worksmart LLC
TRAINING AND CONSULTING
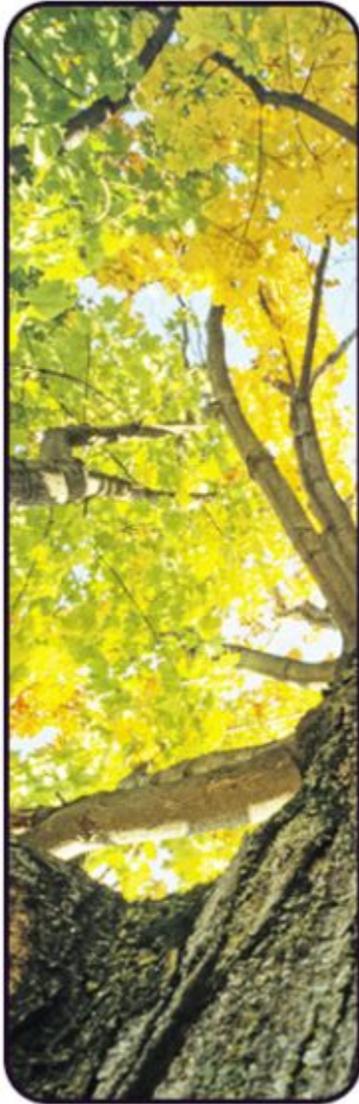
Working Matters

Welcome to the first issue of *Working Matters*—the monthly e-newsletter for Worksmart, LLC. Worksmart was founded in 2002 with a simple mission--to empower individuals and organizations to reach their full potential. We specialize in employee and organizational assessment, business strategy and high performance training which include leadership, team building and diversity training as well as personal coaching. Each month we will give you information that will help you develop your most important asset—people.

As the changing colors of the leaves signal the beginning of the fall season, we are all experiencing some real changes around us. There's uncertainty in the financial markets, gas prices are high and the housing market is at an all time low. The political races on the local, state and national levels are heating up and will signal even more changes to come.

One thing is certain—our work goes on even in the midst of all this uncertainty. So we can choose to react to our current situation or be proactive and continue moving forward. It's the people in your organization that create value for your customers. Why not take this time to evaluate your essential staff and begin to invest in the people you are charged to lead. We can help.

Worksmart is proud to present the Worksmart Compass Series. The classes are designed for organizations that recognize the enormous capability of their employees and are willing to invest in their development. Each class has been carefully researched and represents the topics most valued by employers today. New classes will be presented monthly, giving participants an ongoing process for

Upcoming Events

- **September 30, 2008**
  High Pay-Off Hiring

8:30am - 4:30pm
@ Chamber

- **October 21 & 28, 2008**
Fearless Speaking
8:30am - 4:30pm
@ CVC
- **October 29, 2008**
Effective Supervisory
Skills
8:30am - 4:30pm
@ Chamber
- **November 5 & 12, 2008**
Fearless Speaking
8:30am - 4:30pm
@ CVC
- **November 19, 2008**
Managing Diversity
8:30am - 4:30pm
@ Chamber
- **December 3 & 10, 2008**
Fearless Speaking
8:30am - 4:30pm
@ CVC

developing and enhancing their personal effectiveness and ability to lead others.

The classes are perfect for first time supervisors, middle managers, HR personnel, front line staff, small business owners as well as CEOs. Finally the Bluegrass has a local company that is dedicated to helping organizations grow and develop their most important asset—people.

Marilyn Clark, President
Worksmart, LLC
www.worksmartky.com

Worksmart Compass Series

Success in any organization is based on hiring the right people for the right jobs. Hiring decisions are among the most important and difficult decisions for any business. Yet, most companies have no real strategy for their hiring process.

Research shows that most interviewers make up their mind to hire or not hire in the first five minutes by using the "gut" process—good feelings, appearance, personality. Interviews alone have a 14% success rate in identifying superior people. You may as well flip a coin!

High Payoff Hiring is a guide to hiring in the 21st Century. You'll learn effective techniques for analyzing your current hiring process; how to prepare for effective hiring; how to develop a key criteria checklist; the best methods for recruiting the best people; organizing and managing the interview process; how to use resources like assessments and behavior based questions to make better hiring decisions and more.

At Worksmart, we believe that the *right people* are your most important asset. In our workshop, High Payoff Hiring, we will walk you through the necessary skills to save time and money in your search for the right people.

Join us for High Payoff Hiring on September 30 from 8:30am-4:30pm at Commerce Lexington—330 E. Main Street.

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