



28th Edition

Staff

# Bulletin

February 2016



## Advisory Corner

### Believe what you feel



On this day, Morrie says that he has an exercise for us to try. We are to stand, facing away from our classmates, and fall backward, relying on another student to catch us. Most of us are uncomfortable with this, and we cannot let go for more than a few inches before stopping ourselves. We laugh in embarrassment.

Finally, one student, a thin, quiet, dark-haired girl whom I notice almost always wears bulky, white fisherman sweaters, crosses her arms over her chest, closes her eyes, leans back, and does not flinch, like one of those Lipton tea commercials where the model splashes into the pool.

For a moment, I am sure she is going to thump on the floor. At the last instant, her assigned partner grabs her head and shoulders and yanks her up harshly.

"Whoa!!" several students yell. Some clap. Morrie finally smiles. "You see", he says to the girl, 'you closed your eyes, That was the difference. Sometimes you cannot believe what you see, you have to believe what you feel. And if you are ever going to have other people trust you, you must feel that you can trust them too - even when you're in the dark. Even when you're falling".



Source:  
"Tuesdays With  
Morrie" by Mitch  
Albom

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**CORE VALUES**

- Relationship
- Excellence
- Support
- Passion
- Efficiency
- Creativity

### Trustworthiness

Staff bulletin is a newsletter with the primary objective of disseminating information and other issues in the organisation to all members of staff

## WORDS OF WISDOM

Seneca

"If one does not know to which port he is sailing, no wind is favorable."

**QUOTE OF THE MONTH**

John 6:54

*Whoever eats my flesh, and drinks my blood, has eternal life; and I will raise him up at the last day*

**MEMORY VERSE**

## OTHER WISE SAYINGS

"The greatest waste in the world is the difference between what we are and what we could become."

- Ben Herbster

"You may be disappointed if you fail, but you are doomed if you don't try."

- Beverly Sills

"A determined soul will do more with a rusty monkey wrench than a loafer will accomplish with all the tools in a machine shop."

- Robert Hughes

"The only good luck many great men ever had was being born with the ability and determination to overcome bad luck."

- Channing Pollock

"Men who are resolved to find a way for themselves will always find opportunities enough; and if they do not find them, they will make them."

- Samuel Smiles

# Staff Issues

## *Time with staff of the month for February*

Francis Amihere - Relationship Officer , Accra Branch  
Joyce Ataa Agyemang - Relationship Officer , Accra Branch  
Jonah Atta Kumah - Compliance Officer, Kumasi Branch

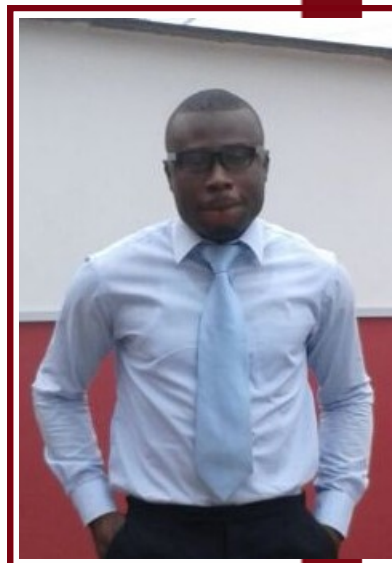


### *Learn more about Francis Amihere*

Francis Amihere was born and bred in Osu Accra. He had his basic education at the Royal Prep. School, Osu and Secondary education at the legendary Accra High School. He then continued to the University of Cape Coast to obtain a Bachelor of Science Degree in Environmental Science and is currently studying for an MBA in General Management at the Central University Graduate School of Business and Research.

As a self motivated person who thrives in competition, Francis holds Team work, respect and loyalty as the keys to his success in the company. If anybody would like to know, Francis is still single.

Francis believes that, the company has afforded him the opportunity to learn more and to meet more people which he will forever treasure and would like to thank all his colleagues and superiors for all he has learnt and their support.



### *Learn more about Joyce Ataa Agyemang*

Joyce, a twenty-eight year old girl and an only child of her mother studied General Arts at Yaa Asantewaa in Kumasi and Political Science & Sociology in University of Ghana. She completed her first degree in 2010 after which she had her national service with TFFS as a Sales Executive.

Currently, Joyce is a Relationship Officer / Team Leader with the company and is concurrently pursuing an MBA in Finance at the Methodist University.

