



Women's Resource Center NEWSLETTER

A Quarterly Newsletter

September 2005 – Volume 8:1



Control Your Future Success!

Develop the No. 1 Skill You Will Need to Succeed Professionally 5, 10, or Even 20 Years From Now

What's the No. 1 skill you can begin developing right now to guarantee your success in the future — to be employable and promotable 5, 10, even 20 years from now?

The Ability to Adapt Easily to Change

If you're surprised the top skill you'll need to succeed isn't technology-based, you shouldn't be. Business technology evolves so quickly that tech skills you learn today will get you today's jobs but will be long obsolete a decade from now.

What won't be obsolete in a decade is change. In fact, the rate of change has been accelerating exponentially since 1990 — and will only continue to accelerate in the business world as well as in society.

Those Who Adapt Survive and Thrive



That's why business gurus agree:

Those who learn to cope with change — to see change as an opportunity instead of a serious problem — will survive and thrive in business and industry in the 21st century.

The changes we face are dizzying. Organizational structures are changing as departments and divisions disappear, only to reappear in new guises. Individual roles are changing, with employees reassigned or shuffled from one department to another. Hierarchical lines are changing, middle-management expectations are changing, organizational attitudes are changing as businesses merge, restructure, and retrench on the rocketing rollercoaster of the U.S. economy.

4 Key Abilities for Future Success

To succeed in this increasingly fast-paced business environment, you must develop and maintain four key change-related abilities:

1. The ability to recognize what isn't working.
2. The ability — and willingness — to modify and adapt to change as necessary.
3. The ability to motivate others through the change transition.
4. The ability to live with ambiguity and discontinuity.

How Adaptable to Change Are YOU?

The toughest of these skills, of course, is the second: to be willing to change and adapt. Why is that so difficult? Because most of us wish change would go away! As soon as we begin to feel comfortable and at ease with our job and career, along comes some major change, and it

seems we've got to start all over again. It's like the old saying: The only person who likes change is a wet baby.

True, some people are simply more adaptable than others. Highly adaptable people who take to change easily generally either . . .

- Love a challenge that stretches them beyond their comfort zone

OR

- Crave variety and new experiences in their work.

Then there's the rest of us — the majority of professionals who can find it difficult to adapt quickly to major change. If that describes you, it's generally because you . . .

- Need control and dislike the uncertainty that change inevitably brings

OR

- Want security, preferring what's known and familiar over risk-taking.

Becoming more adaptable: change management strategies



Luckily, the ability to adapt to change is a skill that can be learned, just like any other skill in the workplace. Below are four change management strategies guaranteed to help you become more adaptable so that you can use change to your professional advantage.

1. Be proactive in dealing with change.

Change doesn't wait until we're ready to deal with it. Being proactive means assimilating and integrating the change as quickly as possible. If you take a wait-and-see attitude, you're likely to miss a vital change opportunity. To be proactive, you must:

- View change as an opportunity.
- Be ready and willing to adapt quickly.
- Immediately assess how the change can fit into your current work practices.
- Envision best-case scenarios for the change.

2. Take control of change instead of letting it control you.

Change generally brings about either continuous improvement or continuous chaos. Improvement comes when you're in control of the "change vehicle." Without that control, expect chaos to rule. To take control of change, you must:

- Prepare yourself mentally by thinking about your job after the change has occurred, rather than dwelling on how your job was or is now.
- Prepare physically by getting plenty of rest, eating well and exercising often. This is important because change is a known stress-inducer and your body will react to stress. Learn ways to minimize your stress.

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- Prepare emotionally by letting go of your comfort zone and releasing those old, confining habits. Experiment with moving beyond the boundaries of your day-to-day routine.
- Discard self-pity. To be resilient, adaptable and productive, you can't act like a victim.
- Make a list of all the positives that the change will bring for you and others. Use this as your motivator when you feel bogged down.

3. Train and retrain.



Mastering new skills through training and retraining is crucial to successful change management. Adapting to change by learning new skills can be hard work, but it brings

considerable rewards:

- Recognition — Those in the position to promote will notice the additional skills you've gained and the initiative you took to learn them.
- Control — Once you've mastered the skill, you'll be more in control of the situation and feel more comfortable with the change.
- Peer acceptance — You don't want to be one of the few hold-outs who can't or won't learn new skills. Training and retraining puts you on equal footing with others on the team.
- Makes you more valuable — The more you know and the more skills you possess, the more valuable you are to your organization and to other companies.

