



## Newsletter

**Issue 63**

### **In This Issue**

**Program Meeting**

**Learning Lab**

**OKHR State Conference**

**Free Hiring Tools**

**Increase Your IQ**

**March 2017**

Hello TAHRA friends!

I hope that you enjoyed the first two metaphors for leadership in our newsletter and are putting them to use in your work. Here is the 3rd edition of Leadership Metaphors as seen through the eyes of Nancy Gunter.



### **6000 Ton Leadership:**

Did you know that there is a 6000 ton organism? It is one of those curious things, but there is and it is a 106-acre grove of Aspen trees! What is so amazing is that this grove, known as the Pando, is a single organism because all 47,000 of its trees come from a single aspen tree. The aspen tree grows upward, but its roots grow laterally beneath the soil. The other aspen trees come from shoots that are sent up from the roots of the existing tree.

I'm sure you could make plenty of connections here, but what I see is that the single aspen is the leader who has the opportunity to produce many other leaders who will continue to grow upward becoming stronger and stronger as time goes along. The single aspen must be strong and provide plenty of root structure in order for the shoots to grow. The shoots must be able to count on the single aspen for growth. As the leader you must be strong, yet provide plenty of assistance to those who work for you. These developing leaders are looking to you for guidance, advice, coaching, and ultimately growth. Without you they may not succeed, but with you as a strong leader they have the opportunity to become just as strong and grow into exceptional leaders themselves.

Nancy Gunter, SHRM-SCP, SPHR  
TAHRA President



### **March Program Meeting**

**Wednesday, March 22**

**11:15am - 1:00pm**

**Renaissance Tulsa Hotel and Convention Center**

### **Getting Back to the Basics - Communication and Documentation**

*Presented by Kristen Brightmire*



HR Directors (and all of HR) communicate within their workplace all day, every day. They do so to communicate positive information about programs, benefits, promotions, and the like. They also communicate in more difficult situations such as when they receive grievances, issue discipline, or institute layoffs. This session will focus on remembering the intended goals of communication and documentation with a heavy dose of the unintended consequences which can come from inattention to our communication and documentation - litigation.

### Register now!

This event is approved for HRCI General Credits and SHRM Certification Credits.

Sponsored by:



### TAHRA 2017 Board & Committee Chairs

Nancy Gunter, SHRM-SCP,  
SPHR  
**President**

Justice Waidner Smith,  
MA  
**President Elect**

Heidi Hartman,  
SHRM-SCP, SPHR  
**Past President**

Lance Thompson  
**VP Programs**

Kristi Spaethe, SHRM-CP,  
PHR  
**VP Membership**

Brandon Brazeel,  
SHRM-SCP, SPHR  
**VP Leadership  
Development**

Jacob Crawford, J.D.  
**VP Legislative Affairs**

Dixie Agostino,  
SHRM-SCP, SPHR, CPC

### March Learning Lab Thursday, March 30 2:30pm - 4:30pm OSU Tulsa North Hall

Details about this lab will be available soon. Watch your email!

### Register now!



### Don't miss out on the OKHR State Conference and Expo on April 12-14!

This three-day Conference & Expo in Norman, OK will connect you to valuable resources, products, and services, including cutting-edge keynote sessions, over 40 breakout sessions, continuing education credits for Certified Human Resource Professionals, an exhibit hall, and a networking evening event. Whether you're coming to learn, present, or exhibit, you won't want to miss OKHR2017!

<http://www.okhrconference.com/>

### Note from Certification Chair, Christy Ptak

A **SHRM Certification Prep Course** will also take place in conjunction with the State Conference in Norman. The course is listed as a pre-conference session and will take place on Tuesday, April 11 and ½ day on Wednesday, April 12th.

## VP Public Relations

Ashley Philippsen  
**VP Diversity**

Charla Isbell, SHRM-SCP,  
 SPHR  
**VP Education**

Donna Fletcher, SHRM-CP,  
 CCP  
**Treasurer**

Kari Dean, SHRM-CP, PHR  
**Board Member at  
 Large-  
 Sponsorship/SHRM  
 Foundation**

Lewana Harris  
**Board Member at  
 Large-  
 Community Relations**

Matthew Pockrus  
**Board Member at  
 Large-  
 Website/Technology**

Alisa Atkinson  
**Registration Chair**

Brad Helton  
**College Relations Chair**

Jill Norman  
**Workforce Readiness  
 Chair**

Christy Ptak, SHRM-SCP,  
 SPHR  
**Certification Chair**

Alyse McDaniel  
**Hospitality Chair**

Denise Reid  
**Chamber Liaison**

Julie Odom  
**Chapter Management  
 Professional**

Click on the OKHR Conference link above for more information.

