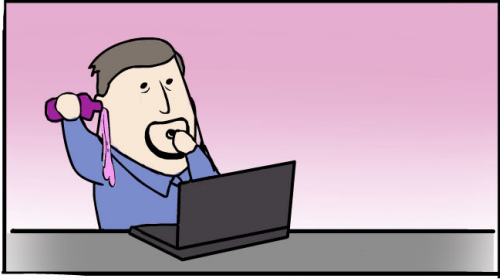
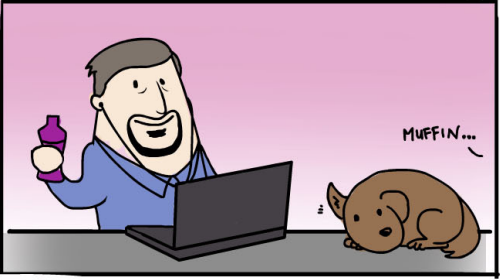
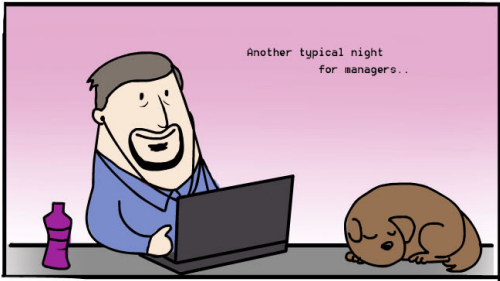


Relatable Illustrations for Struggling Professionals

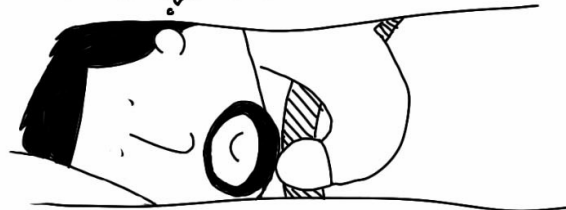
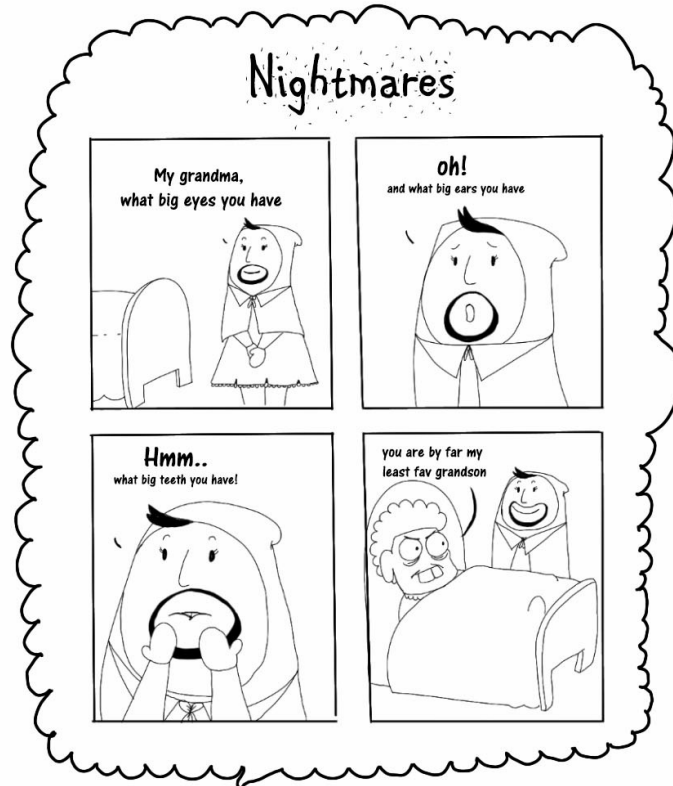
Volume 1



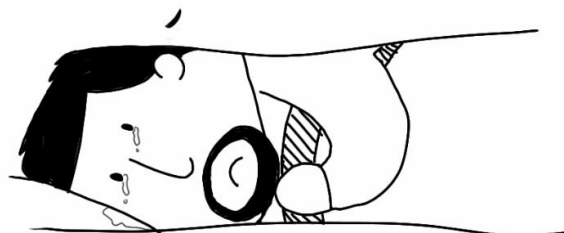
Another typical night for Managers



Nightmares



Grandma... ..I've always wanted to look like you.

