



[For more information click here >](#)

**Accepted in eight top-name high street stores, the Arcadia Group Fashion Gift Card makes getting ready for summer a breeze.**

So whether you want to say a special 'thank you' to a hardworking member of staff, or incorporate it as part of a loyalty or incentive scheme, you'll be able to offer a gift that lets them shop whenever and wherever they want in our participating stores.

This gift card isn't just about fashionable clothing, it also opens the door to a world of contemporary footwear, accessories, jewellery, workwear - whatever suits you and your style.

Available in Sterling and Euro currencies (Euros are redeemable in Eire and Northern Ireland stores only) Arcadia Gift Cards can be topped up over and over again. Or you can buy a Voucher version for more one-off rewards. Of course, they also offer brilliant choice

combined with customer service that's tailored to meet individual needs.

You can even get a discount rate on bulk purchases:

Value	Discount
£1,000-£9,999	4%
£10,000 -£19,999	6%
£20,000+	8%

It's ready to use in Burton, Dorothy Perkins, Evans, Miss Selfridge, Outfit, Topman, Topshop or Wallis and it can be topped up with any amount from £1 to £300 (or €1 to €450 in NI and Eire).

**In fact, this gift card opens the door to a perfect summer. And it's the ideal reward and incentive to offer staff.**



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## Businesses encouraged to enter NATIONAL BUSINESS AWARDS

The region's smaller businesses have been urged to enter the National Business Awards' Small to Medium-sized Business of the Year Award, sponsored by Santander Corporate Banking.

The award recognises companies that have maintained consistent growth and strong financial performance. Entrants will be asked to demonstrate a clear understanding of their customers, full buy-in from staff, and how they have delivered on core strategic objectives.

Open to all organisations with no more than £25 million turnover in their last financial year, this award will go to the company that best demonstrates the following:

- An established market position
- Significant growth or expansion
- Potential for sustained growth
- Innovation in products, services or processes
- Customer and staff engagement
- Effective leadership and management
- An ethical approach to business
- Strong business results

Marcelino Castrillo, Head of SME at Santander UK, said: "Small and medium sized businesses are the drivers of the UK economy, and the National Business Awards are an excellent opportunity to recognise the innovation, flexibility and hard work of these companies. I would urge companies to enter these prestigious awards to celebrate the success of British businesses."

Across 17 categories, this annual awards programme recognises excellence in seven core areas – growth, innovation, staff engagement, customer focus, leadership, ethics and financial performance.

Finalists will be announced on the 2nd August 2012 and winners will be honoured at the National Business Awards gala dinner and dinner and awards ceremony in London at the Grosvenor House Hotel, Tuesday 13th November.

### Why enter the National Business Awards?

- Raise your profile**
- Prove your excellence**
- Acknowledge your team's efforts**
- Impress partners, clients and investors**
- Join a network of exceptional organisations**



# Save Time & Money on UK Train Travel

Your boss calls, he wants to go by train to a location you've never heard of and he has to be there by 9am tomorrow. And it goes without saying the fare has to be the cheapest option possible. Add this task on top of the 27 you need to do today, but don't despair, a new train booking tool is here to help.

First Great Western's train travel booking facility Business Direct Online not only finds the quickest, simplest routes to anywhere in the UK, it searches for the best prices and displays all possible options, it is available 24/7. Tickets can be either be posted depending on when booked or collected on departure 'TOD'.

But it is not just a booking tool, this facility will enable you to control costs as you can monitor rail spend and apply your company's travel policy - if you so wish. This system is so flexible, you can have as much control as you want - you can even set up yourself as administrator so you can view data, manage users and ensure all bookings are overseen by you.

Importantly there are no transaction, commission or management fees. The fare you see on the screen, is the price you pay. No hidden fees - so it makes even more sense to consider Business Direct Online.

So, how does it work? Open an account, which only needs minimal information and takes a few minutes online to do - you can start booking rail travel immediately. Your company account can be set up with one sole user or multiple users. You can enter travellers' details before they need to travel, saving time when you do come to book for them. You are in control.

