

Welcome to the January 2005 edition of Bergeron Associates' newsletter. January is typically a time of reflection on last year's organizational results and goal setting for the future. Why not use this same process when taking responsibility for your self-development? As a leader, would you and your organization benefit from making yourself even more effective? This month we provide tips on how to create and manage a self-development plan. Since learning from others is a key ingredient to development we identified some professional associations and their upcoming events for your consideration. They are listed in this month's **RESOURCES** section.

EXEMPLARY LEADERS DEVELOP THEMSELVES

By Carol Bergeron

Organizations are only as good as their people. As a leader, employees will notice how you choose to improve your own effectiveness. Be the exemplary leader and reflect on your areas of strength and development, create and implement an action plan and chart your progress. Start by looking into the mirror when answering the following questions.



Reflect

1. What were your most significant accomplishments and disappointments this past year?
2. What personal strengths do you have that contributed to the successes?
3. What got in the way of your personal effectiveness?
4. What are your goals for the future and how do they relate to those of the organization?
5. What knowledge, skills, abilities and behaviors are required to do the job well?
6. What areas should be developed so you may reach your future goals? (i.e. gap analysis)

Create and Implement an Action Plan

1. Prioritize your development needs taking into account the most important goals of the organization.
2. Determine how to fill the development gaps. Consider: continuing education, e-learning, research, training coupled with coaching & mentoring, reading, connecting with experts in the field by attending conferences or joining a relevant professional association. Assign a timeline for each action step.
3. Make time and do it. Pick up that book and read it. Join an association and register for the next event.
4. Apply learnings to your professional challenges.

Chart Progress

1. Discipline yourself to review your progress each month. Perhaps link it to another monthly activity such as reviewing operating results of the organization.
2. Did you do what you committed to do? If not, why not? What obstacles must be overcome?
3. If so, what discoveries have you made and what implications do they have to you and the organization?
4. How and when do you intend to follow up? This process is dynamic not static, so update your action plan.

Use this simple approach and your future accomplishments will have greater meaning since personal self-development was part of the formula for success. Encourage others to do the same.

OUTSIDE INSIGHTS

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RESOURCES

For connecting with experts in mergers and acquisitions try the **Association for Corporate Growth, Boston**. ACG's next event is January 26th – Economic Outlook Conference, <https://www.acgboston.org/eventschedule/>.

To become a more valuable contributor to your board, tap into the **National Association for Corporate Directors, New England**. NACD's next event is February 8th – Developing Regulatory Trends / SEC Speaks About Corporate Governance. <http://www.nacdne.org/displaycommon.cfm?an=7>.

For staying apprised of the latest research in the field of executive human resource leadership, access the **Human Resource Leadership Forum**. HRLF's next program is February 15th – The CEO and the Monk: "A Unique Relationship for Business Success". <http://www.hrmg.org/programs/index.html>.

For improving your personal effectiveness try the **Northeast Human Resources Association**. NEHRA's next session is February 1st - Tools and Techniques for Managing and Resolving Sticky Conversations. <http://www.nehra.com/events/>.

For thought provoking forums that create insight into your consulting practice, attend the **Institute of Management Consultants, New England**, next program on January 31st – "Leaderful" Development: Creating Leadership at all Levels of a Business. <http://imcne.org/calendar.html>.

2005 Schedule for Educational Workshops at www.bergeronassociates.com/calendar.htm.

Resource for Organizational Effectiveness Information

We publish articles and an electronic newsletter filled with practical tips on how to enhance the performance of people and organizations. Click here to explore published articles: www.bergeronassociates.com/publications.htm

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