

Management Signals



A publication of the Rockwell Collins Leadership Association

Volume 27, Number 1

February 2005



The Second Annual RCLA / RRFT Christmas Party *By Marion Sowka*

On December 2 the RCLA and the RRFT joined once again to host the second annual Christmas party, this time at the Richardson Woman's Club.

DJ Paul and his broad selection of music not only put us into a festive mood, the music was so enticing that the dance floor got a real workout. Brenda Risedorf tested her latest Yoga moves with her husband. Dickie Hooten and Judy Thompson didn't let the dust settle on the dance floor, nor did retirees Jim and Rose Skinner. We got to know a few of our relatively new Com Sol employees, Mark and Mary Fowler and John and Natalie Kinzie

Since we all brought our own brown-bagged bottle we found out that RC Richardson has its own vintner among the employees. I had heard about experts in beer brewing – but wine making was news to me. The wine must have been very tasty – it was gone long before the party was over. I am hoping this vintner might talk to us in a brown-bag session about his endeavor.

Chocolate Angel prepared wonderful food and even packaged the leftovers for us for some additional office luncheons. We had good visits with old and new friends and, though we had wished for a sold-out party, everyone had a good time.

Get Motivated!

This seminar will be held on Wednesday, March 9, 2005 at the American Airlines Center. RCLA will be sponsoring the cost of the seminar for those who wish to attend. Speakers are as follows:

Motivation:	Zig Ziglar	Humor:	Jerry Lewis
Business Skills:	Rick Belluzzo	Sales:	Tom Hopkins
Competitiveness:	George Foreman		

Also included in the speaking line-up are General Tommy Franks speaking on "From the Battlefield to the Business World: Strategies that Get Results" and Rudolph Giuliani, Former Mayor of New York City, speaking on "How to Lead in Difficult Times."

Please contact Leanne Killmeyer, x1312, to offer suggestions or to sign up for the ***Get Motivated!*** seminar.



Defensive Driving Class Scheduled

The RCLA is offering a very informative and entertaining defensive driving class that is approved by the state of Texas for the court dismissal of traffic violations and is also good for a 10% insurance reduction. Contact your insurance company for cost savings. If you take the course for an insurance discount, you can retake it for ticket dismissal.

The class, taught by Mike Sullivan, requires attendance on two consecutive nights for a total of three hours each, and there is a \$28 fee due to the instructor at the first class meeting. Pizza will be served during the break.

Spouses are welcome. An employee bringing his spouse is responsible for registering the spouse, picking up his/her badge, and escorting that person to and from class.

Please email Cynthia Noah (cgn Noah@rockwellcollins.com) if you are interested in attending, and let her know if you will be bringing anyone with you.

The class will be held at Rockwell Collins on Monday, February 21st and Tuesday, February 22nd, at 5:00 p.m. to 8:00 p.m. The conference room will be announced when determined.



Lunch and Learn: Sports Medicine with Dr. Madsen By Marion Sowka

When Richardson Regional Medical Center moved in across the street, the idea of having "Lunch and Learn" sessions began to take shape. The doctors donate their lunch hours to give presentations about various subjects.

We started on January 18 in the San Antonio conference room with Dr. Terry Madsen, an orthopedic surgeon. Everyone brought their own lunch and we listened to Dr. Madsen speak about sports safety and first aid. He gave an acronym that is easy to remember when you strain, sprain, twist or turn – it's R.I.C.E. Associate RICE with:

Rest the affected body part from painful activity,

Ice - Use an ice bag or cold pack on the affected area for 15 to 20 minutes every few hours. Do this for 1 to 3 days or until the swelling and pain diminishes. (Tip: Use a bag of frozen peas instead of ice cubes)

Compress the area, wrap an elastic bandage from below the injury UPWARD toward the heart. Wrap it tightly enough to control the swelling without cutting off circulation.

Elevate the affected body part to a level above the heart to help blood flow away from the injured site. At night, elevate the body part by using pillows.

Follow this advice and you'll be back in the gym in no time.

