



The OSUAP Connection

Issue #35

October 30, 2018

*Know an Admin
who is new to
The Ohio State University?
Please forward this
Newsletter to her or him!*

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OSUAP Goals

- ◆ *Encourage professional development*
- ◆ *Develop leadership skills*
- ◆ *Network with peers*

Special Notes:

- *Make your 2018 Bucks for Charity pledge today—Sept. 19-Nov. 2 [details](#)*
- *Thanksgiving Turkey Sale! - Orders due by Wed. Nov. 7 — [details](#)*
- *ASFW Glass Breakers Panel—Wed. Nov. 14, 11-12:30 [Register](#)*
- *ASFW Members Holiday Celebration—Thu. Dec. 13, 4:30-6:30—ASFW@osu.edu for details*



7 New Rules of Teamwork by [Selena Rezvani](#)

Have you ever been on a team project where you didn't make much of a mark?

Maybe you held back because you were new to the subject matter. Perhaps the group was overrun by domineering types. Maybe you found yourself in "observation mode" more than "participation mode."

Whatever the case, if you think you're immune to being judged by meeting performance, think again. One study showed that [84 percent of U.S. employees](#) are "matrixed" to some extent today – that is, they work on multiple teams every day.

As smaller, quickly forming and disbanding teams are becoming more the norm, research shows teams are [spending increasing hours together](#), not apart. I'll be presenting one of my favorite sessions on this topic, *The New Rules of Teamwork*, at The Society of Women Engineers Conference ([WE18](#)) this month. We'll tackle exactly how to size up a brand new team and make a memorable impression.

Here's a quick taste of some of the strategies I'll be sharing for being a standout teamer:

Show All the Way Up

In our distracted world, it's easy to let your attention dip and slip in a meeting. Yet, people observe your engagement level and rightfully judge you for it. Whether you're stuck on mute when called on to speak in a tele-conference or consumed with distractions while you "take meeting notes" on your laptop in a live meeting, people notice. Even your

biggest efforts can be sabotaged when you don't get the little things, like showing all the way up, right.

Encourage Shared Airtime

[Research has shown](#) that teams are more effective when members share airtime and make equal contributions to discussions. Yet how do you take matters into your own hands and engage a group when participation is uneven? Turn-taking and structured idea generation are just a few ways to get the most of team members. Not only does the group stand to gain from diverse thinking, your behavior can model that everyone has an equal say.

Avoid Collabotage

Gone are the days when a classic group brainstorm was the only way to tap people's best thinking. Rather than enforcing collaboration as the sole method for teamwork, learn to encourage a team design that allows people a mix of formats. Include people with different work styles along with introverts and extroverts alike. Learn when to suggest people go off as pairs for example, brainstorm individually or come together as a whole.

Rally People Around a Cause

Research shows that teams can achieve the extraordinary when they shift mindsets from task- or project-based work to cause- or mission-based work. A mission or cause is lofty and felt palpably and it inspires people to make a big impact. Adding passion and pride to a team's work drives better,

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THE OSUAP EXECUTIVE COMMITTEE

Effective Sept. 1, 2018

President: Quanetta Batts
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Membership Chair: Roxann Damron
Member-at-Large: Will Bryan
Immediate Past President: Tricia Hohl

Have suggestions for the Newsletter?

Want to share some good news?

Let us know!

Email: [Michelle Pennington](mailto:Michelle.Pennington@osu.edu)

Chair, Communications Work Group

Please be sure to submit suggestions by the 1st of each month to be included in the Newsletter!

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Professionals Group

<http://u.osu.edu/osuap>

Columbus, Ohio 43210



THE OHIO STATE UNIVERSITY

"Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen."

- Winston Churchill

Upcoming Important Dates

11/9	OSUAP Bi-Monthly Meeting: Staying Organized with Buckeye Box 12-1pm in room 460A at 660 Ackerman Road — RSVP
11/12	Veteran's Day – Offices Closed
11/22-11/23	Thanksgiving Day and Columbus Day (observed) – Offices Closed

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more innovative outcomes but also fuels engagement.

Train People How to See You

At every turn on the job, you're training people how to perceive you. Teams represent an ongoing way to actively shape how you're seen — both strategically and on an everyday level. Everything from the language you choose to the kind of physicality you bring to meetings shapes how you're known.

Challenge Directly & Don't Be Talked Over

How many times have you looked back and thought, "I wish I stood up for myself more back there!" We all have such occasions — but by being prepared with a range of strategies to get back in the game, you can reassert yourself with ease. You can practice interrupting interruptions and becoming more of a direct, incisive communicator.

Leverage the Magic Ratio

Whether you realize it or not, part of your team role with any group is team steward. In fact, this

distinction is often what differentiates a leader from 'just a team member.' Be a force that harnesses positive interactions among team members and take a leadership role in building the levels of openness and psychological safety felt by the team.

Photo credit: [Unsplash](#), [John Schnobrich](#)



Selena Rezvani is a recognized consultant, speaker and author on women and leadership. A seasoned human capital consultant, Selena uses workplace culture assessments to help corporate clients be

more inclusive and welcoming to women. She's also the author of two leadership books targeted at professional women — [Pushback: How Smart Women Ask—and Stand Up—for What They Want](#) (Jossey-Bass, 2012) and [The Next Generation of Women Leaders](#) (Praeger, 2009). Selena has been featured in the LA Times, [Oprah.com](#), [Todayshow.com](#), Forbes, and wrote an award-winning column on women for The Washington Post.



It's easy to forget, in the rush of the day-to-day, what brave really looks like - so let me remind you of one or two things:

Sometimes brave simply looks like getting out of bed in the morning.

Sure, it's brave to try something new. Admitting you have no idea how to do it is very brave.

Brave also looks like voicing an opinion.

Or respectfully disagreeing.

Or admitting you haven't made your mind up yet.

Brave is being a true and kind friend to yourself.

Brave is extending your hand to a stranger.

And, brave is standing up for the rights of a stranger.

Anyone who creates art - using paint, clay, stone, words, numbers, performance, color, texture, shape - is incredibly brave.

Brave looks like absolutely loving the body you have.

And it's brave to know you need to change something - and taking the steps toward that change.

Listening is brave.

Loving is brave.

Breathing is brave.

That means you, my friend, are so very brave. Remember this the next time you have doubt or wonder where your confidence has gone.

It really hasn't gone anywhere - you just forgot for a minute exactly how brave you are every single day.

Bravely,

Michele



[Michele Woodward](#) is the author of several books and has appeared as an expert in *The Wall Street Journal*, *The Washington Post*, *Harvard Business Review*, *PsychologyToday.com* and other key outlets. She's a sought-after speaker, leads workshops and classes around the country, and writes a [popular blog](#).

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