



27th Edition

Staff

# Bulletin

January 2016



## Advisory Corner

### Helping Hands

A mother, wishing to encourage her son's progress at the piano, bought tickets to a performance by the great Polish pianist Ignace Paderewski. When the evening arrived, they found their seats near the front of the concert hall and eyed the majestic Steinway waiting on the stage. Soon the mother found a friend to talk to, and the boy slipped away.

At eight o'clock, the lights in the auditorium began to dim, the spotlights came on, and only then did they notice the boy - up on the piano bench, innocently picking out "Twinkle, Twinkle Little Star." His mother gasped in shock and embarrassment but, before she could retrieve her son, the master himself appeared on the stage and quickly moved to the keyboard.

He whispered gently to the boy, "Don't quit. Keep playing." Leaning over, Paderewski reached down with his left hand and began filling in the bass part. Soon his right arm reached around the other side and improvised a delightful obligato. Together, the old master and the young novice held the crowd mesmerized with their blended and beautiful music.

In all our lives, we receive helping hands - some we notice, some we don't. Equally we ourselves have countless opportunities to provide helping hands - sometimes we would like our assistance to be noticed, sometimes we don't. Little of what we all achieve is without learning from others and without support from others and what we receive we should hand out.



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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

Jim Rohn

*"Either you run the day or the day runs you."*

**QUOTE OF THE MONTH**

Isaiah 40:30-31

Even youths grow tired and weary, and young men stumble and fall; but those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.

**MEMORY VERSE**

## OTHER WISE SAYINGS

"Our prime purpose in this life is to help others. And if you can't help them, at least don't hurt them." Dalai Lama

"Desire is the key to motivation, but it's the determination and commitment to an unrelenting pursuit of your goal — a commitment to excellence — that will enable you to attain the success you seek."

– Mario Andretti

"You miss 100% of the shots you don't take."

– Wayne Gretzky

"If you have made mistakes, even serious ones, there is always another chance for you. What we call failure is not the falling down, but the staying down."

– Mary Pickford

"There is no great talent without great will power."

– Honore de Balzac

"Put your heart, mind, intellect and soul even to your smallest acts. This is the secret of success."

– Swami Sivananda

# Staff Issues

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

Yaa Agyakomaa Ampomah - Relationship Officer, Kumasi Branch  
Collins Boadi - Accounts Assistant , Kumasi Branch  
Francis Amihere - Relationship Officer , Accra Branch



### *Learn more about Yaa A. Ampomah*

 Describe yourself as a person.



Yaa is a hardworking lady, always looking smart, pays attention and attaches seriousness to her work. She is also very affable.



What motivates you to do your best on the job?



I motivate myself because I always want to see myself at the top on whatever I am to achieve.



What strategy do you use to turn around a non-responsive client?



I keep on contacting the client till I get him or her on board. I don't have NO in my dictionary.



What do you love about TF Financial Services?



The team work and togetherness which exist among staff of TFFS.



### *Learn more about Collins Boadi*



What are the most challenging aspects of your job?



To be infallible in the course of executing my responsibilities.



Tell me how you react when someone else's errors are impacting negatively on your job?



Since no one is faultless, I humbly inform the person of the existing error and suggest the correct thing which should be done.



What have you done recently to become a better Accounts Assistant?



To explore departments other than the Finance.



# Staff Issues

*Time with staff  
of the month for January*



*Learn more about Francis Amihere*



What have you done recently to become a better Relationship Officer?



I have learnt to cooperate more with my colleagues especially my team mates. This has really helped me.



What has been the most significant decision you have made at work this year?



To work hard with passion to help my team, branch and company to grow and I say YES WE CAN!



What are your interests outside work?



It's outside work so let's leave it there.



## Birthdays



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

<i>Mr. Teddy Awuah</i>	<i>7th March</i>
<i>Miss Abigail Sam</i>	<i>8th March</i>
<i>Mr. John Asuming</i>	<i>9th March</i>
<i>Mr. Alexander Cato</i>	<i>13th March</i>
<i>Ms. Joycelove Ofoe</i>	<i>17th March</i>
<i>Mr. Emmanuel Amihere</i>	<i>18th March</i>
<i>Mr. George Sekley</i>	<i>28th March</i>
<i>Miss Selina Ocansey</i>	<i>29th March</i>

# Gideon N. Boafo brings home a damsel



Mr. Gideon N. Boafo , Accounts Officer at Accra Branch and his bride found the perfect reason to gather friends and loved ones to their beautiful wedding ceremony

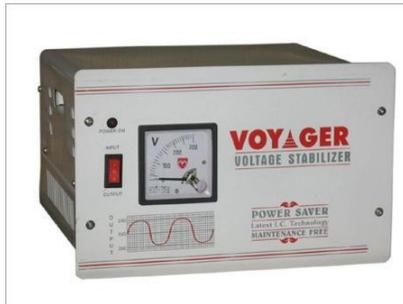
on 2nd January, 2016 in Accra.