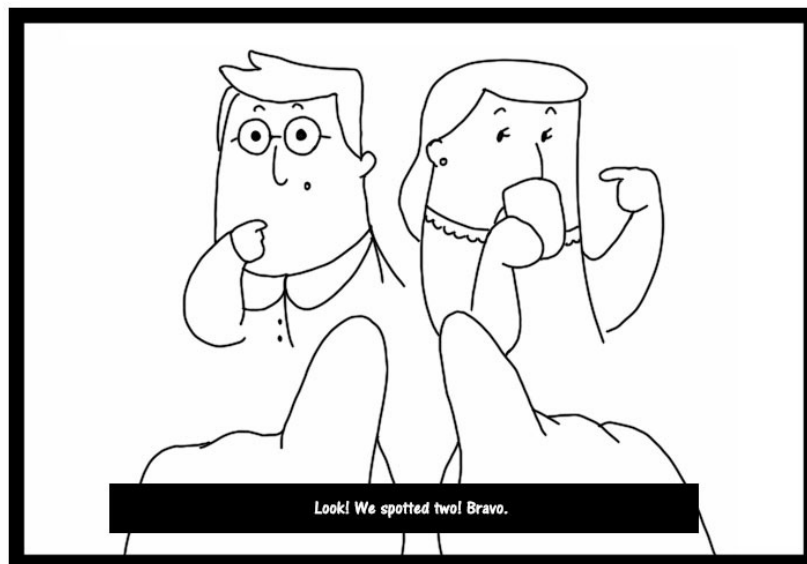
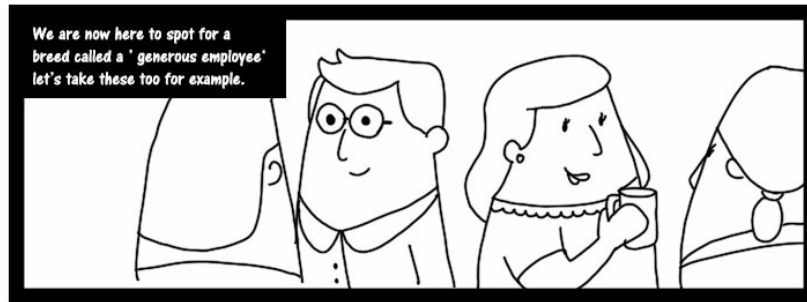


360-degree.. chaos

Workplace



Do you see yourself in them?



A typical 'Generous' would usually have these trades..



