

EMPLOYEE SPOTLIGHT



Keegan Witte- Identified substantial cost savings for the pistachio plant.

ASSEMI GROUP INC.

December 2018 -Newsletter

HOLIDAY CELEBRATION EVENT AT THE GRAND December 14, 2018, 6:00 p.m. Office closes at 2p day of event

=====

5 Steps to Make Yourself a "Unicorn"

OK—so you probably don't want to be a mythical creature with a horn coming out of your forehead. In the workplace, though, it can pay off to be a unicorn. Unicorn employees, explains Lisa Evans on FastCompany.com, are those who go the extra mile and have qualities that are hard to find, making them extremely valuable.

The good news? Evans says anyone can become a unicorn. Most of the qualities that make up a unicorn employee involve their mindsets. By changing your mindset, you can become that highly sought-after mythical employee with the funny-looking horn.

Evans has some suggestions on just how to go about that:

- 1. Go beyond your current job title.** Unicorn employees are curious and flexible and tend to stray beyond the confines of their current job descriptions. They jump at the chance to dig into projects where they see a need, even if it falls outside their assigned tasks. A unicorn administrative assistant, for example, doesn't hesitate to make suggestions to the marketing team about a campaign. So be inquisitive, diversify your skill set, and learn about other areas of the business.
- 2. Become a great teammate.** Unicorns aren't just great employees themselves, Evans says—they also make others look good. We've all known star employees who focus purely on their own work, but unicorns encourage others to produce high-quality work, too. They understand that a rising tide floats all ships, and that the higher they are, the higher they can raise others. Unicorns still think about their own work, of course, but not exclusively or primarily.
- 3. Raise your emotional IQ.** According to Evans, unicorns are aware of their and others' emotions, show empathy, and can motivate people to action. To develop your own emotional IQ, you must become aware of your emotions—recognizing when you feel angry, jealous, or upset—and practice self-regulating behavior (for example, pausing before acting or reacting or practicing deep-breathing exercises). When interacting with your coworkers, take the time to listen and understand where they are coming from and try to build your empathy skills.
- 4. Work hard and smart.** Unicorns have strong work ethics, but they know to focus on value, rather than running the risk of burning out in the pursuit of volume. They can disengage to rest and recover.
- 5. Be coachable.** Evans says unicorn employees think in terms of personal and professional growth and own their successes and failures. They're easily coachable because they view making errors as a part of growth. They're willing to do the non-glamorous, unexciting work that others resist in order to learn and are open to accepting all feedback. Unicorns also can identify their own strengths and weaknesses and don't hesitate to ask for help to improve.

You Can Improve Your Decision Making

Does your heart or your brain drive your decisions? Some people claim to rely strictly on their gut (or intuition), while others who are more deliberate and rational. The best decisions, though, integrate both components. You can make such choices by applying the following general rules:

Don't sweat the small stuff. It's a cliché, yes. It's also wise. Save your time and mental energy for those decisions likely to have the greatest impact. Where to eat lunch? Unlikely to have much impact overall. Where to buy a house? Likely to have a significant impact.

Manage your emotions. Emotions should play a role in your decisions, but they shouldn't drive them. Take the time to process and put in perspective the emotions that come up when making a decision. Don't let them hijack it.

Restrain your research. Savvy decision makers consider a judicious amount of research; poor decision makers either ignore research altogether or drown themselves in it. Spend some time on your research and seek opinions from one or two people you trust—but set a deadline for when you'll cut off this stage of the process.

Accept uncertainty. When people draw out their research and deliberation, it's frequently because they're looking for certainty. You rarely can be completely certain you're making the right choice, but you usually can adapt and adjust in the future if necessary.



This Simple CPR Guide Could Save a Life

The American Red Cross has created a simple step-by-step guide that you can keep with you in case of a cardiac or breathing emergency.

1. Open the airway. With the person on his or her back, tilt the head back slightly to lift the chin.

2. Check for breathing. Listen, for no more than 10 seconds, for sounds of breathing. (Occasional gasping sounds don't count.) If there is no breathing, begin CPR.

3. Push hard, push fast. Place your hands, one on top of the other, in the middle of the chest. Use your weight to administer compressions at least 2 inches deep, at a rate of at least 100 compressions per minute.

4. Deliver rescue breaths. Pinch the nose shut and place your mouth over the person's mouth to make a complete seal. Blow 2 rescue breaths into the person's mouth to make the chest rise, then continue compressions.

Note: If the chest doesn't rise with the initial rescue breath, re-tilt the head. If the chest doesn't rise with the second breath, the person may be choking. After each subsequent set of 30 chest compressions, and before attempting rescue breaths, look for an object to remove.

5. Continue CPR steps. Perform cycles of chest compressions and breathing until the person shows signs of life like breathing, an AED becomes available, or a trained medical responder arrives.



Retail Workers Report Most Ridiculous Returns

Workers at major retail stores get used to customers taking advantage of their return policies. A recent article in *Business Insider* collected stories from employees at Walmart, Target, Costco, and Home Depot about the strangest, grossest, and most surprising returns they've seen on the job.

Some of the highlights:

- A fake Christmas tree purchased 10 years earlier
- About \$400 of Christmas decorations—returned in February
- A box for a power tool, crammed with canned food instead of the tool
- Sheets purchased from a second-hand store
- Bones from a chicken that “wasn't good”
- Stained mattresses
- Worn clothes
- Two dirty five-year-old toilets
- A 10-year-old vacuum
- Dead roses
- An old, open box of condoms
- A gallon of expired milk from another store
- Thousands of dollars of merchandise used to stage a home for sale
- An entire lawn set returned in a U-Haul truck and taken inside in 10 shopping carts

Help Foster a Mentally Healthy Workplace

Everyone has a role to play in helping create—and maintain—a mentally healthy workplace. The Mentally Healthy Workplace Alliance offers some tips on how you can pitch in:

1. Take care of yourself if you're feeling down or stressed or having trouble coping.
2. Learn about mental health conditions (as well as available support services) so you recognize signs and symptoms in yourself and others.
3. Speak openly about mental health to encourage others to do the same and foster an environment where people are comfortable to seek support when needed.
4. Find ways to cut your stress, which can undermine your mental health.
5. Understand what workplace bullying is you can look out for yourself and others.
6. Ask your manager for support if you need it to get and stay well.
7. Support your coworkers when they seem out of sorts.
8. Be a mental health champion in the workplace.