

ARLYN RECRUITING

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A note from the team:

This issue features a brand new look with interactive links throughout the newsletter! Happy readings!

3 Simple Tips to Building Emotional Intelligence At Work

Workplaces are made up of all kinds of different people with different personality types. Often times, you may find yourself either working with someone you normally would not interact with in your personal life, or someone you may just generally not get along with at all. Having emotional intelligence can help you navigate through these different personality types, and help you optimize your interactions in the workplace and beyond.

Defined simply, **emotional intelligence** is the ability to recognize our own emotions, how well we understand emotions in others, and how we use this knowledge within our own interpersonal relationships. Dubbed as **EQ**, being emotionally intelligent in the workplace is integral when it comes to building and maintaining relationships.

Here are **three simple tips** to improving and optimizing emotional intelligence in the workplace:

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1) Check in with yourself:

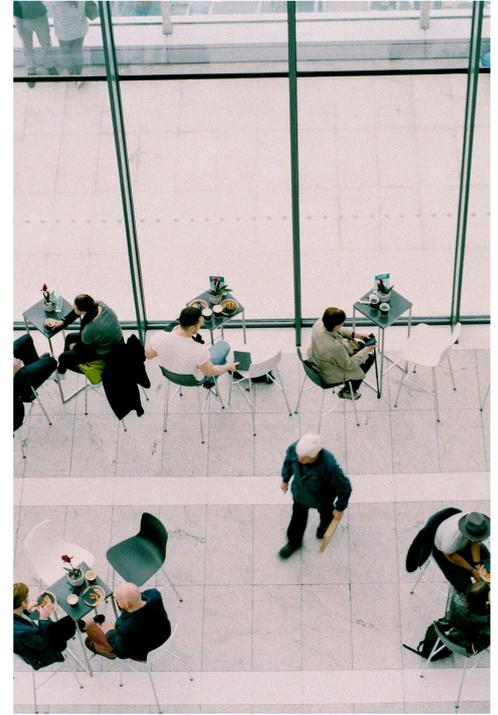
How do you react to various situations at work? When you have strong reactions at work, try to name and define how you are feeling. Your emotions can affect others, and by simply recognizing or making a note of them, you will be better equipped to control and master them.

2) Solicit Feedback:

Check in with your co-workers to better understand them and where they are coming from. By interacting with your colleagues, this can help you relieve any sort of tension you may have with them, or allow you to get to know them better. It's the golden rule, the more you show you care about them, the more likely they are to care about you. Start with something as bold as "What do you think of...?" or "How are you?" Too simple? It is!

3) Ask Questions:

Now that you have a better idea of those around you, try to take a look at what lies beneath those feelings especially when applied to situations like disagreements. Does passive aggressive communication from a certain supervisor send your anxiety sky high every time? Try to take a step back and ask yourself what's motivating their behavior and why you're so strongly affected by it. Knowing your own weakness and triggers will undoubtedly have an effect on how strongly they affect you and how you can deal with it when communicating back to them.



Whilst we aren't capable of managing others' emotions, by following these three simple steps, we have the ability to choose our reactions and better reframe our responses towards stressful or challenging situations. Identify these emotions, and allow your newfound ability to increase the quality of interactions you have with others, as well as yourself.

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Thanks for joining us!

And a huge shoutout to our grand prize giveaway winner, Cindy Hildebrandt, now a proud owner of a brand new Coach bag!

*Join us at our next event,
for another chance to win!*

Ask Diane: "What are some good phrases to use when negotiating salary?"



DIANE CRONK

“ Dear Diane,
What are some good phrases to use when negotiating salary?
I don't want to push too hard and put myself out of the running by asking too much, but at the same time I want to ensure that my needs are met. Please help!

- Nervous Negotiator ”

Dear Nervous Negotiator,

Great question! The so-called “negotiating” process in terms of salary can certainly be intimidating. However, there are a few unique characteristics regarding law and salary which should be pointed out. Salary can be a touchy subject, but here are just a few ideas.