Specimen 1

Speaks the Truth

Gracious and Kind thoughts

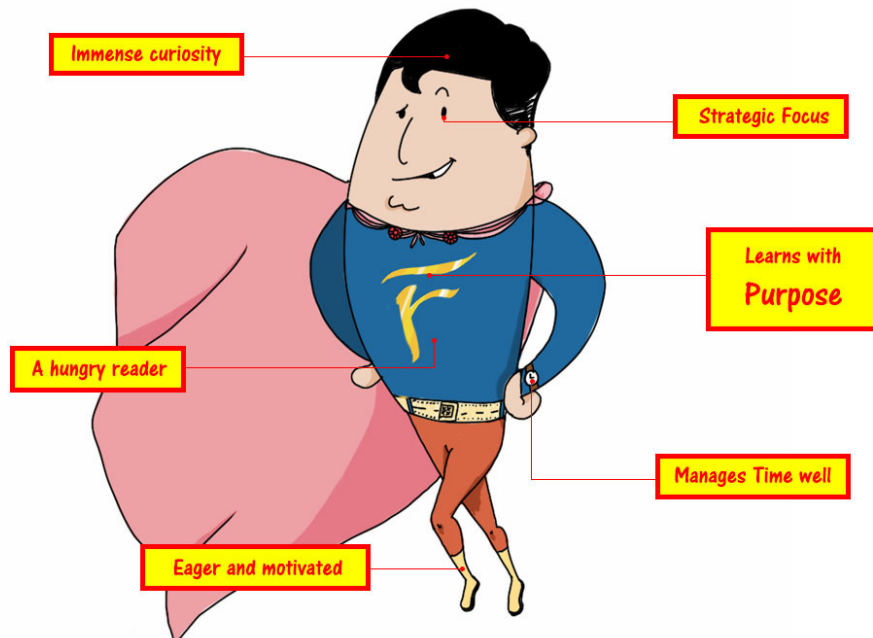
Willing to land a hand



Specimen 2

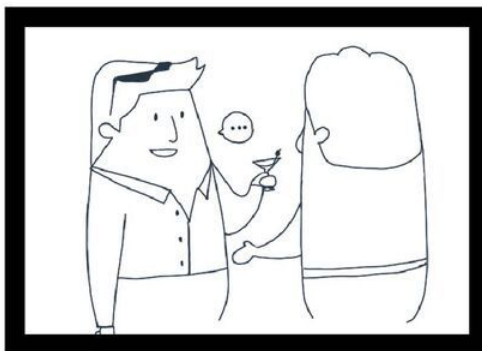
Everyone aims to impress in the office. We believe that it starts with being a Super Learner.

Secrets of a **SUPER LEARNER**

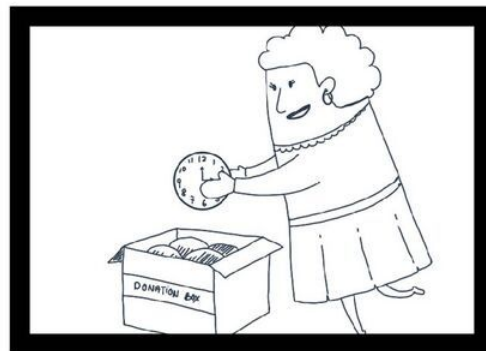


Needless to say, feasting happens after
(recommended to avoid food coma during said activities)

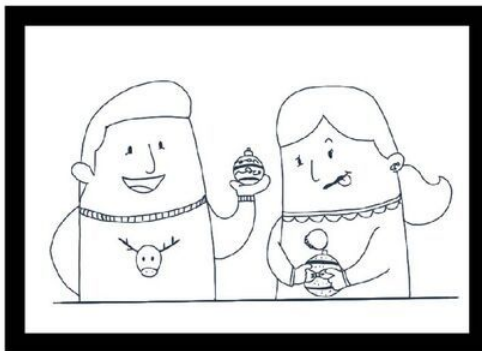
Alternatives to festive office parties



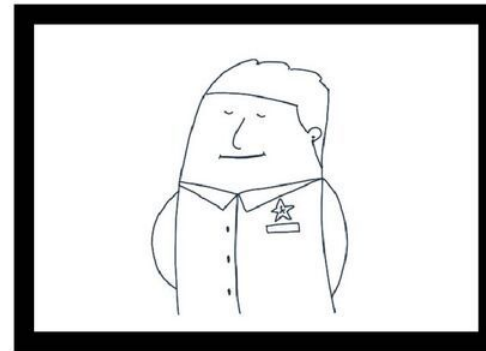
A getaway



Donate (time) to a charitable cause



Group Christmas wreath and crafts making workshop



Hold an employee awards ceremony

A trusted Manager is flexible to make adjustments to address different situations.