Congratulations Mr. & Mrs. Boafo. Wishing you the best in marriage.



# General Knowledge

## How to protect household appliances from power surges or voltage fluctuation?



### Power Surge vs Voltage fluctuation

Power surge is a sudden (short-lived) spike in

current flowing through your appliance. This could happen during thunderstorms or when power comes back on after a power-cut. Voltage fluctuation is the change in voltage from the "normal" level for an extended period of time.

There are three types of appliances and each type of appliance has a different behavior on voltage fluctuations.

#### Without Motor (resistive load)

Luminaire like Bulbs/Tube lights/CFLs.

Heaters like water heaters and room heaters.

Electronics like Televisions/Music Systems/DVD/Home Theatre/ Laptops/Phones.

#### With Motor (inductive load) and narrow voltage range

#### With Motor (inductive load) and wide voltage range

Appliances with motor include and they could either have wide or narrow voltage range (depending upon manufacturer and model)

- Air Conditioners, Refrigerators, Ceiling Fan and washing machines.

### INSTALL WHOLE-HOUSE SURGE PROTECTOR

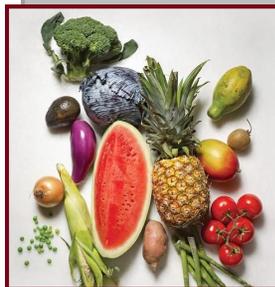
A more thorough and robust solution than using surge protector or spike guard is to install a snap-in surge protector directly into your electrical panel. A single protector of this type offers surge protection for your whole home.

**Whole-house surge protectors are usually designed to accept 240 volts**

### INSTALL UPS (UNINTERRUPTIBLE POWER SUPPLY)

If any problems are detected in the incoming voltage (which includes both surges and power outages), the battery engages, allowing you to operate the appliance without interruption. This is especially useful for protecting desktop computers from outages that can cause lost work.

# Health Tips



## Fill Your Plate Healthfully

Think of your dish as a pie chart: Fruits and vegetables should occupy half of your plate, while the rest should be equally divided between lean protein and complex carbohydrates made with whole grains. For each meal, keep your lean-protein portion to around three to five ounces — about the size of your palm — and your hearty grains to 1/2 cup. Add a piece of fruit, and load up on leafy greens and brightly-colored vegetables, which contain the most nutrients.

## Eat Two Servings Of Fruit And Veggies A Day

By consuming this amount, spread throughout your three daily meals and any snacks, you'll stay full and keep your calorie intake low. Incorporate fruit into breakfast; add frozen or fresh vegetables to your soups, egg scrambles, and pasta dishes for satisfying lunches and dinners; and top berries or bananas with low-fat frozen yogurt for a healthy evening dessert.

## Drink Water

"Sip 1 1/2 to 2 liters of water per day," says Marissa Lippert, a registered dietician and founder of Nourish. The result? More energy, better brain function, and a faster metabolism. To make it easy, tote a reusable water bottle that you can fill up at water fountains at work and on the go.

## Don't Skip Meals

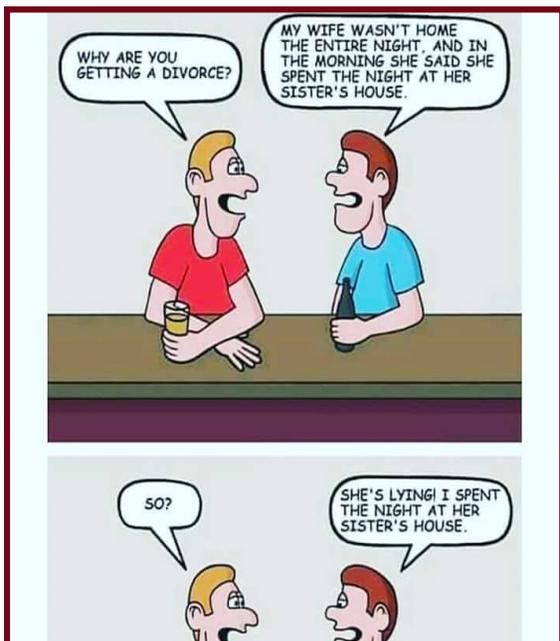
If you do, pros agree, you'll increase the chances of over-eating at the next meal. Instead, eat breakfast to kick-start your metabolism in the morning, and aim to eat small meals every three to four hours after that to keep it in high gear.