You can also view individual travel, control company rail spend, assign costs to specific costs centres as well as ensuring your travel policy, if you have one, is being followed.



#### Some of the benefits include:

- Book rail travel to anywhere in the UK
- 24/7 access
- Flexible booking process by the individual or for others
- View fare ranges and train schedules to suit business needs
- Stores regular journeys to save time
- Customise the account to enforce your company's travel policy
- Manage refunds on line
- Control your company travel budget
- Manage users and use of system
- Ability to download management information at any time

So whether booking your own ticket, planning or booking a journey for others to anywhere in the UK or administrating the account for your company, you'll quickly discover that Business Direct Online is packed with features that deliver real business benefits.

**To open a First Great Western Business Direct Online account simply go to [www.buytickets.fgwbusinessdirect.co.uk](http://www.buytickets.fgwbusinessdirect.co.uk)**

To find out more, request a meeting or if you would like a demonstration of the booking tool, please e-mail [fgwbusiness.direct@firstgroup.com](mailto:fgwbusiness.direct@firstgroup.com)

**First**  **Great Western**

JOB

# 10 TIPS FOR SUMMER JOB SEARCH SUCCESS

Every year as summer approaches, most job seekers and career changers make the mistake of halting all their efforts. They believe there is no point in pursuing new opportunities during the summer, and that nobody is making hiring decisions until the autumn.

Ford R. Myers, career coach, speaker and author of *Get The Job You Want, Even When No One's Hiring*, says, "Summer is no time for job seekers to be trading in their business suits for swimsuits or their briefcases for beach bags. Summer is the perfect time for career advancement."

Ford Myers offers the following 10 tips to help job seekers stave off the summer "brain drain" and focus on career success.



## 1 Create and Control Your Internet Image

Whether it's LinkedIn, YouTube or Facebook, every professional should have an online presence. Many employers research job candidates on the Internet before making hiring decisions. Therefore, it is vitally important that you take control of your online identity and carefully monitor the "personal brand" you're building on the Internet.

## 2 Invest in Career Coaching

It might seem that career coaching would be a luxury in this difficult economic climate. Actually, this could be the best time to get some career coaching. A qualified career coach can help you get totally clear on your objective, differentiate yourself from the competition, market yourself effectively, get

the offer, and negotiate the best compensation.

## 3 Tune Into the Network

Summer is one of the best times of the year to make new connections and find new opportunities. Contrary to popular belief, there are many summer networking events, planning meetings and social activities going on.

## 4 Perform an Internal Career Audit

Summer is a perfect time to take an honest look at your career - where you've been, where you are today, and where you'd like to go. Identify new goals based on your own definition of career success and then take action.



**5 Update Your Career “Tool Kit”**

Most job seekers use only their CV as the cornerstone of their search because their other “tools” are weak or nonexistent. But there are many other documents you should have in your “career tool kit” - accomplishment stories, positioning statement, one-page biography, target company list, contact list, professional references, letters of recommendation, and more. These items are important not just to land the next job - but also to maximise your long-term career success.

**6 Solidify Relationships**

During the summer, most people are naturally more relaxed, convivial and generous in spirit. There is simply no better time to solidify existing relationships and forge new ones.

**7 Volunteer**

There are myriad volunteer opportunities available during the summer. This is a good way to help people, to feel good about making a difference, to have a renewed sense of purpose during your search, and to meet other professionals who may be able to help you.

**8 Call People**

Make new connections through your network and follow up with people you’ve already met. In many cases, people who are at work during the heat of the summer will not only be available for conversation, but will be grateful just to speak to someone.

**9 It is Better to Give Than to Receive**

The fastest and most effective strategy for getting help is to offer help to others. Ask the people in

your network who they might like an introduction to or if there is any way that you can be of assistance to them professionally.

**10 Become and Opportunity Magnet**

Always think and speak positively and never say anything negative. This will help you to become an opportunity magnet - poised to attract, interview and “hire” your next employer.