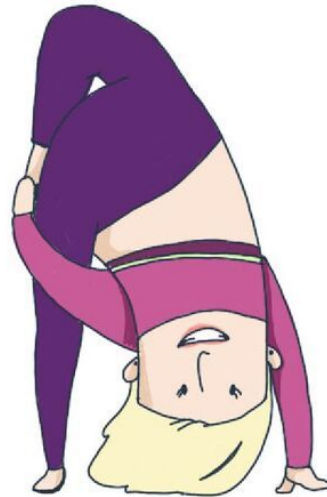
The *resilient* spirit

Flexible

A joyful heart

*Grateful, not resentful
when times are hard*

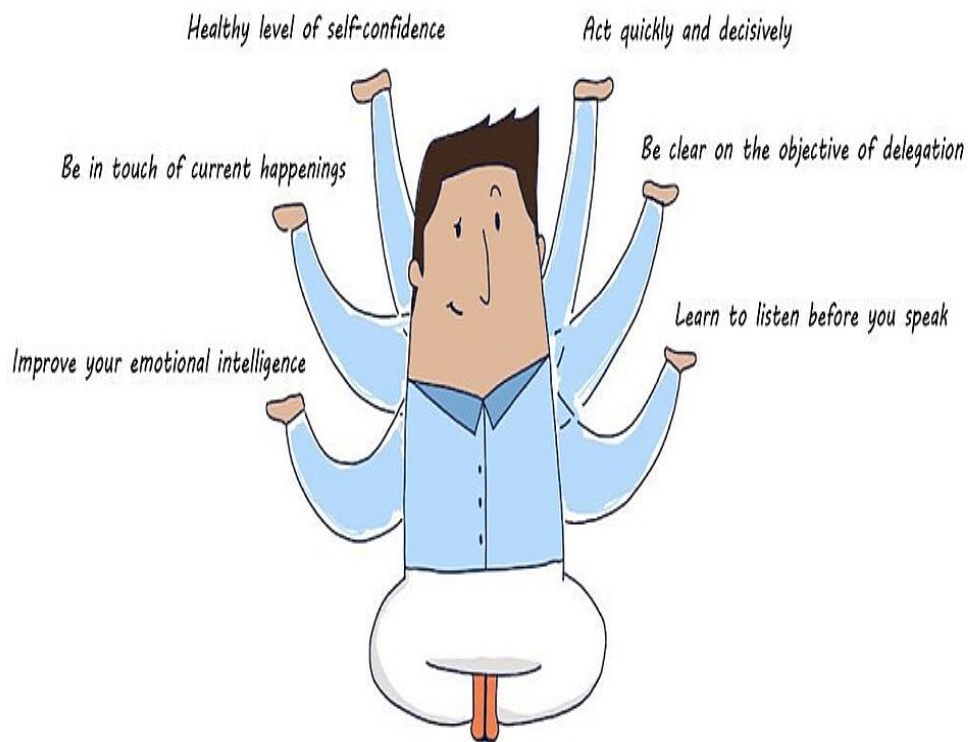
*Takes ownership over
what they can control*



- *Deliver bad news in person*
- *Praise when praise is due*
- *Admit your mistakes*
- *Be seen and be heard*
- *Be fair*

Everyone knows that Managers are skilled jugglers.

Qualities of a Good Manager



How do you handle conflict as a Leader in the workplace?

Admit there is a problem



Both parties agree that there is a problem and they are willing to work on resolving the issue

Listen carefully and reserve your judgement



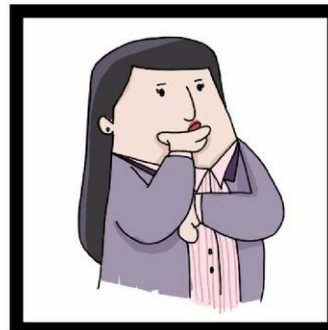
Each individual be given an opportunity to speak and no one is allowed to interrupt.

Focus on the facts



highlights the facts of the situation

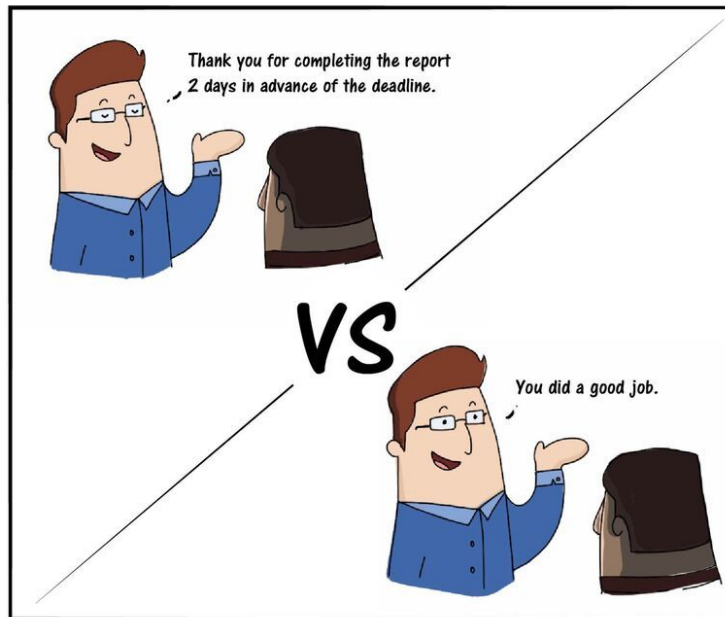
Solving the problem



Manager helps both parties identify the points of agreement and differences, and write them down.

Being specific makes it meaningful and motivates the employee to improve their skills.

