



NEWSLETTER

FOR HUMAN RESOURCE OFFICERS & STAFF IN THE GOVERNMENT SERVICE

SOARING IN 2024 !!





STRENGTHENING LEADERSHIP

A critical component to **SOARING IN 2024**, will be to take a dynamic approach to strengthening leadership. Those in leadership must become even more intentional and strategic in their thinking, planning and leading. Strengthening leadership will create opportunities for enhanced organisational performance by building engagement, fostering creativity and inspiring innovation.

Strong Leaders are committed to the goals of the organisation, their personal development and to a greater degree, the goals of the team they are leading. Here are **five (5) actions** that can be taken to inspire the dynamic approach to **STRENGTHENING LEADERSHIP**:

1. DELEGATE BASED ON EMPLOYEE'S STRENGTHS:

Leaders should delegate responsibilities based on team member's expertise and strengths. It is important that leaders avoid micro-management and empower their team members by giving them autonomy to complete tasks in their own way.

3. INVEST IN YOUR TEAM:

Leaders should invest greatly in the growth and development of their team members. Provide opportunities for training, professional and personal development as well as mentorship to help team members enhance their skills and advance in their careers.

2. LEAD BY EXAMPLE:

Leaders have a responsibility to lead by example and should not say one thing and do another. Leaders must demonstrate the qualities and behaviours they expect from their team and be role models in terms of professionalism, integrity, and work ethic.

4. TRUST IN YOUR TEAM'S CAPABILITIES:

Trust forms the foundation of a strong team. It is important that leaders encourage team members to take ownership of their tasks and decisions. Trusting their abilities will increase their motivation levels and boosts their confidence.

5. USE FEEDBACK & FEEDFORWARD:

Feedback involves giving someone information about their past performance, which focuses on what has already happened. Feedforward is a future oriented approach which places the emphasis on offering ideas for future improvement rather than on assessing the past. We encourage leaders to utilise both the feedback and feedforward method of sharing information so that employees may use the advise they receive from both to make real-time improvements.

Remember that **STRENGTHENING LEADERSHIP** is a journey. Leaders must be willing to evolve. Continuous improvement is the key to **SOARING IN 2024!!**

Source:

<https://emeritus.org/in/learn/importance-of-leadership-in-management/>

SECURING OUR


 A photograph of six light-colored wooden blocks arranged in a row on a reflective surface. Each block has a black letter on it, spelling out the word 'LEGACY' from left to right.

SECURING OUR LEGACY as Human Resource Practitioners is directly linked to how we are remembered at the end of our work life. We never want to be just remembered as mere workers, but as HR trailblazers.

We share this story with you ...

“A Human Resources Officer walks into an establishment with a duck on his head. A patron looks up and immediately said, “you have a duck on your head!!” To which the executive calmly relied, “Of course, that is the only way human resources gets recognised for anything we do.”

As HR Practitioners we must never carry a duck, but rather a flaming ‘HR Torch’ that must be kept burning to light the way for those that come after us. Here are **three (3)** suggestions to help us **SECURE OUR LEGACY**:

01

ASSIGN LEADERS WHO CAN LEAD:

- a. Develop an executive team who will be completely aligned to the entity’s objectives, and who will execute their duties flawlessly.
- b. Promote managers who are knowledgeable and committed.
- c. Cultivate adaptive and resilient leaders who will lead and manage changes in the organisation.

02

DELIVER HR CORE PROCESSES THAT WORK FLAWLESSLY:

- a. Cancel the ‘fireman syndrome’ (putting out day-to-day fires) by developing ‘fire prevention’ processes (conflict management procedures).
- b. Build trust by implementing mechanisms that will keep employees’ information confidential.
- c. Ensure that salaries and benefits are communicated to the Financial Division in a timely manner.

03

CREATE A CULTURE THAT PROMOTES PERFORMANCE:

- a. Establish a set of values that resonate with employees, allowing them to feel proud to be a part of their organisation.
- b. Encourage capacity building and ensure that those values are lived and demonstrated through decisions that are made.
- c. Develop and manage your talent pool, honing the resilience and influencing decision making and problem solving skills.

At the end of your tenure, a farewell party with your colleagues may be remembered for a while, but your legacy of improving employee engagement and making HR relevant in the organisation, will be remembered for a lifetime.