Although she loves to watch television and do some sewing during her free time, she can not rule out the fact that travelling is a great passion she cannot over emphasise.

With a foresight of becoming a Fund Manager in the next five to ten years, Joyce believes that having six children will make up for the other siblings she did not have through her parents as she currently has only her mum to herself in the stead of her siblings.



# Staff Issues

*Time with staff  
of the month for February,*

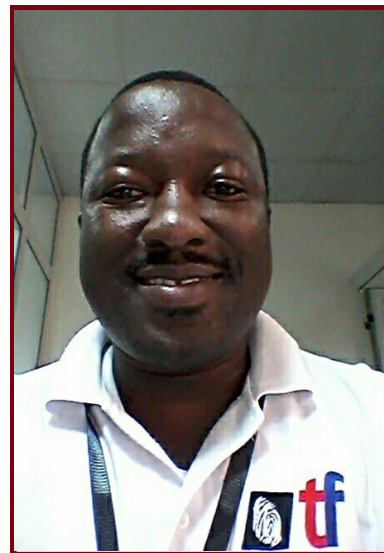


*Learn more about Jonah Atta Kumah*

Jonah Atta Kumah belongs to a family of eleven. Jonah attended RC Kindergarten at Kete Krachi and continued to RC Primary A. At class six, he was elected a drum leader and a football captain. (Jonah says his performance on the field can best be judged by both Head office and Accra Branch staff with his super goals at last year's staff durbar).

From RC Primary A, Jonah attended RC JHS and was given the opportunity to attend St. Mary's Seminary School, Lolobi due to his excellent performance, even though he never chose that school. Jonah went into pupil teaching for a year to gather money to attend UCC for his first degree after the demise of his father. He holds an MBA from the Kwame Nkrumah University of Science and Technology.

He is married to a nurse and the two have a very lovely daughter. Jonah has worked with TFFS for six (6) years and is currently the Compliance Officer of the Kumasi Branch.



## Birthdays



*The entire management and staff of TF Financial Services wish the following April birthday celebrants a happy birthday as they celebrate these momentous days of their lives:*

<i>Isaac Boateng Addai</i>	<i>10th April</i>
<i>Lynda Akraasi</i>	<i>13th April</i>
<i>Joseph Cobblah</i>	<i>16th April</i>

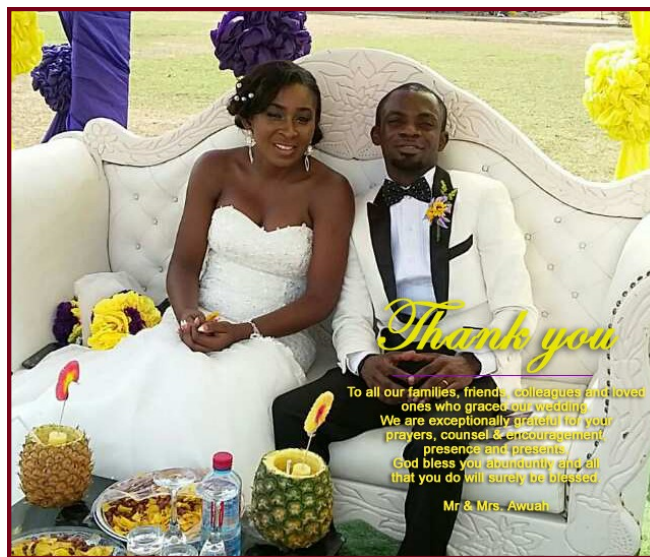
# Teddy Awuah brings home a damsel



Mr. Teddy Awuah, the company's finance manager majestically crossed over bachelorhood as he was joined together with Miss Yvette Cofie on Saturday, 20th February, 2016 at Christ Embassy, Avenor.

Wishing you the very best of marriage and God's blessings.

Congratulations,  
Mr & Mrs. Awuah



*Thank you*

To all our families, friends, colleagues and loved ones who graced our wedding. We are exceptionally grateful for your prayers, counsel & encouragement, presence and presents. God bless you abundantly and all that you do will surely be blessed.

Mr & Mrs. Awuah

# General Knowledge

## ENERGY CONSERVATION TECHNIQUES

### LIGHTING

Switch off lights in room, toilets, bath rooms when not in use.  
Use lower wattage bulbs in area that do not need bright lights example storage rooms and bath rooms.

