



Newsletter | Issue 50 | **June 2017**

HUMAN.NET

Interesting Quote

"In looking for people to hire, you look for three qualities: integrity, intelligence, and energy. And if they don't have the first, the other two will kill you."

- **Warren Buffet**



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Welcome Note

Dear Readers,

It is with great pleasure that we present you with the second 2017 quarterly issue of our Association's newsletter *Human.Net*.

Read the *Bright Idea* column and learn how to politely say no at work because saying no is vital to both your success and the success of your organization.

The *HR in Black & White* column provides a concise overview on recent updates in employment-related matters, including the tougher bill for employing illegal workers and the falling unemployment rate that shows signs of optimism. The *Did you know?* column refers to the introduction of two-weeks paid paternity leave for new fathers.

In the current issue of *Human.Net*, you will also brush up your win-win negotiation skills, from understanding the negotiation methods to the closure of the deal. The book review of *Negotiation Skills in 7 Simple steps* (Clare Dignall) outlines the seven steps we can use to negotiate successfully and be considerably ahead of the other negotiator. Remember that we are always negotiating in every single human interaction!

Finally, watch the *HR Talk* "Why Good Leaders make you feel safe" by Simon Sinek. Listen to Simon Sinek and learn how leaders foster trust and cooperation, how secure work environments benefit employees and organizations, and why leaders should put the greater good ahead of self-interest.

On behalf of the Publications and Communication Committee, I hope you have an enjoyable reading experience and, as the summer holiday season is fast approaching, we wish you a safe and happy time with friends and family.

Elena Hanna





HR in Black & White

Unemployment rates significantly decline

The unemployed persons, registered at the District Labour Offices on the last day of May 2017, reached 29.922 persons. This represents the lowest unemployment level since February 2012. Indicatively, unemployment has declined by 12.1% or 4.125 persons in comparison to last year's May rates. The recorded decrease was mainly observed in the sectors of public administration (a decrease of 1.299 unemployed persons), construction (a decrease of 1.238), trade (a decrease of 636), manufacturing (a decrease of 518) and transportation (a decrease of 190).

The above encouraging facts considered, International Labour Office Actuary Costas Stavrakis has recently stated that it will take decades until Cyprus unemployment rates return to the pre-crisis levels, when the country's economy was experiencing high growth rates. More specifically his valuation is that unemployment rate will be stabilised to 5% in 2040.

Source: <http://www.philenews.com/>



Tougher bill for employing illegal workers

As with the new bill, employers are obliged to declare employees to the Director of Social Insurance the day before employment starts instead of up to a month after, per current legislation.

Fines will depend on the number of violations plus their duration – per month of employing an undeclared worker.

The government bill allows for a three-month transition period (as of end of May 2017) before the law comes into effect.

During this period, anyone who willingly declares previously undeclared employees will not face the new penalties.

Undeclared labour is currently estimated at around 15 per cent, and illegal employment at 7 per cent.

Source: <http://cyprus-mail.com/>

Bright Idea



If You Can't Help a Colleague, Explain Why

Turning down a request from a colleague or a boss can be difficult, especially if you're worried about offending or upsetting the person. But saying no doesn't have to seem like a personal affront. Have empathy for the situation your coworker is in — now they may have to make the time to do the task, or find someone else to take it on. The "no" will be much easier for your colleague to accept (and harder to object to) if you provide a clear but short explanation for why you can't do what you've been asked to. You might already have too much on your plate, or feel that you can't do the task well. Whatever the reason, be honest, polite, and straightforward.

The Bright Idea was adapted from "[HRB's Best on Saying No to More Work](#)" by Amy Gallo Harvard Business Review

Makes you think!



"I don't have time to write performance reviews, so I'll just criticize you in public from time to time."

Did you know?

New fathers will soon be able to take paid paternity leave for two weeks after the Cabinet approved a relevant bill submitted by Labour Minister Zeta Emilianidou in June 2017.

Source: [Alpha News](#)



News from United Nations and European Union on International Day of Families 15 May

2017 Theme: “Families, education and well-being”

The International Day of Families is observed on the 15th of May every year. This year’s observance focuses on the role of families and family-oriented policies in promoting education and overall well-being of their members. In particular, the Day is to raise awareness of the role of families in promoting early childhood education and lifelong learning opportunities for children and youth.

The Day highlights the importance of all caregivers in families, be it parents, grandparents or siblings and the importance of parental education for the welfare of children. It focuses on good practices for work-family balance to assist parents in their educational and caregiving roles. Good practices from the private sector in support of working parents, as well as youth and older persons in the workplace are also highlighted.

The Day also aims to discuss the importance of ‘knowledge and skills needed to promote sustainable development, including among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture’s contribution to sustainable development’

Source: [United Nations](#)

International Day of Families – Spotlight on work-life balance

Monday 15 May is International Day of Families, a day that focuses on the role of families and the impact of family-oriented policies in promoting overall well-being in Europe and on world of work.

