



A WOMAN-OWNED SMALL BUSINESS

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The Messenger

Nov/Dec 2022

A Letter from Kim

We have all had to interact with negative people. No matter what the circumstance, this person never has anything positive or constructive to say. Their negative attitude impacts those with whom they come in contact. They also tend to see the bad rather than the good, criticize and put down rather than build up, and negatively impact the organization's morale. According to the US Bureau of Labor Statistics, U.S. companies lose about \$3 billion a year to the effects of negativity.

In this Messenger, we will look at six main types of workplace negativity and how to overcome them.



Overcoming Workplace Negativity

Circumstantial Negativity

Circumstantial negativity is present-oriented, temporary, and normally due to an occurrence that affected the person in a realistic, negative way, i.e., loss of a job, death of a loved one, or divorce. These are very real problems but also ones that can be overcome with time.

Pervasive Negativity

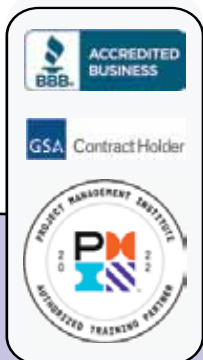
Pervasive negativity is past-oriented, permanent, and normally will have little or no specifics. It may be because of one negative event many years ago.

Deep Rooted Negativity

This negativity may have no basis behind it - only thoughts. These people are overwhelmed by bad thoughts and think that nothing ever works right. They feel like everyone, especially management, is out to get them.

Roaming Negativity

This negativity starts somewhere else and follows you wherever you go. This may be a person just having a bad day. We've all been there. It seems like that day starts off on a bad foot, and we are never able to recover.



PMP® EXAM PREP CLASSES

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Overcoming Workplace Negativity continued

Hostility or Bitterness

A hostile or bitter person will use communication that puts the blame on everyone except themselves. They feel that nothing is ever their fault; it's all caused by someone else.

Unrestrained Hopelessness

If a person is hopeless, their communication will show that they are personally no good. They do not think that they can do anything correctly. Their self-esteem is normally low.

These negativity styles will lead to mistrust, little or no cooperation with supervisors or coworkers, negativity spreading throughout the organization, increasing rumors, and unmet potential of workers. There are ways, however, to deal with negativity.

1. Ignore some of the minor gripes. This may be the most effective strategy for dealing with a negative person. Some people are only negative because they have someone who will listen. If you start ignoring their negative comments, they may stop altogether, or at least they may find someone else who will listen.
2. Increase communication. If the negative person feels like they are in the loop, they may not have as much to complain about.
3. Brainstorm things that could make the culture more positive. Find ways to make the organization more positive for everyone. Discover the cause behind some of the negative attitudes and fix the ones that you can.

If everything you try fails, it may be time to confront the negative person. This may be difficult if it is not done with tact and respect. Before the meeting, make a list of the negative behaviors in detail. Documentation is always effective because it will leave emotions and bias at the door. Speak to them in private, but don't rush. Allow enough time for what you have to say and give the other person a chance to talk. There may be circumstances surrounding the individual of which you are not aware.

Some people are blind about how negative they are or how it affects others. We must help them find the best solution for them. When they falter, remind them how to overcome their negativity. The ending transformation will recreate them into someone who is kind and a pleasure to be and work around.

Reinforcing positive behavior is also a fantastic motivator for continued improvement. Give public praise for accomplishments. Document your praise in a memo that focuses on specifics. This will give the person something positive to look back on when negative feelings arise.


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2022-2023 BOOT CAMP DATES

| | |
|----------------|------------------------|
| December 5-8 | Live, Virtual PMP® |
| December 12-14 | Live, Virtual PMI-ACP® |
| February 6-9 | Live, Virtual PMP® |
| April 3-6 | Live, Virtual PMP® |
| June 5-8 | Live, Virtual PMP® |
| August 7-10 | Live, Virtual PMP® |
| October 10-13 | Live, Virtual PMP® |
| December 4-7 | Live, Virtual PMP® |

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YOU PASS OR WE PAY



Truth

When pride comes, then comes disgrace, but with the humble is wisdom. Proverbs 11:2

“Being positive in a negative situation is not naive. It's leadership.” – Ralph Marston

“Attitude: It is our best friend or our worst enemy.” – John Maxwell

STUDENT Spotlight

We want to recognize students who have successfully passed the PMP® Exam.