“If you are currently in career transition, these strategies should give you a fresh perspective on a summer job search. Instead of ‘taking a vacation’ from your career development activities, take full advantage of this overlooked opportunity to make real progress in your career quest,” adds Ford Myers.

For more information and other useful tips for achieving career success, visit [www.getthejobbook.com](http://www.getthejobbook.com)

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## CAREER

# Climbing the career ladder

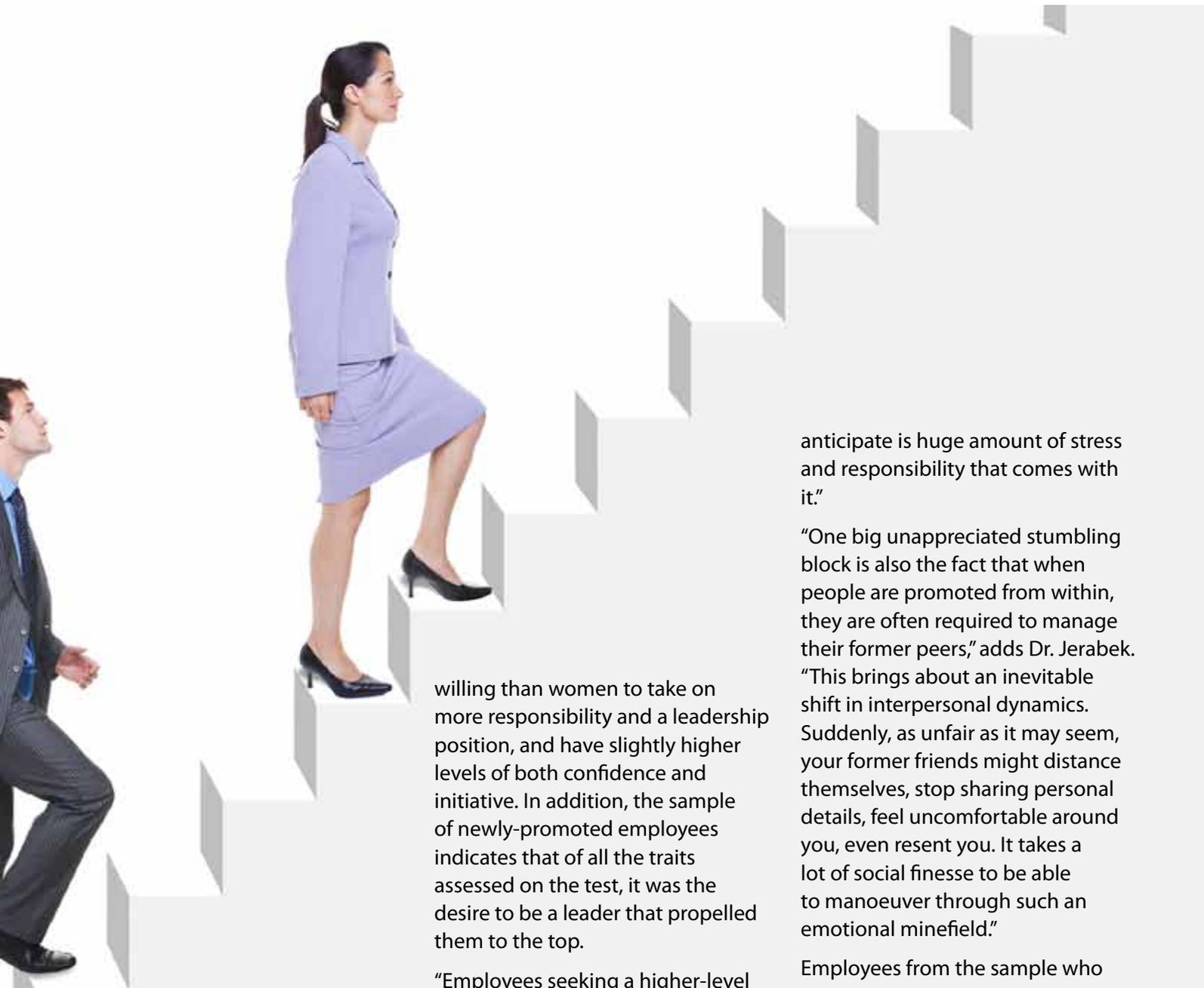
**New research highlights the type of traits that can be an asset for employees who are looking to move up in their company. Those who are actively eyeing a promotion are going to need to do more than just cross their fingers and hope to be picked.**

