

OPTions



You Don't Need a Crown – or a Title – to Lead

A common myth about leadership in organizations is that it is based on positional power and the ability to compel others to act. While positional power has its place in organizations, it is not the best foundation for leadership. People don't become leaders because they are given a title; they are leaders before the title.

In the 20th century, leadership was often defined from a military perspective--as the ability to command and control others by exerting authority over them. Most effective leaders today will tell you that control and compliance are greatly overrated. The most effective leaders in organizations in the 21st century do not rely on their authority to get things done through others, but, instead, develop and use their vision and interpersonal influence so that others are motivated to willingly cooperate, collaborate and get engaged.

No matter what position you hold in your organization, the opportunity exists for you to influence and lead others. You can cultivate this opportunity by developing the skills and practices that influence others to listen to and support your ideas. Hierarchical authority can be given; the ability to influence and inspire others must be earned.

The good news is that leaders are made not born. Some of us fall more comfortably into the role than others, but with practice, even the most introverted among us can take on leadership roles. Being seen as a leader, no matter your position or title, not only builds your confidence, job satisfaction and competence but also sets the stage for an exciting future.

How then do you go about developing the influencing skills and leadership attributes you need to get there?

Here are a dozen steps toward becoming the leader you were meant to be:

1. **Start with expertise.** Be the person who has the facts and who always follows through. Demonstrate competence in all aspects of your position.
2. **Take a clear-eyed look at yourself.** Know your strengths and what you need to work on. Understand your preferences and temperament...your hot buttons and stress style. Identify where and with whom you need to flex your style.
3. **Work on your interpersonal skills as hard as you work on your technical skills.** A leader's success comes through others. Learn to display empathy: listen and ask more than you talk, and listen to understand others' points of view, feelings and ideas fully before you respond.

Continued on Page 6



A Word From Our President

SPRING IS IN THE AIR!

As I am typing this I can hear the birds chirping outside my window. A sure sign that spring is just around the corner. And with spring comes an Educational Event. On May 4th we will have our spring seminar at the Stones River Country Club in Murfreesboro. We will be learning how to do our "Personal SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis and about "Generations in the Workplace". These topics will be presented by Geneva Glenn who is a 35 year veteran of state government, serving in many roles during her tenure. I would like to thank Eve and Kit for helping plan this event. Margaret will be sending out the registration information and I look forward to seeing everyone!

We are also starting to plan for our Annual Meeting. Tentatively, we are looking at October 18-19 in Murfreesboro. We need an Annual Meeting Chair, so if you would like to step up and take on this challenge, please let one of the board members know. Also, know that if you take on this responsibility, your board members will also be there to help you along the way. If anyone has any suggestions as to speakers, accommodations, or any other aspect of these meetings, please feel

free to let me know. We are always looking for suggestions.

Please continue to visit our website www.optofennessee.org, as we try to provide updates there on a current basis.

Please feel free to reach out to any of the board members for anything you need. We are always willing to help in any way.

I hope to see you all in May at the Seminar!

Theresa

Theresa Gervin, President



"I wandered lonely as a cloud
that floats on high o'er vales
and hills, when all at once I
saw a crowd, a host, of golden
daffodils; beside the lake,
beneath the trees, fluttering
and dancing in the breeze."

- WILLIAM WORDSWORTH



AND NOW YOU KNOW

1. Prisoners in Canadian war camps during WWII were treated so well, that a lot of them didn't want to leave when the war was over.
2. Gorillas burp when they are happy.
3. In New York, it is illegal to sell a haunted house without telling the buyer.
4. Cherophobia is the fear of fun.
5. Donald duck comics were banned from Finland because he doesn't wear pants.
6. Pirates wore earrings because they believed it improved their eyesight.
7. The chance of you dying on the way to get lottery tickets is actually greater than your chance of winning.



GENEVA GLENN, SPRING SEMINAR SPEAKER

Geneva Glenn is a training officer with the Department of Safety and Homeland Security's Talent Management Division, with over 30 years of experience in the field of learning and employee development. She is a 35 year veteran of state government; retiring in 2011 and now returned to service as a full-time employee.

Her varied state government experience has enabled her to comfortably relate to everyone in all levels and agencies in government. She began as a secretary with the State Board of Parole. Her various work areas include an aide position in Governor McWherter's office, the State Board of Education, the Departments of Labor & Workforce Development, Education, Environment & Conservation and lastly with Human Resources, where she was working at retirement. Geneva had always hoped for the opportunity to work with DoSHS and when she was approached with the chance, she was excited to take the challenge, and has enjoyed every moment of the experience; meeting the folks across the state who serve and learning about the agency services provided.

