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March 2017

The 10 Biggest Leadership Mistakes To Avoid

Anyone that is a boss, a manager or a leader knows that strong leadership qualities are a must if you and your team are going to succeed. There is so much information out there on how to be a great leader; however, there are also things that should be avoided if you're in a leadership role.

The 10 biggest leadership mistakes to avoid include:

- 1. Forgetting to listen –** Leaders have an agenda, a plan and a mission that they are trying to carry out. However, they can sometimes forget to listen to the advice of others. There is wisdom in consulting people for advice and ideas. Listen to those around you and put your heads together.
- 2. Ignoring the details –** Leaders can often fixate on the big picture. The only way you can pull off the ultimate goal is to stay the course and note the details that it takes to get there. In other words, a leader should avoid ignoring the details. They matter and are what helps you to achieve the overall project or mission.
- 3. Missing individual successes –** Don't forget to give credit where credit is due. Your team will thrive under a little pat on the back and encouragement. If you miss celebrating individual successes, then you could miss a very important motivator for your team.
- 4. Slow to change –** Strong leaders should be quick to change if it makes sense.



Continued on page two – **Leadership Mistakes**

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

~ John Quincy Adams

The Cost Of A Bad Hire

When you need to fill a position, you are often in a time crunch and feel urgent. No matter the need, try and slow down to hire well. The cost of a bad hire is both pricey and hurts a variety of other areas of your business.

Costs Associated with a Failed Hire – In the event that you make a hire that doesn't work out, you'll find that the costs associated with this unpleasant situation are not just financial.



Other Costs include:

- Salary loss
- Recruitment time
- Training and education
- Missed deadlines or potential business
- Team morale
- Increased supervision

When you think about all those costs, then you'll want to avoid a bad hire more than anything. Some of the most trying aspects of the above list are recruitment, training and a greater need for supervision.

Recruitment Process – Whether your company recruits themselves or uses an agency, there is a lot of time invested with recruitment. The process can be long, expensive and overwhelming when trying to recruit top talent.

If your company makes a poor hiring choice, you'll have to go back through the process all over again.

Costs and time spent include:

- Ad placement
- References
- Criminal and credit checks
- Interviews

Recruitment should be carefully handled and have several people involved during the decision making process.

Continued on page two – **Bad Hire**



One Minute Ideas

Calendar – Fun Facts



- March 1 – [Peace Corps Anniversary](#)
- March 3 – [National Anthem Day](#)
- March 10 – 1st paper money issued in 1862
- March 12 – [Girl Scout Day](#)
- March 15 – [Ides of March](#)
- March 17 – St. Patrick's Day
- March 18 – [First Walk in Space](#) (1965)
- March 20 – First Day of Spring
- March 21 – First ever Tweet on [Twitter](#) (2006)
- March 25 – Pancakes First Made (1882)
- March 29 – [Coca-Cola](#) was invented in 1886
- March 30 – Pencil with Eraser Patented (1858)
- March 30 – Alaska purchased from Russian Empire (1867)
- March 31 – First Map of US Published (1784) ♦



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Continued from page one – Leadership Mistakes

- You gain nothing by making the process slow. If you can make an improvement for your team or company, then go for it.
5. **Being "incognito"** – Don't get lost! Your employees should be able to find you with ease. If they think you are always gone or unavailable, then you will miss opportunities to mentor them.
 6. **Skip the micromanaging act** – No one likes to be micromanaged. Be sure to hire well and you can skip the constant checking up on them and the getting into every detail.
 7. **Not communicating well** – The goal should be to inform your staff about what's happening in the company. The less surprises the better for your team. Good communication is important for success.
 8. **Making things about you** – Don't make everything about you. Your team will get annoyed and not respect you. Be sure that you are open to helping the team as a whole rather than just you.
 9. **Not admitting your mistakes** – Leaders need to admit when they are wrong and make mistakes. Your honesty with the situation will help your team see you as more human and even more approachable.
 10. **Not being willing to fire people** – Terminating someone's employment is never a good situation. However, leaders need to be willing to make a change and fire someone when it is warranted.

Leaders should focus on how to lead and avoid these 10 mistakes at the same time. Strong leadership is essential to the success. ♦

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Continued from page one – Bad Hire

Beginning Costs – In the beginning, you'll spend time with your new hire in training, orientation and completion of new hire paperwork. Since you spend so much upfront time with your new employee, it becomes harder to terminate because you're left with the hope it will work out. You'll save time and money by making a necessary change early rather than continuing to invest in someone that is not the right fit.

More Supervision – If the employee is not performing, they will require more supervision. This will impact your ability complete your own job in a timely fashion. In the long run, the bad hire is more costly, frustrating and even hurts other employee's performance. ♦

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