Not everyone gets in at the bottom floor of a company and immediately sets their sights on the top. Some people are sufficiently challenged in their current position, and have no desire to move up in the ranks. Others, however, always have their eyes on the horizon...or on that corner office with the personal assistant. These are the people who always have the bigger picture in mind, and an underlying motivation behind their hard work. The question is, do they really know what they're getting into when they ask for a promotion, and if they do, do they have the traits and skills needed to handle it - traits, according to PsychTests, such as the desire for growth and a stimulating work environment, a willingness to take on additional responsibility, leadership potential, confidence, initiative, adaptability, and the ability to cope with stress.

Collecting data from nearly 2,000 people who took their Career Advancement Profile, PsychTests' statistics reveal that those who are ready for a career change tend to have a proactive "edge" to their attitude and behaviour. Analysis showed that those who are ready for a promotion are more likely to:

- **Thrive on change**
- **Want to be a part of the decision-making process in the company**
- **Be challenge-seekers**
- **Be on the constant lookout for opportunities to develop their potential**
- **Be active networkers (e.g. looking for business contacts at social gatherings)**
- **Be willing to accept that with career advancement comes the potential for additional stress - as long as it's not too intense**





- **Not only find it easy to learn a new task, but also show a willingness to learn even the most difficult of skills**
- **Confidently share their ideas with their boss - and even assertively disagree with their boss' ideas if they don't think they have merit**
- **Consistently put in the effort to make their work more efficient**

Gender differences indicate that the male sample show more of an edge in terms of reaching for that promotion. They are much more

willing than women to take on more responsibility and a leadership position, and have slightly higher levels of both confidence and initiative. In addition, the sample of newly-promoted employees indicates that of all the traits assessed on the test, it was the desire to be a leader that propelled them to the top.

"Employees seeking a higher-level position, like supervisor or manager, need to fully understand what being promoted entails - they need to be prepared, or they risk being totally overwhelmed," explains Dr. Ilona Jerabek, president of the company. "Being promoted means being responsible for your own work as well as other people's. It means dealing with employee grievances, firing unproductive employees, and making major decisions that could have a huge impact on the company. This is what catches a lot of people off-guard. They think moving up the ladder means status and power - what they don't

anticipate is huge amount of stress and responsibility that comes with it."

"One big unappreciated stumbling block is also the fact that when people are promoted from within, they are often required to manage their former peers," adds Dr. Jerabek. "This brings about an inevitable shift in interpersonal dynamics. Suddenly, as unfair as it may seem, your former friends might distance themselves, stop sharing personal details, feel uncomfortable around you, even resent you. It takes a lot of social finesse to be able to manoeuvre through such an emotional minefield."

Employees from the sample who indicated that they have been working really hard toward a promotion stood quite a way apart from their less proactive and less industrious counterparts. Those who have been putting in a lot of effort to get promoted showed a much stronger desire for growth, a greater willingness to take on more responsibility, stronger leadership potential, stronger desire for change and stimulation, more initiative, more confidence, better adaptability, and were also better at dealing with stress.