As a certified state facilitator, she travels across the state conducting training in the workshops provided by DoHR in the 3 levels of the Learning Pyramid for supervisors and leaders, as well as a trained mentor program administrator. She is certified to facilitate the 7 Habits of Highly Effective People by Franklin Covey. She has coordinated statewide administrative support conferences, and projects training agency supervisors and managers for the Department of Human Services, TRICOR and Revenue. She has also been a speaker for organizations such as the IAAP Nashville Chapter and the Commission on Children and Youth, and is frequently requested to present at other agency conferences. Geneva is also an alumnus of the Citizens Trooper Academy.

Her love of learning and people has served her well in her training career. Geneva works to make the training experience not only educational and useful, but fun along the way. She believes that humor helps adults learn and relax.

She is a native of Robertson County, currently living in Cottontown, Tennessee with her husband Bob. She has two stepsons and 3 grandchildren. She enjoys gardening, cooking and reading.

CALENDAR OF EVENTS

APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 April Fool's Day	2	3	4	5	6
7	8	9	10	11	12	13
14 Palm Sunday	15	16	17	18	19 Good Friday/ First Day of Passover	20
21 Easter Sunday	22 Earth Day	23	24 Administrative Professionals Day	25	26 Arbor Day	27
28 Orthodox Easter	29	30				

MAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4 Spring Seminar
5	6	7	8	9	10	11
12 Mother's Day	13	14	15	16	17	18 Armed Forces Day
19	20	20	22	23	24	25
26	27 Memorial Day Observed	28	29	30	31	

JUNE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16 Father's Day	17	18	19	20	21 First Day of Summer!	22
23	24	25	26	27	28	29
30						



2019 SPRING EDUCATION SEMINAR

SATURDAY, MAY 4, 2019

8:00 A.M. – 2:30 P.M.

(REGISTRATION OPENS AT 8:00 A.M.)

STONES RIVER COUNTRY CLUB

1830 NW BROAD STREET

MURFREESBORO, TN 37219

Registration Deadline – April 21, 2019

REGISTRATION FORM

REGISTRATION FEE: \$50.00 – OPT MEMBERS \$60.00 – NON OPT MEMBERS

(INCLUDES ALL SESSIONS, CONTINENTAL BREAKFAST AND LUNCH)

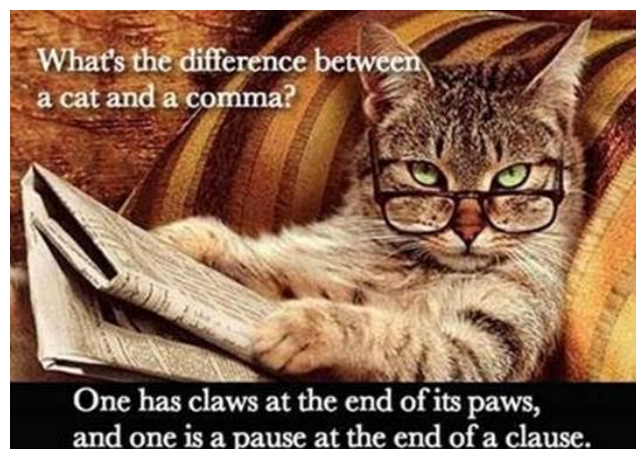
PRE-REGISTRATION IS REQUIRED.

NAME:				
ADDRESS:		CITY:	STATE	ZIP
NAME FOR BADGE:		COMPANY NAME:		
HOME PHONE:	OFFICE PHONE:	FAX:	CELL/OTHER:	
E-MAIL ADDRESS:				
	CASH/CHECK			
OPT MEMBER	\$50.00		NO REFUND AFTER <u>APRIL 21ST</u> REGISTRATION MAY BE TRANSFERRED TO ANOTHER OPT MEMBER.	
NON OPT MEMBER	\$60.00			
OPT MEMBERSHIP – JOIN OR RENEW	\$25.00			
SCHEDULE				
8:00 A.M.	REGISTRATION/CONTINENTAL BREAKFAST			
9:00 A.M.	WELCOME/INTRODUCTIONS			
9:15 A.M.	MORNING SESSION			
11:30 A.M.	LUNCH INCLUDED			
12:30 P.M.	AFTERNOON SESSION			
2:00 P.M.	CONCLUSION			
PLEASE LIST ANY MEDICAL DIETARY RESTRICTIONS OR SPECIAL NEEDS:				
DIABETIC ☐ VEGAN ☐ VEGETARIAN ☐ FOOD ALLERGIES: _____				
METHOD OF PAYMENT:				
CHECK# _____		MAKE CHECK PAYABLE TO: <u>OFFICE PROFESSIONALS OF TENNESSEE</u>		
TO PAY WITH PAYPAL GO TO WWW.OPTOFTENNESSEE.ORG AND CLICK ON THE BUTTON -- --OR		MARGARET FRAZIER 5907 Rainbow Springs Drive Chattanooga, TN 37416 (423) 255-1778 (c) (423) 634-1212 (w) Email – mfrazier@siskinrehab.org		
MAIL REGISTRATION FORM AND CHECK TO:				