We all want to be paid fairly for the skills/experience/personal qualities which one brings to the table. At times, individuals can be too focused in looking only at salary, as opposed to the other features that the firm/role can give you. For instance, it might be worthwhile for you to consider a lesser salary (and stepping out of a challenging negotiation process) if the role provides i.e. further development and training to move you along your career path, and/or a collegial team who act as a strong resource and a strong social connection, etc. Remember as well that firms also have budgets and at times, it is difficult for the firm to pay a new employee a higher salary if they want to continue to be respectful of their longer-term employees. Always try and remain realistic when balancing your salary expectations, skill set, and value when negotiating.

“Negotiating” can be a bit of a moot point because law firms are very knowledgeable, meaning firms are well informed about how to appropriate salary ranges with an individual's level of experience, but granted, that doesn't mean that your needs are not important. It is important that you do your research and are also educated on what the market is paying so that you are well-equipped to have these conversations. Staff who are in senior positions will find that salary negotiation can reach more significant variances because of the special skills that these senior players bring to the firm. Juniors are not as easily able to negotiate because they need to first of all increase their experience. When considering negotiation, you also must research whether the market is able to supply a lot of competitive candidates for the role, or only a few candidates. Firms are far more willing to pay candidates a larger salary (or perks) to attract candidates to their doors. This would mean that you need to be educated in this regard as well.

To make sure that I have answered your question specifically though, I've included a few articles^{1 2 3} which might give you an idea as to what actual “phrases” to use as well. Click on the links below for more information!

As an agency, we often hear candidates mention “negotiating” as if it is a “game”. If you view it more so as an opportunity to do your research and outline your strengths to the firm, you may be pleasantly surprised, and find that the firm will see your value and be willing to pay a fair compensation.

About Diane :

Diane is a Certified Professional Coach, HR Consultant, and Legal Recruiter with over 35 years of industry experience. Her background in law, as well as her wealth of knowledge and experience in HR, has allowed her an unique insight into the culture of law firms. She holds her CPHR designation, is a graduate of the HR Diploma program at BCIT, holds a BA in Psychology and Sociology from SFU, and has recently completed her Master of Arts in Counselling Psychology at Yorkville University.

For more information, contact us at **604 - 681 - 4432** or send your inquiry to info@arlynnrecruiting.com

Helpful Links:

¹ US News ² Glassdoor ³ Forbes



5 Minute Meditation: A Step-by-step Guide

Humans tend to take between 12 to 20 breaths per minute, and live between the ages of 60 and a 100. However, a tortoise, who may attain the age of 300 years, breathes only 4 times per minute. Slowing down during the day, and allowing yourself the space to reset and be mindful, can unlock a variety of benefits.

The benefits to meditation range from improved health to building a stronger overall mentality. Without further ado, here is our step-by-step 5 minute meditation guide to help you take a moment to breathe.

- 1) Find a quiet area.
- 2) Set your timer for **5** minutes.
- 3) Sit in a comfortable position with your hands placed, or folded, on your legs.
- 4) Close your eyes and begin to slowly inhale deeply. **Focus on your breath** and notice how your breath is traveling to your expanding stomach. Hold it, and then exhale. Making sure the air is fully expelled, and focusing on your breath passing the tip of your nose.
- 5) As you continue to breathe deeply, start to **relax** your shoulders, let your arms grow heavy, and slowly focus on **releasing any tension** you feel throughout your body.
- 6) When your mind starts to wander, **notice it**, and **pull it back in**. Begin to focus again on your breathing.
- 7) When the timer goes off open your eyes and slowly bring your attention back to your surroundings.



This is a cost-free method that is accessible at anytime, and doesn't require any added parts. Take advantage of this innate tool that we are all equipped with, and begin to notice the immense impact it can have on your day to day life.

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