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Inside AICPA, March 29, 1993

American Institute of Certified Public Accountants (AICPA)

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**Staff
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

Joe Davis	Computer Services	12th
Nafieza Karim	Membership Administration	12th
Donna Wolf	General Counsel & Trial Board	11th
Sheila Dolan	Production - Periodicals	6th

Promotions

In Technical Information, Linda Volkert was promoted from Technical Manager to Senior Technical Manager.

Gae Barbano was promoted from Recruiting Administrator to Employment and Training Manager.

Beth Ryan was promoted from Manager - Secretarial Services to Manager - Exams Personnel and Secretarial Services.

Congratulations and much success in your new positions!

New Stationery

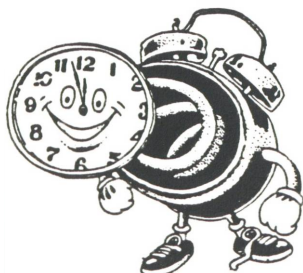
Internal memorandum sporting the new AICPA logo is now available in the Stationery & Supply office. Also available are AICPA letterhead and #10 envelopes.

**Women's
Basketball**

On Tuesday, March 16th the **AICPA** women's basketball team beat **911** by a score of 80 - 37. They've rallied to an undefeated season of 12 - 0. The playoffs start on April 1 at 9:00 p.m. at Julia Richman High School. Spectators are welcome!

**Tune Up While
You Work**

Tired of spending a Saturday at the gas station? Now you can have your car serviced while you work. Abrams Ultra Sunoco Station, located at 465 Grand Street (1/2 mile west of Exchange Place), offers free pick-up and delivery, as well as a variety of services including tune-ups starting at \$46.95, oil change for \$16.95, brakes and muffler repairs. They quote all prices **before** the job is started. Call (201) 333-3323 for an appointment.

**Spring Forward!**

The long awaited Spring has finally "sprung"! Don't forget -- Daylight-Savings Time begins on Sunday, April 4th at 2:00 a.m. Remember to set clocks **ahead** one hour! Daylight-Savings Time continues through the last Sunday in October, or October 31 to be exact.

Helping People Grow

One of the most important responsibilities any supervisor has is to develop people so that they're capable of doing bigger things in the future than they are today.

Some supervisors stunt the growth of those who work for them. How? For one thing, they lose patience when people make mistakes in trying something new - and end up doing it for themselves. This way, the worker never learns.

Another way supervisors hold back people's development is to keep jobs to themselves that workers might be taught to do. These supervisors may believe it's faster to do it than to explain how it should be done. But, in the long run, it's a mistake.

Supervisors who don't develop people hurt their own chances for advancement. Unless supervisors have trained someone to replace them, how can they be considered for a promotion?

Supervisors who fail to bring their people along lose out for other reasons too. When workers aren't challenged to learn new skills, when they aren't given much responsibility, they're usually less enthusiastic about the job. Developing people improves morale and makes the supervisor that much more effective.

Pay attention to developing people. Ask yourself frequently whether you're doing any jobs that a member of your crew could do with a reasonable amount of training. Even if there's only one such job, maybe you ought to delegate it.

Ask yourself honestly: "Am I giving my people a chance to prove they can handle more than they now do?" A supervisor has to take a few risks or people will never rise above the level they're currently at.

Rotating assignments is another way to encourage the growth of your crew. Suggest special training to those who could benefit from it; ask people if they would like to learn new jobs.

The boss who brings people along always runs the risk of losing them to another department. But smart supervisors do it anyhow. They know it's good for the workers and the company - and it's in their own best interest!

(Reprinted from the Economics Press Inc.)

Reminder

Departmental Profiles returns next week. If you would like to tell us about your division/department, contact Christine Herbster on X3357.