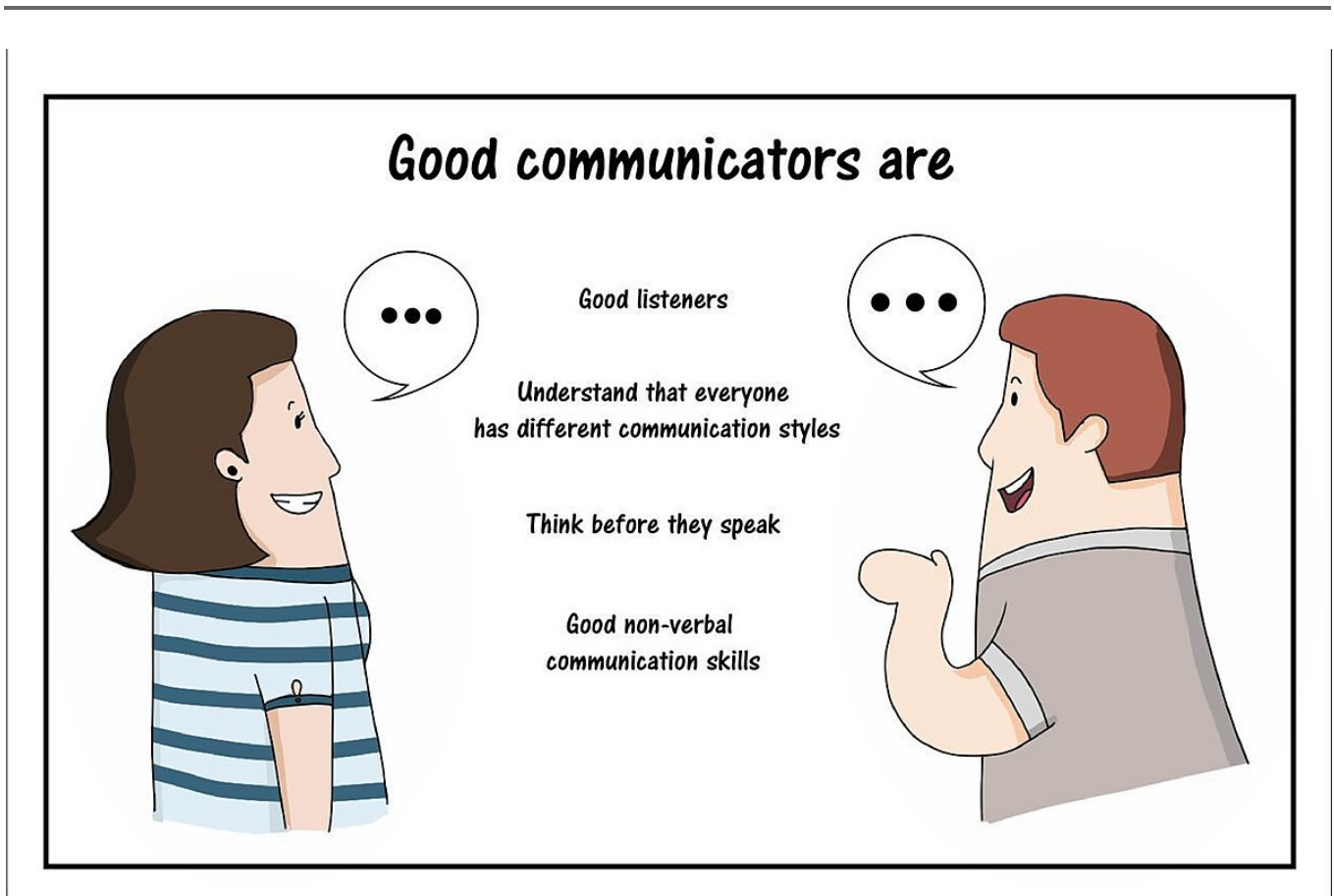
Be specific



Personalize the recognition

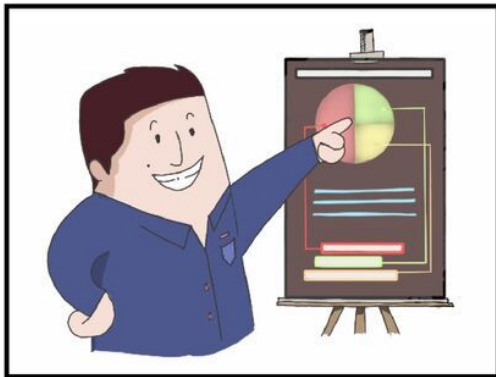


Good relations start from being a good communicator. Effective communication is more than verbal communication; such as body language and what you don't say.

