

CyberBreak

October 6, 2006

The Law Review Symposium on "**After the J.D. Project and Urban Legal Careers**" will be held on Monday, October 9, 2006 from 8:00 am - 5:00 pm in the Bullocks Wilshire.

Staff can assist attendees by directing them to activities at the times and locations available in the brochure at http://www.swlaw.edu/academics/pdfs/lawreview_afterJD_broch.pdf.

Friday, October 13, 2006 – You're invited:

Staff Professional Development Workshop:
Customer Service – Tips and Techniques for Service
Sanity

1 PM – 3 PM / W329

Lunch will be provided!

To RSVP, email Marcie Canal at mcanal@swlaw.edu by 10/11/06.



Halloween Birthday Celebration!

3:30 pm

Westmoreland Building, Second Floor Lounge

Cake and treats will be provided!!

What you can do to build trust!

Consistency is important when you are trying to build trust. Below are some behaviors that are essential to being trustworthy.

Always follow through

Always live up to your obligations. It is crucial that you follow through on your commitments and values. If you say you value your team members always being on time to meetings, you should be on time as well.

Always meet deadlines

Trust builds when people perform their responsibilities and meet their goals on time. If you commit to a deadline, then you should live up to it. If something beyond your control happens, it is your responsibility to relay that information immediately to those affected.

Resolve conflicts early

Show your desire to get beyond a disagreement. Conflict escalates because it appeals to other people's competitive nature. Show your willingness to cooperate rather than compete by striving for win-win solutions to differences and problems.

Respect people

People have different personalities, values, skills, and backgrounds. Show your willingness to accept people who are different from you.

Empower others

Empowering others shows that you trust them. Demonstrate your trust by allowing and encouraging others to make decisions and solve problems.



"Watch your thoughts; they become words.

Watch your words; they become actions.

Watch your actions; they become habits.

Watch your habits; they become character.

Watch your character; it becomes your destiny."

- Frank Outlaw



Feedback: Have ideas, suggestions, comments or contributions for future editions of CyberBreak? Please email them to mcanal@swlaw.edu.