Never use clusters of incandescent lamps for decorations.  
For offices with low occupancy rates, install simple electronic controls such as passive infra red sensors. They ensure that lights are automatically switched off when rooms are not occupied for more than a pre – determined period.

Too many outside lights do not necessarily provide security. Infra-red sensors or motion detectors are a more energy efficient solution.  
When you remove a 'dead fluorescent lamp which you don't intend to replace immediately, remember also to remove the starter, or else the choke will consume electricity at the rate of 12 watts.

### AIR CONDITIONERS

Large central air conditioning systems, window type units and the modern split and multi split systems are high energy consuming appliances. To reduce electricity consumption:

All the windows and doors to an air –conditioned room must be as tight as possible to prevent hot air from entering the room.

Louver windows are not the best for air – conditioned rooms because of gaps between the blades. However if you use louver windows, keep them firmly closed.

Always switch off the air conditioner when leaving the room for more than 10 minutes.

To allow free circulation of air, don't place objects in front of the unit.

Always keep your door closed.

Avoid direct sunlight into the room, use curtains or reflective glaze.

Don't over cool your room. Room temperature of 24 – 26 are comfortable enough for normal work or relaxation.

# Health Tips

## Anti Bloat Foods



Almonds  
& their butter



Apples & their juice



Avocados



Blueberries



Bananas



Whole melons



Carrots  
& their juice



Broccoli



Celery



Whole citrus  
& their juice



Garlic



Cranberries  
& their juice



Dandelions  
& their teas



Ginger



Herbal Teas



Parsley  
& their teas



Spinach

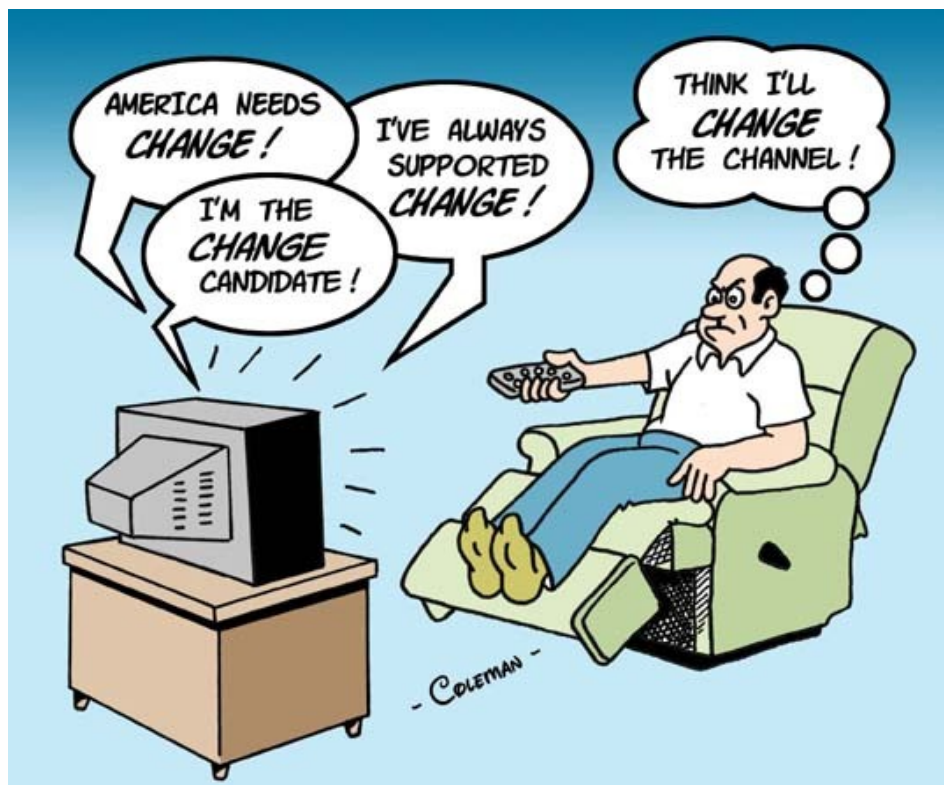


Flaxseed



Cabbage

# Jokes



**H**usband brings child home from kindergarten and asks his wife, "He's been crying the whole way home. Is he sick or something?"