Fred Dunsky Of the Federal Trade Commission Talks About Identity Theft



Our guest speaker at the January meeting was Fred Dunsky, an attorney in the southwest regional office of the Federal Trade Commission (FTC), where he enforces consumer protection laws over a five-state area. Among the many concerns of the FTC is the growing problem of identity theft, accounting for 43% of all complaints received by the FTC.

The basis for the FTC's authority in this area is the Identity Theft and Assumption Deterrence Act of 1998,

which defines identity theft as "knowingly transferring or using, without authority, a means of identification of another person to commit any unlawful activity." In the last five years 27.3 million Americans have been victims of identity theft. In the year 2002 alone, identity theft cost consumers five billion dollars and 297 million hours to correct their accounts and re-establish their identities. Businesses and financial institutions lost an additional 47.6 billion dollars in that same year.

Mr. Dunsky provided very specific information on ways to avoid identity theft and to recover from it when it occurs to you. He listed the various agencies and credit bureaus, identifying the ones to contact in each specific situation and the questions to ask. He described the conditions under which all consumers can get free credit reports from the three consumer credit agencies. He described the ID Theft Affidavit and how and when to use it. Mr. Dunsky's advice was included with addresses and phone numbers in a very extensive booklet offered to all attendees. Those who did not attend may want to request a copy from the FTC or explore the information provided on the FTC's website at www.consumer.gov/idtheft.

RCLA-Sponsored Courses On a Range of Subjects

By Leanne Killmeyer

The RCLA sponsored Excel courses for the Richardson Rockwell Collins facility in July. There were three courses offered: Fundamental User, Proficient User and Expert User. Response was so overwhelming that there were repeat classes offered to accommodate all who were interested. Everyone seemed to enjoy the classes and to learn quite a bit. There were manuals/desk guides made, and if you did not get one but are interested in having one please contact Leanne Killmeyer at x1312.

In November and December RCLA sponsored another class, *Communication...The Write Stuff!* The class was offered over four consecutive lunch periods and seemed to be enjoyed by all. Class participation was excellent, and that led to everyone having a great time learning how to streamline their communications and avoid unnecessary communications. Email was addressed, and many tools and tips were given on how to organize the email inbox and how to set up rules so "junk" emails are never seen!



The NMA Statement of Principles

We believe in the highest standards of personal and organizational integrity and respect for the individual.

We believe in lifelong learning, continuous improvement and the development of a work force capable of sustaining a competitive posture in the global economy.

We believe management is a creative, dynamic and essential process enabling people to achieve personal and organizational objectives.

We believe that managerial responsibility is shared among all individuals at all levels of the organization and that leadership is critical to management success.

We believe that individuals and organizations have a community and civic responsibility.



NMA Code of Ethics

I will recognize that all individuals inherently desire to practice their occupations to the best of their ability.
I will assume that all individuals want to do their best.

I will maintain a broad and balanced outlook and will recognize value in the ideas and opinions of others.

I will be guided in all my activities by truth, accuracy, fair dealings, and good taste.

I will keep informed on the latest developments in techniques, equipment, and processes. I will recommend or initiate methods to increase productivity and education.

I will support efforts to strengthen the management profession through training.

I will help my associates reach personal and professional fulfillment.

I will earn and carefully guard my reputation for good moral character and good citizenship.

I will promote the principles of our American Enterprise System to others, by highlighting its accomplishments and displaying confidence in its future.

I will recognize that leadership is a call to service.

Rockwell Collins Leadership Association Newsletter

Published periodically for the members of the Rockwell Collins Leadership Association, a chapter of the National Management Association. Views and opinions expressed herein are those of the staff and contributing writers, and do not necessarily reflect the policy of Rockwell Collins. Any publication may use articles in *Management Signals*. However, *Management Signals* and the Rockwell Collins Leadership Association must be acknowledged as the source.

Management Signals is available on the Rockwell Collins Leadership Association website at lonestar.rcclub.org/nma/. This site can be accessed from anywhere on the Internet. Many back issues are also available on the web.

Management Signals Staff:

Vice President, Public Relations - Jim Brown
Staff Editors - Carol Cunningham, Joanne Patrick