**Continued on page 16**

## CAREER

**So for employees who have been eyeing that top rung of the corporate ladder and feel that they are truly prepared, PsychTests' offers some helpful tips:**

- **Rethink what you really want.**

Take time to consider what you really want to achieve in your career. Don't assume that just because a promotion brings a bigger salary or more prestige, it will be a better deal for you. Will you actually like the day-to-day duties and challenges that come along with the new position? Are you willing to accept any of the possible drawbacks, like longer hours, bigger responsibilities or more stress? Do you want to help people, mentor people, or make corporate decisions? Do you want creative freedom or to work with other people? Sometimes, a lateral move in the company may be a better fit for what you really want. Take some time to ponder what matters to you and it will be easier to determine whether a particular promotion is really right for you.

- **Ask yourself what the company has to gain by giving you a promotion.**

In order to move up, don't focus on your own need for a promotion but rather, on how the organisation will benefit if they promote you. Approach it as though you were applying for a new job in a new company - you need to show them why you're the best candidate for the job. Clearly define what you have to offer and you will be better prepared to sell yourself.

- **Document your success.**

Keep a file with a timeline of your



accomplishments, new skills you have acquired, training you've undergone and initiative you've taken. When a client gives you positive feedback, for example, ask if they could put it in writing. This file will come in handy when it comes time to request that promotion.

- **Let your employer know about your intentions.**

If you ask for a promotion out of the blue when your employer has no idea that you're interested in moving up, you probably won't get very far. Mention your intentions to move up ahead of time, perhaps during an evaluation or one-on-one meeting. Don't be arrogant or overly aggressive, but show genuine initiative to get ahead. The process of planting the seeds should begin with asking what your

boss is looking for in a promotion candidate, then determining whether you're well-equipped and suited for such a position. Remember, timing is critical. Don't ask for a promotion in the middle of a financial crunch or when your boss is overwhelmed with demands. If you choose the right time to approach the issue, you increase your chances of being heard.

- **Don't take things personally - and keep trying!**

If you don't move up as quickly as you want, don't throw in the towel. Revise your plan, talk to your boss, and keep working at it. Perhaps you haven't yet shown you are ready for a major move, or the timing is off financially. "No" in business may often mean "not now."

# Get Organised Competition

## Win a Spa Day and a PnP every week with **DYMO**



Finally, printing a label is fast and easy with the LabelManager™ PnP. There's no software to install - just plug, type and print.

The lightweight, compact label maker is ideal for labelling at your desk or on the go and runs on a battery, recharged directly from your USB connection. Uses 6mm, 9mm and 12mm D1 labels.

[Click here to enter](#)

To win one of these fantastic machines every week and for your chance to win a Spa Day worth £250, simply share your best office organisation tip. If you would like to enter more than one tip (and increase your chances of winning), please submit each one separately.

## The best connected PAs are the most effective at their jobs.

A snappy, succinct, practical guide on how to be the best connected PA, is now available as an eBook called **Meet Greet & Prosper**.

If you attend parties, networking events or business conferences, this FREE eBook is an absolute MUST on your mobile, tablet (including iPad) or eReader (including a Kindle).

If you make any of these social and business mistakes - **Meet Greet & Prosper** could even change your life!

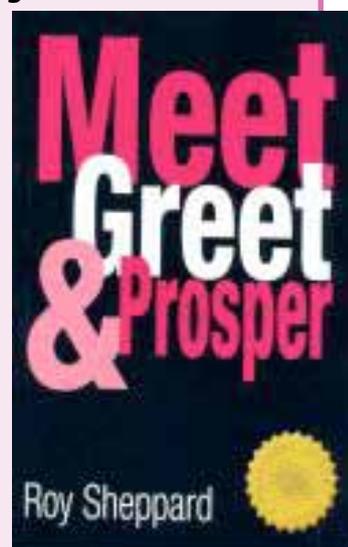
- Remembering people's names is a challenge.
- You quietly dread walking into a room of strangers so you are prepared to go to extraordinary lengths to avoid attending such events!

- You still feel awkward initiating conversations with strangers - so you don't! Instead you tend to stick only with those you already know.
- At the end of most conversations, 'they' tend to know everything about you and your business, but you don't know anything about them!

If you can identify with any of the above, you will definitely benefit from downloading and reading this book.