For many people in Europe work-life balance is a key issue. In our research we look at some of the factors that help or hinder workers in combining working with non-working life. In particular, we look at maternity and paternity provisions, the need for quality and affordable early childhood care, as well as specific supports needed by those with care responsibilities for children and adults.

We have also documented in detail how the economic crisis that began in 2008 has impacted families in Europe, and how changes in family policy since 2010 are largely the result of a range of conflicting issues: the evolution of family needs; demands for austerity cuts; and the need for equitable distribution of limited resources.

Source: [Euro found](#)

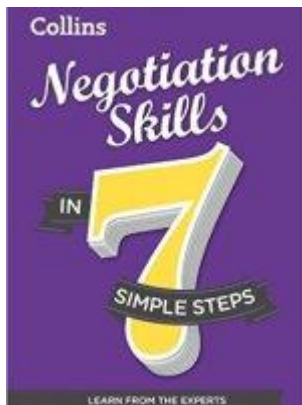
HR TALK

“Why Good Leaders make you feel safe” by Simon Sinek

What makes a great leader? Management theorist Simon Sinek suggests, it’s someone who makes their employees feel secure, who draws staffers into a circle of trust. But creating trust and safety — especially in an uneven economy — means taking on big responsibility.



Book Review



Negotiation Skills in 7 Simple steps

Author: Clare Dignall

Publisher: HarperCollins UK

ISBN-13: 978-0007507214

Pages: 144

A relatively small and easy book to read in order to understand and implement the basic methods of the negotiations.

We negotiate all day, every day, from the time we wake up until the time we go back to sleep. With our family, friends, colleagues, shareholders and the list goes on. But where do you start if you're up against people or organizations with conflicting objectives? Getting what you want requires determination and tact. You need to be assertive but know how and when to compromise.

The 7 steps help you refine your persuasive skills through verbal and non-verbal communication. They show you how to identify and understand the key issues, distinguish between needs and interests and come to an agreement that benefits everyone.

According to the book there are 7 steps for the negotiation method.

The first step is understanding the negotiation methods. In this step the writer gives emphasis to the ways that you can negotiate to invest in relationships and not to damage them. To recognize how frequently we negotiate in everyday life (both at home and in the office) and the skills gained. How to recognize when its good time to negotiate, what you want to gain from the negotiation and how to identify what you can give to achieve results.

The second step is to prepare your strategy. It explains you how to create a flexible and researched negotiation strategy to make it realistic and informed. How to make an informed guess about the other's party strategy. To dress appropriately and comfortably and make a positive and friendly appearance when you arrive is vital part of the preparation.

The third step is to take control in the early stages. It provides information on how to learn which stage of the negotiation you are in, be full and honest about your objectives, and listen carefully to the opposite party. Also explains how to use positive vocabulary to underpin a positive attitude.

The forth step is to propose, bargain and agree. It emphasizes on the shared benefits of proposals. For maximum persuaviness the writer proposes that we should rehearse our initial proposal. It explains the basic rules of bargaining and always we should confirm what we have agreed on as we go.

The fifth step is to find the win - win window. Negotiations should be separated from the relationships involved. This can be achieved by being assertive and not aggressive, be polite and respect the feelings of the other party.

The sixth step explains how to deal with difficult moments. Interpreting the body language is significant in understanding their behavior and to take control if you are being rushed or stalled. You might need to walk away from the negotiations and postpone it.

The seventh and last step is how to close the deal. It gives information on how to best navigate the agree stage and to deal with last minute problems. If a problem persist you can use the last resort tactics and ensure commitment to the deal. Lastly explains how to restore the relationships after the negotiations and how to review your performance during this process.

On the end of each step, you can find the key take - away notes and you can write down in a practical form the things you will take away and how you will implement them in the future.

Contributed by Areti Papadopoulou



Career Pathways

**Name:**

Eleni Papaspyrou

Previous Title & Workplace:

Human Resources Assistant, UCLan Cyprus Ltd

New Title & Workplace:

Human Resources Officer, UCLan Cyprus Ltd

Biography: Eleni Papaspyrou graduated from American Academy Larnaca and holds a BSc (Hons) in Economics (1st Class) from Lancaster University, an MSc in Management (with Distinction) and an MSc in Human Resource Management & Organizational Behaviour (with Distinction) from CIIM. During her undergraduate and postgraduate studies she received numerous awards for excellent performance including the Phillips Andrew Memorial Book Prize, the Peel Studentship Trust award and the Directors Prize. She also pursued her MSc Management studies after being awarded a full fee scholarship by PrimeTel and CIIM. For five years she was working as an Economics, Business Studies and Accounting High School Teacher at different private schools in Cyprus. She is currently working at UCLan Cyprus as a Human Resources Officer.

FORTHCOMING EVENTS

CyHRMA Annual Party – January 2018

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