"No", replies the wife, "He was just trying to tell you he isn't our Frankie."

A man hired a lawyer when he got sued by his company for embezzlement of many millions. At the beginning of the process, the lawyer kindly re-assured him: "Don't worry you will never go to jail with that amount of money" And the lawyer was right. When the man did go to jail eventually, he did not have even a penny.

Late one night a robber wearing a mask stopped a well dressed man and stuck a gun in his rib "Give me your money" He demanded. Scandalized, the man replied "You can't do this I'm a US congress man."

" Oh in that case" smiled the robber "Give me my money."

An elderly man was on the operating table awaiting surgery to be performed by his son, a renowned surgeon. Just before he would be put under he asked to speak to his son: "Don't be nervous son. Do your best and just remember, If it doesn't go well, if something happens to me your mother is going to come and live with you and your wife."



# Brain Teasers

In a bank robbery, A, B and C are suspected robbers. A says B is guilty, B says C is guilty and C says A is guilty. Who is/ are the real culprits if all are telling lies?

On Monday a rider comes to a village, stays for exactly 24 hours and leaves on Friday. How is that possible?

Pour hot water into a thick drinking glass and into a thin wine glass. Which glass is more likely to crack?

## Answers to Previous Brain Teasers

A basket contains five apples. Do you know how to divide them among five kids so that each has an apple and one stays in the basket?

**Answer:** Give four kids one apple each. Give the last kid the last apple in the basket

There are a few trees in a garden. On one of them, a pear tree, there are pears (quite logical). But after a strong wind blew, there were neither pears on the tree nor on the ground. How come?

**Answer:** There aren't any pears because the wind blew at a different location. There weren't any pear trees where the wind actually blew!

What is light as feather but even the world's strongest man cannot hold it?

**Answer: Air**

# 5 Steps Which Help You Embrace Change

Change is one of the few constants in the modern workplace. If you are to be truly successful, you must be able to embrace changes as and when it arises.

When you are experiencing change in your working or personal life, it can be incredibly stressful and even frightening. You are taking a large step into the unknown and forsaking the comfort of the status quo. Of course, the status quo will not bring you the learning, growth and increased success that you desire. Therefore, you must learn to embrace change. The following exercises will help you do so:

## **List and review 3 of the biggest/ most difficult challenges of your life**

When faced with big changes, it can be easy to forget that you have been through big changes before. Your life is in constant transition and you will be faced with many instances of change. Identify the 3 biggest changes you have encountered and write a brief review outlining how you coped with that change, how you grew as a result of that change and what you learned from the experience. It is easier to embrace change when you realize that you have successfully dealt with it before.

## **Break Change into small actions**

When you look at the full extent of any change, it can seem completely overwhelming. It is easy to forget that in life, we rarely make the entire change in one attempt. It is important to know what you are attempting to achieve as a result of the change but once you are clear on that, you need to break the change down into the smallest actions which you can take and then take one small action at a time. It is easier to embrace change when that change is gradual.

## **Identify the Obstacles**

List the 3 biggest obstacles that you will encounter during the change. For each obstacle, brainstorm as many possible solutions as you can. Do not judge or evaluate the solutions at this point; just focus on getting as many potential solutions written down as possible.

Once you have finished the brainstorming, you can then start to evaluate your potential solutions for the likelihood of success. You can then take the best ideas and develop a plan for implementing them. This method can be used for all the potential obstacles which arise due to change.

## **Step away from the problem**

When you see a problem and you feel that you cannot overcome it, you need to step away from it to give your subconscious mind an opportunity to work on it. There are many different ways to do this, example:

- Meditations
- Breathing exercises
- Go to lunch
- A short walk
- Perform an unrelated activity which completely absorbs you.

## **Practice Appreciation**

Every day, find at least 5 things in your life that you can appreciate. When you take time to appreciate everything, you begin to see how many great things there are in your life. You will then realize that whatever you are changing is only one small part of a wonderful life.

Change can be difficult and stressful but when you embrace change and recognise all of the good it can bring to your life, change is no longer frightening. The key to change is to embrace change for all that it is worth and move steadily towards your goal.

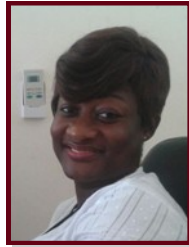
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