



Accelerating Organizational Effectiveness

CORPORATE CLARITY® INSIGHTS

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Newsletter Highlights:

Reflection

Accelerating Organizational Effectiveness

Clearing the Fog



Contact Kathy



Welcome to the October 2015 edition of **Corporate Clarity® Insights**. This newsletter is dedicated to the friends, colleagues and clients of Katherine Hart and ClearVision Consulting. Within you will find short, pithy and easy-to-apply insights for how to boost your business and personal effectiveness. As always, your feedback and ideas for improvement are appreciated.

Reflection

Two events mark the beginning of fall for me: the opening of the symphony season and pumpkins. Last Friday I posted to **Facebook** while attending the [Oakland Symphony's 2015-2016](#) opening performance of **Renshaw & Rachmaninoff**, and today my mom asked me to buy her a pumpkin to adorn her house. With leaves changing their color, cooling temperatures, and the gathering of harvest produce, it's a preparatory time before winter ushers in its cold frosts. Within organizational settings there also needs to be preparatory time set aside for ushering in project initiatives. Too often short shrift is taken when it comes to planning for a future project's success. Companies large and small are relatively adept at describing the vision of the project, specific goals to be achieved, and allocated budget. And in most cases a leader, and maybe even a leadership sponsor, will be assigned. It's at this juncture that the wheat is separated from the chafe; the difference between those projects that will flourish and produce, and those that will wither and die. Read below to learn about other project preparation pieces. As we enter fall, what preparation activities are you engaged in - either for winter or your project's success?

Accelerating Organizational Effectiveness

Where will Kathy be in October?

Project Preparation Pieces: While not an exhaustive list, the

Attending Oakland Rotary's [Rotary at the Lake](#) meet and greet event at the Lake Chalet Restaurant on Thursday, Oct 8 from 5:30 - 7:30 pm. If anything like last year, it's a fun evening with lots of business leaders mixing and mingling. If you are interested in attending, RSVP your name, email, phone and business to event@oakland-rotary.org. Let them know you are coming as my invited guest, and be sure to also copy me at kathy@clearvisionconsult.com.

Participating in the LOPC choir retreat and performing with noted composer **Dan Forrest** on Saturday and Sunday, Oct 10 - 11.

Attending the CPUC/Comcast [Bay Area Small Biz Expo](#) on Wednesday, Oct 14 from 7:30 am - 1:30 pm in South San Francisco.

Traveling to New York Oct 16 - 20 for client business, attend **Alan Weiss'** [The Abundance Experience](#) and taking in two [Broadway](#) shows: **The Gin Game** and **Hamilton**.

Joining the **Network of Executive Women** at their event [Emotional Intelligence \(EQ\) with Travis Bradberry](#) on Friday, Oct 23 from 8:00 - 11:30 at the Blackhawk Auto Museum

Attending the **Alameda County Girls Inc** [Women of Taste](#) fundraising event on Saturday, Oct 24 from 5:00 - 10:00 pm in Oakland.

New Opportunities to Connect with Kathy and Ideas to Accelerate Organizational Effectiveness

Check out Kathy's [Blog](#) posts. If you have information you would like to share, [let us know](#).

Kathy will share a mid-month white paper with our loyal readers as a special thank you to those who have encouraged these in-depth articles on topics of organizational effectiveness.

following recommendations are the most common pitfalls I have observed in working with my clients when they are preparing for a project kick-off.

- **Create a structure** Regardless of the size group you are coordinating, cross-functional or otherwise, before you start searching for the people, be clear about the roles needed and resulting responsibilities. In that way you can select the people based on their skills and qualifications to accomplish the responsibilities, as opposed to the other way around. Be clear who will be overseeing versus doing the work or a combination thereof.
- **Select the people** Assemble a team of people that are qualified to fulfill the responsibilities, represent the various stakeholders directly affected, and can carve out the time to support the work. Too often people say "Yes" to a project assignment for the recognition, but fail to take into consideration the time expected. Ensure there is alignment between everyone involved: project leader, team members, releasing boss, and stakeholders.
- **Agree on meeting fundamentals** Use the first few get-to-know you sessions to determine how often the group will meet, and whether it will be in person, virtual or a combination. Agree on agenda format, decision-making protocols, documentation requirements, and electronic platforms for aggregating. Be clear on group expectations: attendance, full and equal participation both vocally and task-oriented, diversity of thinking, and handling of conflict.
- **Scope the plan** Create both a project plan with task activities, expected completion dates, milestone projections, and assignments, and a communication plan. The communication plan will include: key messages, methods of delivery, intended audience, and assignments. Ensure that both the project and communication plan align with each other.
- **Adjust as needed** Build in feedback loops for accountability, individual and group learning, and continuous improvement opportunities. Be willing to flex and adapt to changing circumstances.

Clearing the Fog - Personal Actions for Project Preparation Success

- **Know your responsibilities** Prior to accepting or participating on a project ask lots of questions to clarify what is being asked of you. What are the project goals, expectations of you by your boss and/or the project leader, and expected outcomes? How will time be carved out for you to fully participate? Why this project now as opposed to later? What are the anticipated timelines?
- **Connect with people** Of course you want to get to know the team members and project leader. But beyond that, talk with those affected by the project, potential stakeholders, colleagues who may have historical experience on similar projects, as well as senior leaders who may have a vested interest. Mine your network for people who might support you and your efforts.
- **Clarify your learning** Be clear on how you might learn, grow and develop from this project. Perhaps this is a follow-up

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conversation with your boss regarding development opportunities or just a short list of skills you want to improve upon. Share with the project leader the array of skills you bring, but also let them know what you hope to gain from participation on their team.

October Reading List:

Business at the Speed of Now by John M. Bernard

An interesting read of how the author identifies the differences between what he terms *then*, the business age of mass production, and *now*, the business age of mass customization, what it requires for companies to actually thrive in the now, and a rubric for engaging and involving all levels of people to create that shift. While there isn't any groundbreaking information conveyed in this book, there are some quick insights (real-time transparency and problem solving, banish fear and build trust, stop bossing and start teaching) conveyed by a prodigious use of stories and examples, visual graphics, and easy-to-apply checklists. Provided throughout the book are simple assessment questions at the end of each chapter to determine what are specific areas for opportunity.

Our goal is to provide you with simple and clear actions to accelerate effectiveness in your life and organization. You now have a choice. If you don't want to receive future issues, follow the information below to unsubscribe. If you liked what you read, share the information with a friend or colleague.

Kathy Hart

President of ClearVision Consulting

Be sure to check out ClearVision's [Free Resources](#) page on the [website](#). Come back periodically as we will continue to post articles and topics of interest.

Kathy Is a Member of:





NEWSLETTER SUBTITLE

ClearVision Consulting was founded in 2005 with the express purpose of promoting the potential of people within business environments. Key consulting services offered to accelerate organizational effectiveness and improve human performance include:

[Strategic Planning](#) that jump-starts strategic thinking and long-term planning
[Organizational Improvement](#) that identifies efficiencies and increases the speed of execution
[Leadership Coaching and Team Development](#) that boosts leader and team performance

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