HR Practitioners, Go ahead and
SOAR IN 2024 and **SECURE
YOUR LEGACY!!**

Source:
<https://leadershiftinsights.com/leave-a-legacy/>

SHAPING ORGANISATIONAL CULTURE



A great organisation is not just one that is popular but one that has a great culture. Culture should not be misconstrued for organisational goals or its mission statement, though these are among the key ingredients that define culture. Culture can be described as the set of values, beliefs, attitudes, systems and rules that outlines and impacts employee behaviour. It is the way employees collaborate, motivate each other and the way decisions are made and how value is created within the organisation.

Every organisation has their own unique culture that sets them apart. Shaping a great organisational culture encapsulates developing a road map with clear steps that will deliver long-term benefits across the organisation. Here are **three (3)** key steps to **SHAPE ORGANISATIONAL CULTURE**:

1. **Live by Your Values:**

Leaders play a critical role in championing the organisation's culture. The organisation's mission, goals and values are foundations for a great culture and those at the helm are responsible for living out the culture. Leaders foster an environment for building a value based culture by setting examples of trust and accountability; integrating the mission, goals and values in all aspects of the organisation.

2. **Focus on Learning and Development:**

Great cultures are formed by investing in an environment that stimulates continuous development, and utilising innovative learning technologies. A culture of learning and development can be manifested in providing opportunities for training initiatives, coaching and succession planning. Thereby creating a critical platform for organisational growth.

3. **Infuse the Organisation's Culture in the Onboarding Process:**

Employees are drivers of culture. A prospective or new hire is introduced to the organisation's culture in the interview and throughout the onboarding process. A new employees' perspective may differ from the existing culture and this may negatively impact the organisation's synergy and productivity levels. In the recruitment and selection process organisations are encouraged to try to identify candidates who would be a great culture fit; while also considering that the diverse perspectives of new hires can keep the culture fresh.

SHAPING ORGANISATIONAL CULTURE is key in developing traits that are vital to organisational success. Prioritising culture is strategic in attracting the best talent, building a solid brand, surpassing customer expectations and **SOARING IN 2024!!**

Source:

https://www.ey.com/en_uk/workforce/how-leaders-can-reshape-organisational-culture-for-the-next-generation#:~:text=Organisations%20need%20to%20provide%20flexibility,also%20setting%20clear%20performance%20expectations



“

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ARE THOSE WHO
REFUSE TO SIT BACK
AND WISH THINGS
WOULD CHANGE.

”

CHARLES R. SWINDOLL

Inna di NEWS

Stenographer Machines for Court Reporters



Minister of Justice, Hon. Delroy Chuck (left), joins High Commissioner for Canada to Jamaica, Her Excellency Emina Tudakovic; United Nations Development Programme (UNDP) Resident Representative, Kishan Khoday (second right); and Chief Justice, Hon. Bryan Sykes.

On Friday, March 1, 2024 at the University of the West Indies (UWI) Regional Headquarters in Mona, St. Andrew, the Government of Jamaica received a donation of stenography machines and laptops which are valued at thirty million Jamaican dollars (\$30,000,000) from the Government of Canada under the Social Justice Project (SO-JUST), which is being implemented by the United Nations Development Programme (UNDP).

The stenography machines and laptops were handed over to the Court Administration Division (CAD) and the Justice Training Institute (JTI). The provision of the donated equipment will strengthen the training and engagement of transcriptionists, and Court Reporters who take verbatim notes and prepare Court proceedings. High Commissioner for Canada to Jamaica, Her Excellency Emina Tudakovic, sees the donation as a strengthening of Canada's commitment to assist Jamaica in upholding the rule of law and the advancement of justice by providing judges, lawyers, members of the judiciary and other stakeholders with easy access to timely and accurate records.

Minister of Justice, Hon. Delroy Chuck, postulated that, "The donation of equipment and training will ensure greater efficiency in the legal system, by enhancing case flow management and case resolution through the Courts."

The SO-JUST Project is focused on making significant improvement to the Justice Ministry by strengthening the rights and access to justice for girls, women, people with disabilities, residents in vulnerable and rural communities.

Source:

[Gov't Receives Stenographer Machines for Court Reporters – Jamaica Information Service \(jis.gov.jm\)](https://jis.gov.jm/)

REMINDERS

As we embark on the new financial year 2024/2025, here are a few reminders:



ITEM/EVENT	DEADLINE/DATE
Good Friday	March 29, 2024
End of year Evaluation	March 31, 2024
Statutory Declarations	
Study Leave/ Day Release	
Easter Monday	April 1, 2024
Administrative Professionals Day	April 26, 2024

See you in June

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