YOU DON'T NEED A CROWN... Cont'd:

1. **Establish trust.** Be honest and keep confidences. Get comfortable disclosing your feelings in appropriate situations. Remember that honesty includes speaking up when things aren't working. Give others credit and praise. Be kind. Model accountability by admitting mistakes and being free with apologies. Do what you say you will.
2. **Become known for analytical thinking and problem- solving.** When problems occur, approach them logically. Don't look for someone to blame or toss the problem to your boss. Have a suggested solution or work with others to create solutions.
3. **Project enthusiasm and a leader's "can do" mindset.** Realistic optimism and passion for the job at hand are just as contagious as negativity. People count on leaders to picture goals as desirable and achievable.
4. **Build reciprocal relationships.** Make time to communicate and stay in touch with others even when you don't need anything. Support people when they take the lead or need help. Learn to identify and adapt to social styles; meet others more than half way.
5. **Don't be afraid to put a stake in the ground.** Yes, be warm, diplomatic and tactful—but not at the expense of honesty or results. Get comfortable saying no. Don't accommodate others at the expense of success. Being liked is not always the same thing as being respected.
6. **Have a vision for a better future and be able to paint a picture of it.** See opportunities for improvement (hint: look for them in problems) and question the status quo. Embrace change and innovation in order to make improvements. Even small steps forward can be valuable contributions.
7. **Articulate the benefits of your ideas, projects or solutions.** How will what you propose, or support, make things better? What difference will it make? Why is it important?
8. **Keep an open mind.** Make it a point to learn from experience; ask for and accept feedback. Whenever you can, work with people who are smarter or more experienced than you and accept their ideas. Don't fall victim to thinking that your way is the right or best way.
9. **Enjoy!** Work should provide you with a sense of satisfaction. And we all work better in a positive and fun environment. If you can't grow, aren't having any fun, dread Mondays or are so stressed that your health is suffering: move on.

This article was copied from the American Society of Administrative Professionals, website: www.asaporg.com.



MARCH IS WOMEN'S HISTORY MONTH

Women's History Month

The theme for 2019 is **"Visionary Women: Champions of Peace & Nonviolence."** This year we honor women who have led efforts to end war, violence, and injustice and pioneered the use of nonviolence to change society. These Honorees embraced the fact that the means determine the ends and so developed nonviolent methods to ensure just and peaceful results. For generations, women have resolved conflicts in their homes, schools, and communities. They have rejected violence as counterproductive and stressed the need to restore respect, establish justice, and reduce the causes of conflict as the surest way to peace.



As the first Chinese-American movie star, **Anna May Wong** used her fame to challenge racism and stereotypes in Hollywood.

From legal defense and public education to direct action and civil disobedience, women have expanded the American tradition of using inclusive, democratic and active means to reduce violence, achieve peace, and promote the common good. From women's rights and racial justice to disarmament and gun control, the drive for nonviolent change has been championed by visionary women. These women consciously built supportive, nonviolent alternatives and loving communities as well as advocating change. They have given voice to the unrepresented and hope to victims of violence and those who dream of a peaceful world.



Dolores Huerta helped create the National Farm Workers Association. Among other issues, she has fought for the right to a minimum wage, unemployment insurance, paid holidays, and retirement benefits for farm workers



March 4, 1917 – **Jeannette Rankin**, R-Mont., takes her seat as the first female member of Congress. Rankin was a life-long pacifist and opposed both World Wars while in office.



Graciela Olivarez is the first woman and Latina graduate from Notre Dame Law School, she fought for Mexican-American rights and worked to decrease poverty.



After completing her Ph.D. at Columbia—and becoming the first African-American woman to obtain a Ph.D. in chemistry in the United States—**Daly** taught and conducted research.

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