

LOOK YOUR
BEST

•WITH•

WORDPERFECT® 5.1

CORPORATE NEWS

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TIP OF THE MONTH

★ Employees near retirement can be valuable training assets. Ask them to update their operating procedures manual and list all aspects of their job. Also: Ask them to train others before leaving.

★ Small businesses that have shied away from toll-free phone lines because of the cost should consider them again. Dramatic price drops by long-distance companies have made the lines more attractive to even the smallest companies. Some experts are even forecasting the use of 800-numbers in private homes in the years ahead, as costs drop even more.

★ Keep your facsimile transmission cover sheet as brief as possible. The machine will read all print on the sheet including borders, margins and text around the cover sheet.

MANAGE FOR SUCCESS

Become the person others can rely on. Volunteer to accept additional assignments that make others' jobs easier.

Make yourself visible. Be seen in professional, civic, and cultural circles outside of your job. Offer yourself as a panelist or speaker to local service clubs. And publish in both industry publications and the local papers, which often accept opinion pieces on vital topics.

Watch your "packaging." Dress properly and make sure your non-verbal language projects a successful image.

Remember that it's how quickly you get the bad news that

WHAT DO EMPLOYEES WANT?

1. What do employees want from their jobs? According to a recent survey, they want:
2. To be recognized as individuals
3. To have pride in their work
4. To have a sense of belonging
5. To be treated fairly
6. To work in a climate that encourages them to express ideas

If you want to get being good at work only half the battle, also get to know market your suggestions.

Make your own suggestions. An idea is worth a thousand words.



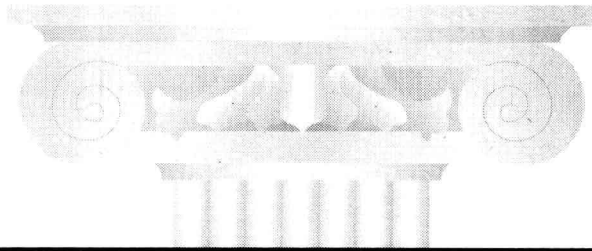
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- Compose & create business forms, sales documents, & newsletters
- Get a handle on fonts
- Apply traditional & trendy layout & design techniques

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Look Your Best with WordPerfect® 5.1



Designs by Julia B. Beinhorn

Text by George R. Beinhorn

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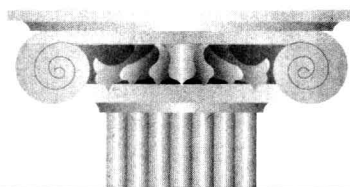
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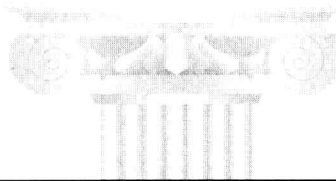


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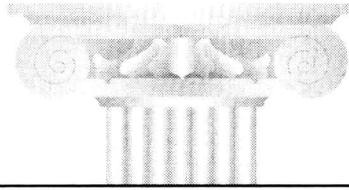
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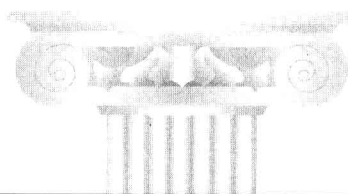
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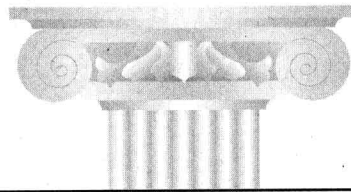
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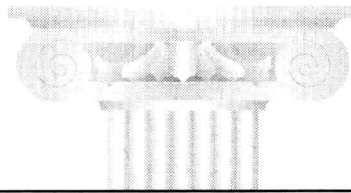
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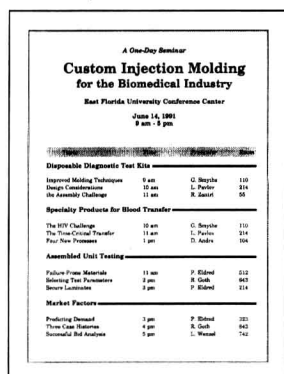
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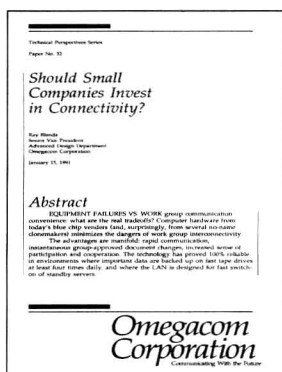
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