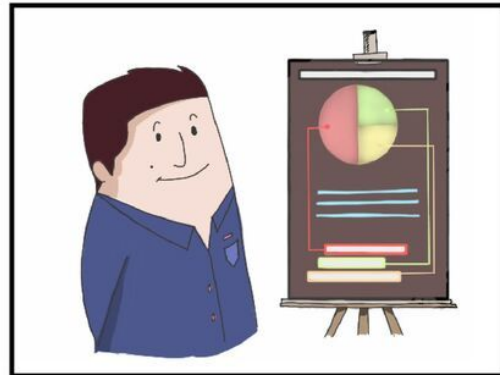


Most of us have to give a presentation at some point in time. How can we become better presenters?

A good presenter



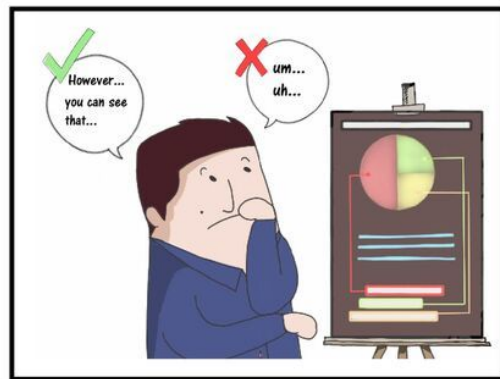
Projects confidence



Makes eye contact



Uses hand gestures for emphasis



Avoid filler words

Listening techniques that will make you a better manager

Clarification



Encouragement



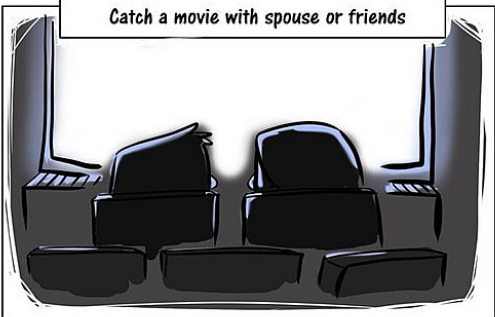
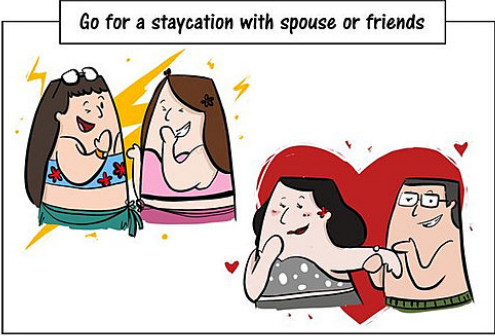
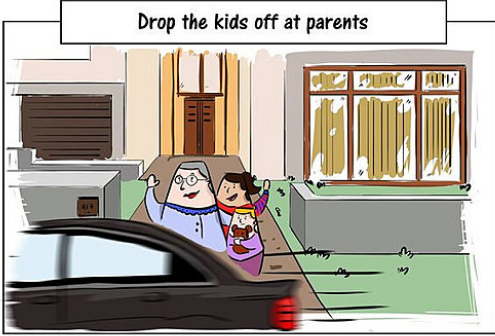
Reflection



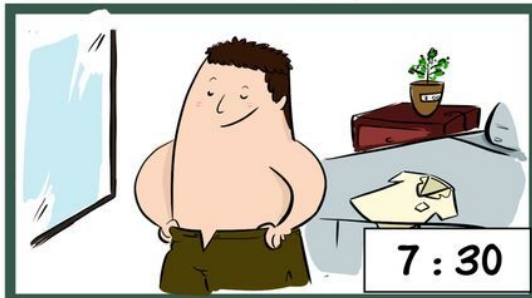
It can be nerve wrecking to correct someone but a few simple tips can ease your worries.