What is your favorite food?

Pizza

What is your favorite movie?

The Notebook

What are your favorite hobbies?

Spending time outdoors, gardening & keeping up with my two young kiddos

Congratulations, Lacey Wimberly!

What was the most challenging thing about the Boot Camp?

The time commitment! Its hard to get away from work and family obligations and dedicate the time needed.

How do you think the PMP® Certification will help your career?

Although my title isn't "project manager", I believe that the tools and knowledge I gained through getting this certification will help me to better manage my projects at work. I also believe this certification will give me a leg up if I find myself on the hunt for a new position.

What was the best thing about the PMP® Exam Prep Boot Camp?

It was great that it focused us in on the things we really needed to know to pass the test. The boot camp, videos and tests were my main study tools for the exam.

Please write a recommendation about our class.

I would definitely recommend anyone looking to pass the PMP exam to take this boot camp! It focuses you onto the material you need to know in order to pass. I used this boot camp and its associated materials as my main study tool and scored above target on my 1st attempt at the certification exam!

Just For Fun

Win at Christmas Movie Trivia!

Christmas get togethers in our family often include playing lots of games. See how many Christmas movie trivia questions you get correct!

Answers:

An angel got his wings / Tom Hanks / Randy / Oogie Boogie / Scott Calvin / He hides in Santa's sack / The Grinch / Paris / His hat / Macy's / Ebenezer / Ice skating / Die Hard

<https://parade.com/943457/parade/christmas-trivia/>

<https://www.womansday.com/life/a37942326/christmas-trivia/>

- In the movie, It's A Wonderful Life, what happened every time a bell rang?
Which Hollywood actor played six different roles in The Polar Express?
What is Ralphie's little brother's name in the movie A Christmas Story?
What's the name of the main villain in The Nightmare Before Christmas?
What was the real name of the character Tim Allen plays in The Santa Clause?
In the movie Elf, how does Buddy get to the North Pole?
Who tries to stop Christmas from coming by stealing all things related to Christmas from the Whos?
In Home Alone, where are the McCallister's going on vacation when they leave Kevin behind?
What made Frosty come to life in the movie Frosty the Snowman?
The movie Miracle on 34th Street is based on a real-life department store. What is it?
In A Christmas Carol, what was the first name of Scrooge?
In the opening scene of A Charlie Brown Christmas, the characters are seen enjoying which winter recreational activity?
Which action film is often called a Christmas film?



FREE VIRTUAL PMP® MASTERMIND GROUP: THE ROAD TO PMP® PREPARATION

JANUARY 23-27
MAY 1-5
SEPTEMBER 11-15

The Project Management Professional (PMP®) certification is the most sought-after credential in project management, and individuals attempt daily to pass the exam without success. This PMP® Exam Prep Mastermind Group attempts to help those desiring a PMP® gain a better understanding of the process.

This course is not a boot camp to prepare for the exam but is a means to guide those in the early stages of seeking the PMP® certification. We will help individuals focus on pre-learning content, select proper documentation, complete as much of the application as possible, and select an Authorized Training Partner from Project Management Institute (PMI®).

This Mastermind Group goes through the PMP® exam content objectives and allows participants to take mockup PMP® exam questions, vocabulary tests, and receive an Exam Memory Chart to assist them in passing the new 2021 test.

This five-day course requires a commitment of one hour each day from participants. Each participant receives coaching, counseling, and guidance that helps make better decisions when preparing for the PMP® test. All discussions and suggestions will align with the current test and objectives.

For more information and to register, go to
www.projectcoachingexpert.com