It's free to download and can be viewed on smartphones, tablets (such as iPads) and eReaders (including Kindle).

To download, go to [www.RoySpeaks.com/MGP](http://www.RoySpeaks.com/MGP)



NEWS

# Corporate Event Venues

## Center Parcs to 'Active8' delegates with team building package

Center Parcs has launched a new day delegate package for organisers. The new **Active8** eight-hour rate provides clients with breakfast, morning use of a meeting room followed by lunch. For the afternoon's activities delegates are taken out into woodland as the package includes a choice of two activities built with client objectives in mind. Activities include abseiling, laser combat, tree trekking, archery, paintballing and a spa session among others. The package is available at all four Center Parcs venues across the UK: Sherwood Forest, Elveden Forest, Longleat Forest and Whinfell Forest. The package costs £79 per person based on a minimum of eight delegates.



[www.centerparcs.co.uk/meetings/](http://www.centerparcs.co.uk/meetings/)

## Hilton London Metropole's £2.3m room refurbishment

Hilton London Metropole conference hotel has invested £2.3m into the upgrade of its 354 bedrooms in the conference wing. The 'double double' rooms have been styled to a modern design and feature a work space with a lounge area and coffee table, plus two queen beds, a sofa bed and two 32-inch LCD TV's.

The hotel – which has a total of 1,054 rooms - has two large conference rooms each with the capacity to hold 1,500 people. The conference facilities are also located in the conference wing, allowing for both the event and accommodation to be taken care of within the same location.

[www.hilton.co.uk/londonmet](http://www.hilton.co.uk/londonmet)



## The Fringe 2012

A pop-up club opening for the Olympics is **The Fringe 2012**, situated at Swan Wharf, is only 100 metres or so from Olympic Park in East London. In a converted, four-story Victorian warehouse, the club will be open between 9 a.m. and 2 a.m. from 20 July until 9 September, thus covering both the Olympic and Paralympic games.

On offer are 3,720 sqm able to host up to 2,500 guests, with the top two floors, which includes a penthouse equipped with a terrace and Philippe Stark crystal chandeliers, available for private bookings. Food, wine and cocktail lounges are on site, as are LCD screens broadcasting the Olympic action, and private transfer points in London go directly to the club's pontoon and thus directly to the riverside site. According to its designers, the club is authentically East End but with modern London and international elements.

[www.TheFringe2012.com](http://www.TheFringe2012.com)



## Sail the Thames on a tall ship

Sail Royal Greenwich is capitalising on the maritime cultural history of Greenwich by bringing a flotilla of 15 tall ships from the Netherlands for corporate hospitality cruises during the 2012 Olympics. The daily excursions along the Thames will run from 25 July to 12 August, with opportunities for corporate branding outside the LOCOG event zone restrictions. Starting at Woolwich Arsenal Pier, the cruise will pass sights including the Old Royal Naval College, the Royal Observatory, several Olympic venues and the iconic Tower Bridge. At around £200 per person for groups ranging in size from 10 people to 135, it includes parking, the sailing trip, plus drinks and a menu devised by renowned Michelin chefs Richard Corrigan and Ron Blaauw.

[www.sailroyalgreenwich.co.uk](http://www.sailroyalgreenwich.co.uk)



## Three new spaces at the Museum of London

The Museum of London, which is located in the City close to the Barbican, has launched its new Terrace suite - three redeveloped spaces within the venue.

The Terrace suite comprises the Terrace Gallery which can cater for up to 100 delegates for a reception; the Garden Room which holds up to 70 people, and Terrace Boardroom, which offers space for up to 12 people. All spaces face onto the rotunda garden and have floor-to-ceiling glass windows. The rooms can be used in conjunction with each other or separately and have Wi-Fi, a PA system, air-conditioning and fixed projectors and screens.