4. Position yourself to excel.



Change offers those who accept it and adapt quickly the chance to shine while others flounder. What's more, change often provides you with opportunities that can lead to rewards, recognition or promotion. The key is to position yourself to take advantage of the change. To position yourself to shine, you

must:

- Determine immediately what new skills, training or knowledge you'll need to excel after the change occurs and start retraining NOW.
- Create a specialist niche for yourself and become the expert. Be the resident guru on that topic.
- Try to predict what will occur after the change and how it will all play out in your organization. Then position yourself accordingly.

Effective change management is the gateway to your future success: Adapt to change, and you will survive and thrive in our rapidly changing business world. Learn to recognize the opportunities change can offer you — and to cope with change effectively — and your professional potential in years to come will be unlimited!

Article adapted from the National Seminars Group website at <http://www.nationalseminarstraining.com/>.



Women's Health Series

Do you suffer from hip or knee pain? Each year, millions of Americans limp into doctors' offices and emergency rooms with hip or knee problems. **"Hip or Knee Pain?"** will be presented by **Misty Spano, R.N.**, program coordinator for the Joint

Replacement Unit and Spine Center at Johnson City Medical Center. Scheduled for Tuesday, October 25, 2005, location for this Women's Health Series Lunch Break Seminar is the East Tennessee Room, D.P. Culp University Center, noon.

Spano will discuss the causative factors surrounding hip and knee pain. The latest treatment options, along with information on medications, nutrition and exercise strategies, also will be addressed during Spano's presentation.

On Tuesday, November 8, 2005, **"Carpal Tunnel Syndrome"** will be presented by **Bea Owens, P.T., Ph.D.**, physical therapist with Johnson City Medical Center. Carpal tunnel syndrome is a common condition affecting scores of Americans on a daily basis, and most often brought on by repetitive wrist actions. Owens will address the causes and diagnosis of carpal tunnel syndrome, along with covering preventative measures and strategies for managing wrist pain.

Location for this Women's Health Series Lunch Break Seminar is the East Tennessee Room, D.P. Culp University Center, noon.



"Negotiation Skills for Women"

Margaret Kellogg, L.C.S.W.,

will return during September and October 2005 to conduct the interactive series, **"Negotiation Skills for Women,"** as part of the Women's Professional Enrichment Series for fall 2005. Do negotiations make you nervous so that you end up just settling for less? Are you unsure of the techniques for successful negotiations? Do you lack the confidence to negotiate for what you want? If any of these questions sound familiar, then join us for this three-part series.

Scheduled for September 29, October 6 and 13, the series will provide practical techniques that can be implemented whether you are negotiating for that big raise, a promotion, or just buying a car. Kellogg will share the top three secrets successful negotiators use, along with other useful techniques that will better enable you to keep your focus under pressure.

All sessions will be held at the Women's Resource Center, Panhellenic Hall, basement suite 2, at noon. **Reservations are required.** To reserve a spot or should you require additional information regarding this series, contact the Women's Resource Center at 423-439-7847.



Women's Resource Center NEWSLETTER

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ETSU Women's Resource Center
Program Schedule

For more information on the events listed contact the *WRC* at 423-439-7847.

SEPTEMBER – NOVEMBER 2005

EVENTS - Main Campus

Wednesday, September 21

Book Review Group. Participants will meet to discuss *Women of the Silk* by Gail Tsukiyama. New readers welcome.
LOCATION & TIME: Women's Resource Center, Panhellenic Hall, Basement Suite 2, noon.

Thursday, September 29

Thursday, October 6

Thursday, October 13

"Negotiation Skills for Women" – Women's Professional Enrichment Lunch Break Series. This three-part series will focus on practical strategies that can be implemented during those critical occasions requiring expert negotiation skills. Margaret Kellogg, L.C.S.W., personal and professional development coach, will conduct the series. See article page 2. **RESERVATIONS REQUIRED.**

LOCATION & TIME: Women's Resource Center, Panhellenic Hall, Basement Suite 2, noon.