## Up Your Exercise

"Adding just an extra 30 minutes to your week can boost your heart health and give you added toning benefits," says Lippert. No time to exercise? Wear a pedometer and aim for 10,000 steps a day.

Sneak in a quick power walk at lunch, take the stairs instead of the escalator, choose a parking space in the back of the lot, and take the long route to the bathroom at work. You'll be amazed at how quickly steps accumulate!

# Jokes



A defendant isn't happy with how things are going in court, so he gives the judge a hard time.

Judge : "Where do you work?"

Defendant : "Here and there."

Judge : "What do you do for a living?"

Defendant : " This and that."

Judge : "Take him away."

Defendant : " Wait, when will I get out?"

Judge: "Sooner or later."

Math Teacher: "If I have 5 bottles in one hand and 6 in the other hand, what do I have?"

Student: "A drinking problem."

On the roof of a very tall building are four men; one is Asian, one is Mexican, one is Black, one is White.

The Asian walks to the ledge and says, " This is for all my people" and jumps off the roof. Next, the Mexican walks to the ledge and also says, " This is for all my people" and then he jumps off the roof. Next is the black guy's turn. The black guy walks to the ledge and says, " This is for all my people " and then throws the white guy off the roof.

# Brain Teasers

A basket contains 5 apples. Do you know how to divide them among 5 kids so that each one has an apple and one apple stays in the basket?

There are 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?

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

## Answers to Previous Brain Teasers

Find a five-digit number in which the last number is the sum of the first, second, and third; the third is four less than the last; the fourth is two less than the last; and the first and fourth added are one less than the last. The last number is also three times the second.

**Answer: 22236**

What kind of coat can be put on only when wet?

**Answer: Raincoat**

Timothy and Urban compete in a car rally, going several times around a closed circuit. Timothy can drive the circuit in 25 minutes, but Urban takes 30 minutes. If the two drivers start at the same time, how long will it take Timothy to lap Urban?

**Answer: 25 minutes after starting finishes the first lap and Urban has only driven 25/30 of the circuit or 5/6. Hence, Timothy gains 1/6 lap on Urban every 25 minutes. He laps Urban in  $6 \times 25$  minutes = 150 minutes. That is 2 and half hours.**

# HOW TO DO A GOOD PRESENTATION

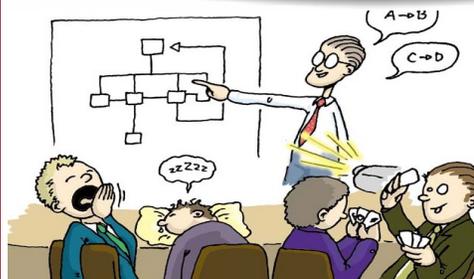
*Some people live for making presentations; others consider it their worst nightmare. It could be five people in a boardroom or 500 in the audience, but if you are the presenter the spotlight is on you. You'll either be the hero or the goat.*

## Give it Focus

No one is impressed by a presentation that rambles. Rambling happens when the speaker is both self-indulgent and unorganized. Your purpose and prose must be specifically directed to the interests of your listeners or they will mentally shut you down. Even if you hit upon a topic of interest, you will lose them quickly if they can't follow the logic of your ideas. Outline the structure of your presentation in a way that people can follow easily.

## Tell Compelling Stories

There must be a reason you are presenting to these people. Most likely you want them to take action of some kind. Maybe you want them to write you a cheque, get involved in an activity, or to make something happen in their own lives. They won't likely take action just because you tell them to do so. You need to connect with them emotionally and inspire them to change behavior. Stories do more for emotional connection than any other speech technique.



## Give an Entertaining Performance

Not every presenter has to be an actor or comedian, but no one wants to listen to someone drone on in dull monotone. There are powerful dynamics in movement and vocal inflections that will help your listeners feel your passion and energy. Give them an awesome experience.

## Use Media Only to Enhance

PowerPoint, visuals and video are powerful presentation tools when used correctly. But they can be disastrous distractions when misused. They should never replace you as the provider of expertise. Visuals are good for making an emotional connection only if they are relevant and required, otherwise it is best to just leave the projector off and focus more on your storytelling and performance skills.

## Create a Worthy Leave-Behind

People are busy and no matter how much you impressed them they will turn their attentions elsewhere. Give them something to remember you by. Professional speakers will give them a book or at least a couple of chapters. It might be as simple as a small flyer or premium item. Whatever it is, make sure it's relevant to your compelling story and reminds them of the action they should take. Be clever and appropriate so people will appreciate your thoughtfulness as well as your ideas.

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