[www.museumoflondon.org.uk/Corporate/Venue-hire](http://www.museumoflondon.org.uk/Corporate/Venue-hire)

## The Antique Wine Company

The Antique Wine Company has opened up a wine tasting suite in its Marylebone headquarters as a venue for corporate functions and private events. Suitable for team building, client entertaining or meetings and presentations, the room is customisable and can be tailor-made to suit a wide variety of different needs, with the bespoke tasting tables, made from original barrels on casters.



The light and contemporary space can accommodate up to 40 people and is fitted with sound and audio/visual technology. When not hosting events, the venue houses the AWC Wine Academy, which runs wine education courses (WSET approved – the highest accreditation in wine education), plus informative tastings and events with guest tutors.

[www.awcwineacademy.com](http://www.awcwineacademy.com)



OFFICE LIFE

# I quit... I want to join the circus!

**A stronger economy often gives workers greater courage to change jobs, but the excuses offered for jumping ship can leave many employers perplexed. A new OfficeTeamsurvey reveals the wackiest reasons job seekers have given for handing in their notice. Here are some examples:**

- "Someone left because her boss lost the dog she had given him."
- "Our employee said he was joining the circus."
- "One person left because she lost her cell phone too many times at work."
- "We had someone quit to participate in a reality show."
- "An employee said it was his routine to change jobs every six months."

**Some individuals simply had to follow their true calling:**

- "One worker left to become an apple farmer."
- "A staff member quit to climb Mount Everest."
- "There was an individual who left to play the trombone."
- "An employee wanted to enter a beauty contest."
- "One worker quit to join a rock band."

**It may be hard to fault these professionals for their honesty:**

- "A guy said he was making too much money and didn't feel he was worth it."
- "One person left because she didn't want to work so hard."
- "An individual said he was bored."
- "Someone quit because she was going to live off her trust fund."

- "An employee said work was getting in the way of having fun."
- "A person quit because informal dress was not allowed."
- "The worker told us he just couldn't get up in the morning."

**And there were other employees who suffered from sensory overload:**

- "He quit because he didn't like the way the office smelled."
- "One employee didn't enjoy the cafeteria food."
- "An individual did not like the sound of filing cabinets being slammed."

**These shortsighted workers gave notice when a day off might have sufficed:**

- "One person quit to watch a football match."
- "We had someone leave because he had to stay home to feed his dog."
- "An employee left because he wanted to watch a movie with his girlfriend during work hours."

**Some individuals couldn't ignore their eye for interior design:**

- "A person quit because he hated the carpet."
- "One worker did not like the colours of the walls."
- "The employee quit because the office building was unattractive."
- "Someone felt the lobby area was too small."
- "She hated the lighting in the building."

**Then there was the worker who gave his employer the silent treatment:**

- "He just walked out without a peep. We have no idea why he left, and we were not able to contact him."



## OfficeTeam offers five tips for leaving a job on good terms

"How you leave a job can be just as important as what you did while you were there," said Robert Hosking, executive director of OfficeTeam. "Regardless of the reason for resigning, making a graceful exit by tying up loose ends and thanking colleagues shows your professionalism and can help you down the road in your career."

- 1 Give proper notice.** Tell your boss about your departure first so he or she doesn't hear it through the grapevine. Providing two weeks notice is standard, but if your schedule is flexible, offer to stay longer to train a replacement.
- 2 Get things in order.** Supply written instructions to team members on projects and make sure they have access to the tools and information needed to complete assignments.

- 3 Stay positive.** Take the time to say goodbye and thank you to colleagues. Provide your contact information and reach out to those with whom you'd like to keep in touch.
- 4 Don't slack off.** Use your last weeks on the job to complete as much work as possible on outstanding projects. You want to be remembered as a strong contributor to the end.
- 5 Talk before you walk.** Participate in an exit interview if it's offered. Be honest with your feedback, but keep it constructive and professional. Your comments and suggestions could potentially help to improve the workplace.

### About OfficeTeam

OfficeTeam specialising in the temporary placement of highly skilled office and administrative support professionals. The company has 315 locations worldwide and offers online job search services at [www.officeteam.com](http://www.officeteam.com)