Wednesday, October 19

Book Review Group. Participants will meet to discuss *A Woman of Independent Means* by Elizabeth Forsythe Hailey. New readers welcome.

LOCATION & TIME: Women's Resource Center, Panhellenic Hall, Basement Suite 2, noon.

Tuesday, October 25

"Hip or Knee Pain?" - Women's Health Series Lunch Break Seminar. Misty Spano, R.N., program coordinator for the Joint Replacement Unit and Spine Center at Johnson City Medical Center, will discuss the causes of hip and knee pain. The latest treatment options, along with information on medications, nutrition, and exercises surrounding hip and knee pain, also will be addressed during Spano's presentation. See article page 2.

LOCATION & TIME: D.P. Culp University Center, East Tennessee Room, noon.

Tuesday, November 8

"Carpal Tunnel Syndrome" – Women's Health Series Lunch Break Seminar. Conducted by Bea Owens, P.T., Ph.D., physical therapist with Johnson City Medical Center, this seminar will address the causes and diagnosis of carpal tunnel syndrome. Owens' seminar also covers preventative measures and strategies for managing wrist pain. See article page 2.

LOCATION & TIME: D.P. Culp University Center, East Tennessee Room, noon.

Wednesday, November 16

Book Review Group. Participants will meet to discuss *A Venetian Affair* by Andrea Di Robilant. New readers welcome.

LOCATION & TIME: Women's Resource Center, Panhellenic Hall, Basement Suite 2, noon.

ALL THE ABOVE EVENTS ARE FREE and OPEN TO THE PUBLIC.

MORE NEWS & EVENTS

Changing the Face of Medicine: Celebrating America's Women Physicians

As the inaugural site for the traveling exhibition, *Changing the Face of Medicine: Celebrating America's Women Physicians*, East Tennessee State University celebrated the opening of this prestigious exhibit on August 23, 2005.

The exhibit was developed by the National Library of Medicine and the American Library Association. On display in the Charles C. Sherrod Library, the exhibit runs from August 23 through October 14, 2005. A complete list of lectures and special events scheduled in conjunction with the exhibit follows.

Dr. Elizabeth McCord and Storyteller Jo Carson

Thursday, September 8, 6:00 p.m., Charles C. Sherrod Library, Room 309

McCord is associate professor in the Department of Family Medicine–Quillen College of Medicine, and a member of the National Advisory Committee on Violence Against Women. Carson is a local poet and storyteller.

Dr. Susan Sloan, Exhibition Honoree

Wednesday, September 14, 6:00 p.m., Charles C. Sherrod Library, Room 309

Sloan is assistant professor in the Department of Internal Medicine-Quillen College of Medicine.

Student Women in Medicine

Wednesday, September 21, 5:00 p.m., Charles C. Sherrod Library, Room 309

Judith Worthy Henry

Thursday, September 29, noon, D.P. Culp University Center, East Tennessee Room

Henry is founder and chief executive officer of Worthy Solutions, a managerial consulting firm.

Janet Bickel

Wednesday, October 5, 6:00 p.m., Charles C. Sherrod Library, Room 309

Bickel is a medical career consultant and former director of the Association of American Medical Colleges-Women in Medicine Section.

Dr. Jeanette South-Paul, Exhibition Honoree

Thursday, October 13, 6:00 p.m., D.P. Culp University Center, Ballroom

South-Paul is chair of family medicine at the University of Pittsburgh.

Please refer to the exhibit web site at <http://www.etsu.edu/exhibit/programs.htm> for additional information.



Love Your Body Day is October 19, 2005

The ETSU Counseling Center will sponsor a variety of interactive information booths, along with free giveaways, on Wednesday, October 19, 2005, from 10:00 a.m. to 2:00 p.m. Booths will be set up throughout the Atrium of the D.P. Culp University Center. Participants will have access to everything from free massage therapy to skin makeovers to healthy eating tips.

For more information, contact Kim Bushore-Maki at 423-439-4841.

East Tennessee State University is a Tennessee Board of Regents institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status, or sexual orientation.