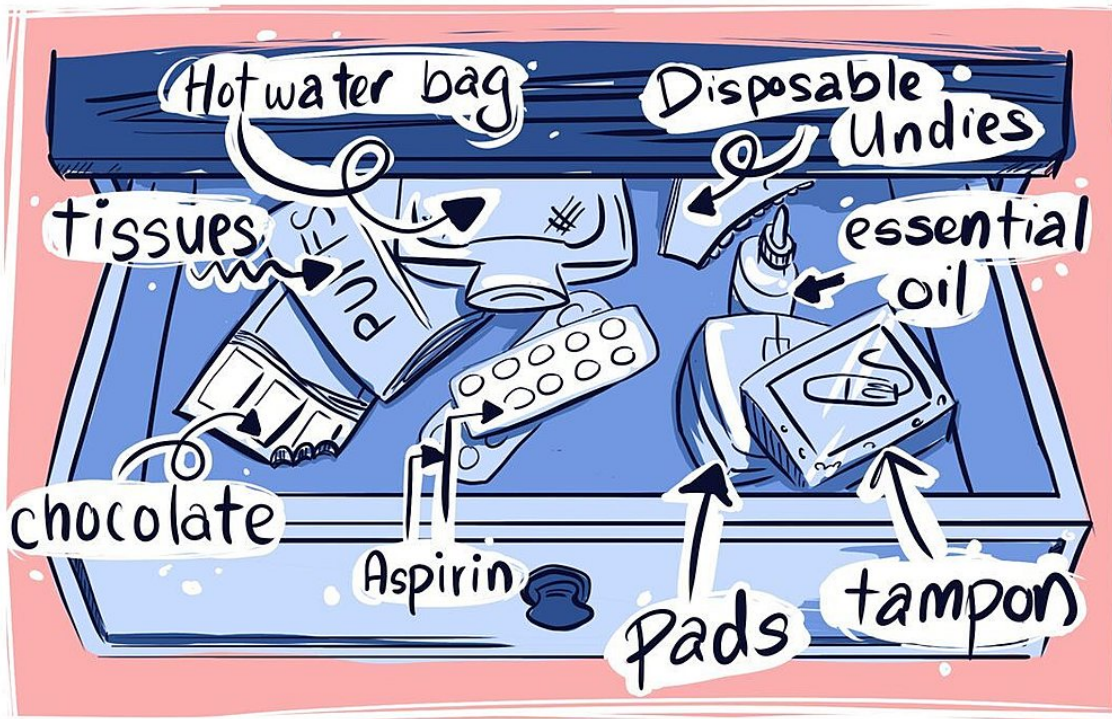
Are you a working mummy who is in need some of serious me-time? We get you, ladies.



How we start the day



Every lady's
#Period Emergency Kit
must-haves in the
office. What else do you
carry?



Did you have a Performance Appraisal recently? Here's a helpful translation guide of your evaluation.

Alert to company developments:



An office gossip

Displays excellent intuitive judgement:



Knows when to disappear

Tactful in dealing with superiors:



Knows when to keep mouth shut

Displays great dexterity and agility:



Dodges and evades superiors well

Approaches difficult problems with logic:



Finds someone else to do the job.

Quick thinking:



Offers plausible excuses for errors.

Ideas on appreciating employees that you wouldn't want to miss out:



1. Lunch with the CEO/Founder/Leader



2. Bring-your-pet-to-work Day



3. Provide free subscription to online courses



4. Grant time off from work



5. Help with the commute



6. Be boss for a day



7. Organise team outings



8. Offer surprise bonuses



9. Cater a lunch party

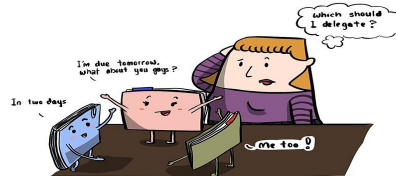


10. Sponsor a holiday



How to stay sane under a mountain of work? Learn to prioritize.

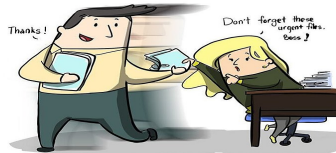
1. Can the tasks be delegated?



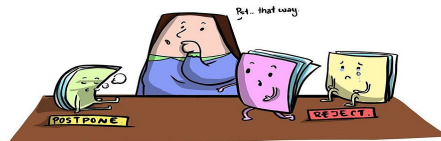
2. Does the job affect your customers?