Hope you will join us!  
 Christy

## Free Hiring Tools!

by Dixie Agostino, VP of Public Relations



People are ... well, complicated. And interviewing people is an experiment, putting the different variables (i.e. people) through a process (the interview) to see what happens. Since people are the variable, the process need to be consistent.

The easiest way to build a good process is to find one that works and use it. No reinventing the wheel, no being the crash test dummy. My favorite hiring system is Topgrading, but when you read the brick of a book, Topgrading seems overwhelming, but Geoff Smart, author of the book *WHO*, made it easy. He made handy-dandy forms for each step, examples of completed forms and instructional videos for each step that only take a minute to watch.

An opportunity to upgrade your hiring process and the quality of the candidates you hire...for free? Yes, please!

Here's Geoff's free toolbox: <http://geoffsmart.com/smarttools/>

## Let's increase our IQ - 9 ways to enhance our Influence Quotient (IQ)

by Heidi Hartman, SHRM-SCP, SPHR  
 Past President



Whatever role we hold in HR, we can be more effective if we enhance our influence. There are 9 things we can all do to improve our IQ and increase the effectiveness of our relationships.

1. Be authentic, genuine and sincere. Make sure you are honest and trustworthy. Be patient and give people space to let the message sink in and don't push for an answer.
2. Learn how to tell a story utilizing vivid imagery so that people can connect with what you are communicating easily. When you tell a story, and paint a picture people tend to remember and connect with what you say.
3. Be a pleaser - but not a door mat. Help others be successful and achieve what they are striving towards. It is better to be successful than right. Make sure you look for a win-win situation with your peers, but guard yourself and your key goals and know how to say no - it's a balance.
4. Be assertive but not too pushy. Make sure you are being authentic and keep an even keel. When we are comfortable in our own skin, we come across as confident, trustworthy and authentic.
5. People want to work with individuals they like. Increase your likability - smile in a genuinely way and mirror the demeanor of the person / group to whom you are speaking. This means to show concern when they express concern, happiness when they do, etc. Also, use the

## Quick Links

[Our Website](#)  
[TAHRA Calendar](#)  
[SHRM Website](#)  
[HRCI Website](#)  
[OKHR Website](#)

:: 918-344-4622

Check us out on:



person's name(s) when speaking with others which is a great way to validate them.

6. Use non-verbal communication effectively. The words we use make up only 7% of what is communicated. The remainder is tone, inflection and non-verbal communication. Be intentional about connecting with others and the gestures you use to connect with your audience.
7. Listen well - don't focus on formulating your response, instead listen to understand then respond. Be inquisitive and ask great questions to learn more and clarify. This is also a sign of respect.
8. Acknowledge the other person's point of view, and admit when your point of view is not perfect and try to be open minded. "I understand where you are coming from" - show respect.
9. Be a connector - not only in networking, but also in helping others get what they want. Connect with individuals and connect them with people that can help them succeed.

By utilizing these 9 tips, we will be well on our way to enhancing our IQ, and influencing others to succeed as well as ourselves.

Look forward to seeing you all soon - Heidi

## Welcome to our newest members!

Terri Lowell	Minds Wide Open, LLC	Laurie Graves	Graves Consulting
Madison Carey	Cherokee Nation Businesses	Christina Rosson	Spherexx
Tanisha Guidry	ONE Gas Inc	Kacy DuVall	Daybreak Family Services
Chelsea Calvert	City of Broken Arrow	Heather Burge	Navico, Inc
Justin Carroll	Aflac	Destyn Stallings	Doerner, Saunders, Daniel & Anderson, L.L.P.
Aisha Henderson	Staffmark	Jeremiah Smith	APA Services
Nora Morris	Korn Ferry Hay Group	Sarai Henning	Spherexx
Susan Boggs	Orizon Aerostructures	Jerrald Richerson	Cherokee Nation Businesses
Daphne Leach	Osage Casinos	Jennifer Cunningham	HRAdvisory-Group LTD



Tulsa Area Human Resources Association | PO Box 140958 | Broken Arrow | OK | 74014