

## PROFESSIONAL GROWTH ARTICLES

HELPING LEADERS, INDIVIDUALS AND TEAMS  
LEARN, COMMUNICATE & CONNECT



Joy Conley Kacik

Career and Leadership Coach  
Team and Leadership Consultant

## KACIK CONSULTING LIBRARY

Since 2016, Joy has been publishing monthly articles to address everyday challenges in the workplace which are common to many. Often, topics come from article readers and clients. These articles are designed to help you, your direct-reports, peers and leaders. These articles are free to download, share and even use as discussion starters with your team. You can access them at [kacikconsulting.com](http://kacikconsulting.com).

### PROFESSIONAL DEVELOPMENT

- Sept 2016: How Do YOU Measure Success?
- Oct 2016: 6 Steps to Recapture Your Goals
- Dec 2016: The Diametric Tension of New Year's Resolutions
- Jan 2017: The Importance of Continuous Learning
- Feb 2017: The Secret to Influencing Others
- June 2017: Work-Free Summer Vacations
- July 2017: What is This Coaching Craze
- Aug 2017: The Art of Continuous Improvement
- Sept 2017: New Beginnings vs Overcommitment
- Jan 2018: Manage Your Time – Don't Let it Manage You!
- Feb 2018: Self-Awareness: A Must-Have Skill for Success
- Mar 2018: What to do When You Disagree With Your Boss
- May 2018: Don't Just Bounce Back, Bounce Beyond
- Aug 2018: Got the Networking Blues?
- Nov 2018: Power Wash Negative Self-Talk
- Jan 2019: Intellectual Honesty – The Relationship Builder
- Feb 2019: Compare Yourself to Others or Not
- Sept 2019: Tips for a Successful Year-End Review
- Oct 2019: Etiquette is Not Just for Grandma
- Feb 2020: Choosing the RIGHT Job
- Mar 2020: Tips to Work Effectively from Home
- Apr 2020: Stress Tips for this New World of COVID-19
- May 2020: 6 Tips for Job Seekers During COVID-19
- Nov 2020: The Value of Wanting to Listen
- Dec 2020: Thank You Notes – The B12 Shot to Start 2021
- Jan 2021: Start Fresh or Start Over
- Feb 2021: Tackling Procrastination
- Mar 2021: Ask for Help Before it's Too Late
- Apr 2021: Shaping Your Re-Entry From COVID
- Oct 2021: The Imposter Syndrome
- Nov 2021: The Assumption Trap
- Feb 2022: What are Your Transferrable Skills
- June 2022: Creating Work Life Balance For Yourself and Others
- July 2022: Do You Need an Elevator Pitch

### PROFESSIONAL DEVELOPMENT CONTINUED

- Nov 2022: Get Out of Your Own Way
- Dec 2022: Feedback is a Gift!
- Mar 2023: Navigating Through Office Politics
- Apr 2023: Balancing the Details and the Big Picture
- June 2023: Stand Out in the Midst of a Reorganization
- July 2023: Taking Advantage of Prof. Development Opportunities
- Aug 2023: Are You a Strategic Thinker?
- Oct 2023: Boost Your Confidence
- Dec 2023: Think New Year's Dissolution Before Resolution
- Mar 2024: Nail Your Presentations and Public Speaking!

### LEADERSHIP DEVELOPMENT

- Nov 2016: Step into Leadership from the Top Turkey
- Mar 2017: How to Offer Feedback Constructively
- April 2017: How Do You Handle Others' Mistakes and Failure
- May 2017: Productivity Doesn't Need a Vacation
- Oct 2017: Don't Wait Until They're Gone
- Dec 2017: Leaders – The Gift of Helping Them Grow
- June 2018: Top Down and Bottom Up Goal Alignment
- July 2018: Manage UP!
- Sept 2018: The Dangerous Waters of Intent vs. Impact
- Oct 2018: Dynamic Presentations – Conquer the Podium
- Mar 2019: The Secret to Recognition as a Leader
- Apr 2019: The Mental Shift from Subject Matter Expert to Manager
- June 2019: Listening Leaders
- June 2020: Our Workers Need Compassion, Empathy, Understanding and Perspective-taking
- July 2020: Appreciation in the Workplace
- Aug 2020: Sometimes You Have to Be the Boss Part I
- Sept 2020: Sometimes You Have to Be the Boss Part II
- Oct 2020: Sometimes You Have to Be the Boss Part III
- July 2021: Delegation Made Easy – With Great Results
- Dec 2021: Finding the Balance Between Supportive Manager & Micromanager
- Jan 2022: Self-Evaluation for Direct-Reports

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### LEADERSHIP DEVELOPMENT CONTINUED

- Mar 2022: Deliver Difficult Feedback Part I
- Apr 2022: Deliver Difficult Feedback Part II
- Aug 2022: Step Back and Start Fresh: Questions to Consider
- Jan 2023: What's Working Well & What Could Work Better
- Feb 2023: When Your Team is Rejecting Your Ideas to Move Forward
- May 2023: Give Credit & Elevate the Ideas of Others
- Nov 2023: Organizations Need Leaders Who Grow Talent
- Apr 2024: Before You Direct or Lead a Change
- May 2024: Let's Talk About Accountability & Leadership
- June 2024: Be a Memorable Mentor!

### TEAM DEVELOPMENT

- Nov 2017: Google's Biggest Secret to Team Effectiveness
- April 2018: Meetings: Mud Boggling or Bobsledding
- May 2019: Introversion vs. Extroversion – Achieving Team Synergy
- July 2019: Success Across the Generations
- Aug 2019: Achieving Team Synergy & High Performance
- Nov 2019: Embracing Your Weaknesses – A Building Block of Teams
- May 2021: Leader Decisions vs. Team Decisions
- June 2021: Team Building is a Deliberate Act
- Aug 2021: Collaboration that Works!

## KACIK CONSULTING TRAINING

Contact Joy for training within your organization!  
**Be your best with our specialized topics:**

1. Insights Discovery® Sessions  
(Joy is an Insights Licensed Practitioner)
  1. Personal Effectiveness
  2. Leadership Effectiveness
  3. Team Effectiveness
  4. Sales Effectiveness
2. Handle Difficult Conversations with Confidence
3. Quick-Start Your New Leadership Role:  
Position Yourself for Success
4. Be a Strategic Thinker and Decision Maker
5. Stress is an Inside Job!
6. Coaching & Mentoring Skills
7. Everything is Negotiable- Do It Skillfully!
8. Goal Setting & Results Leadership
9. Leadership Skills
10. Public Speaking & Presentation Skills
11. Effective Time Management Skills
12. Running Effective, Time-Saving Meetings
13. Working Effectively With Your Manager
14. Networking - Opportunities for You Personally and for Your Organization
15. Transitioning Into Retirement
16. Get Them There Better and Faster; Coaching & Mentoring Skills
17. Thoughtfully Choosing Your Approach to Conflict
18. Mediation Skills for Employee Conflicts
19. Effectively Delivering Feedback

## KACIK CONSULTING SERVICES, LLC

Joy is a conference speaker, team and leadership development consultant, customized trainer and facilitator and a Certified Professional Coach with expertise in personal career coaching, job offer and salary negotiations and leadership coaching. Email [joykacik@kacikconsulting.com](mailto:joykacik@kacikconsulting.com) for more information or to schedule a complimentary call with Joy.