3. Is the job mandated from higher-ups?



4. What tasks can be postponed or rejected?




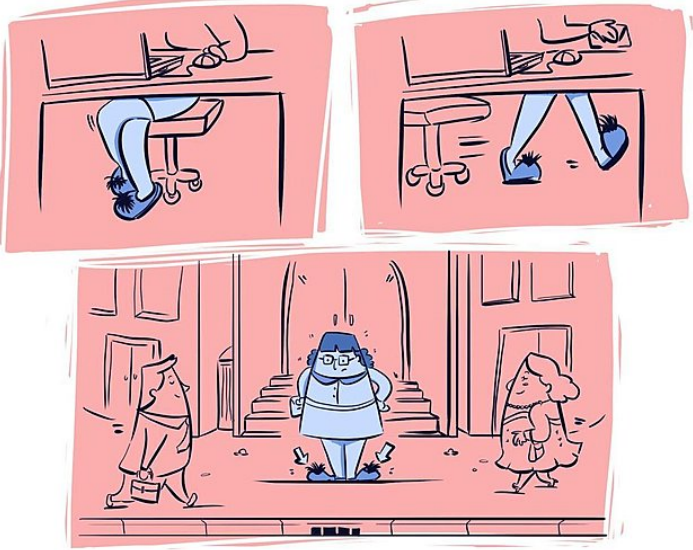
5. Which jobs have direct impact on other departments?




Workplace struggles



 Noodle Factory



 Noodle Factory

Just got promoted as a new manager?

Just got Promoted as a MANAGER ?



getting drained of all
your energy
trying to be the best
manager possible?

TRY THESE STEPS :-

relate to your employees or help them find answers to problems at work

let your relationships with your employees evolve naturally

starting from the bottom and not relying on what has gotten you there

aware that there is a time and place for being objective

be willing to delegate so that employees will learn to be confident and competent workers

Redefine and celebrate success



Review work processes, career development and job design regularly .

Affirmations encourages better performance.

Managers and Leaders have the influence to bring the best out of a team



Having the right support and conditions that enables team effectiveness



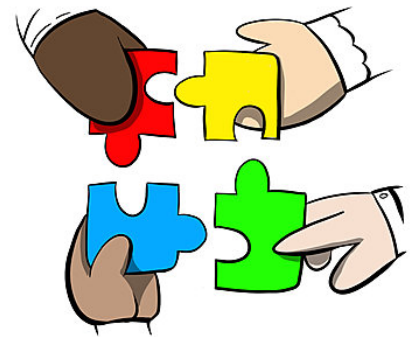
The foundation of every great team is a direction that energizes, orients, and engages its members.



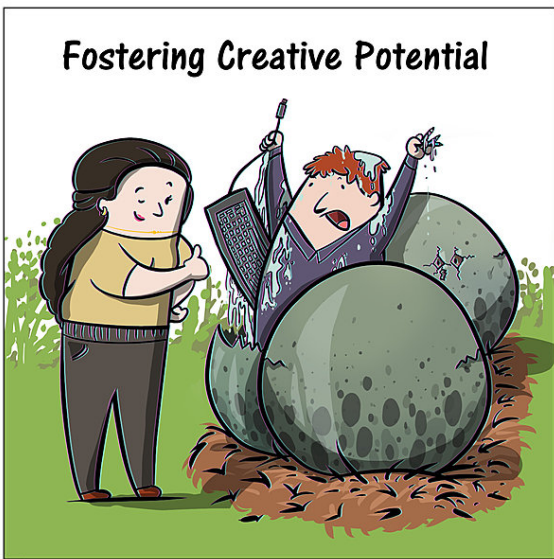
Developing a shared mindset among team members



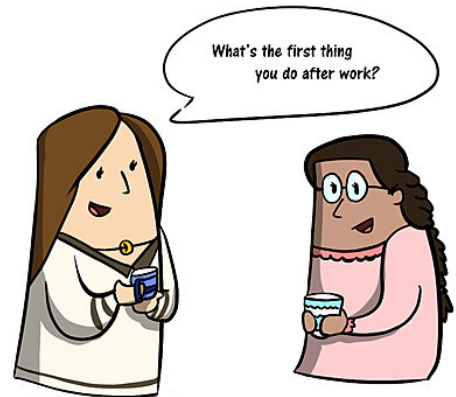
The right mix and number of members, optimally designed tasks and processes, and promote positive dynamics



To develop creative potential in your employees, they need to be in a place where they can be inspired.



Not everyone is a social butterfly. So here are 5 simple questions to start a great conversation.



More Information



We have many more FREE bite-sized modules on management, leadership and other soft skills available on www.noodlefactory.com.sg

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