

# CAPIP News

*A newsletter for and about Carl Albert Public Internship Program Executive Fellows, Senior Undergraduate and Undergraduate Interns*

## **Effective Teamwork Takes Practice And Patience** *By Art Gib*

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**T**eamwork is an integral part of most businesses today: it takes the effective interaction between members of a working team to bring about great results. In order to achieve your goals, your teams need to pull together as individuals unified by a common belief system. Achieving this delicate balance is no simple matter. Truly effective teamwork takes patience and practice. Here are some ideas to help improve your business's cohesiveness.

-- Have you clearly delineated what your expectations are for your team? In other words, do they really know how you want them to proceed, how you will measure their progress, and what you expect the outcome of a project or workflow system to be?

The team needs to know how they can count on upper management to support them toward achieving those expectations and what kind of time frame they are working within.

-- The team needs to have a specific mission statement to help them guide their behaviors and work. The term "mission statement" has been overused for the last couple of decades, but it's still a vitally important principle: everyone needs a compass to steer by and help them stay on track. A visible mission statement will help with that.

-- Not everyone is used to or is even comfortable working within a team context. You have to remember that the group is made up of individuals first. Each of them needs to have a proper un-

derstanding of what his job is and how his specific skills can be used to further the purposes of the group.

Arrange your teams carefully so that the talent is spread around properly. Next, they need to be given a clear understanding of why working as a team rather than individuals is essential toward achieving the business's goals.

-- Once a team has been given a clear framework within which to work and knows what its mission statement and goals are

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## CAPIP Spotlight

### My CAPIP Experience

By Lia Tepker



The Carl Albert Public Internship Program intrigued me immediately after I began the Master of Public Administration program at OU. A friend of mine, who was already a CAPIP intern, encouraged me to apply for a position. I am so grateful for the support she gave me, because the CAPIP internship became the opportunity that opened the door for my career in the public sector.

I spent the majority of my internship in my current position, as a Budget Analyst at the Office of State Finance, where I experienced the inner-workings of state government first hand. OSF allowed me to spread my wings, and use the knowledge I had gained in my studies for practical application in analyzing legislation from the various perspectives of all groups involved and affected by the policy.

The internship also helped me considerably with my final research paper for the master's program. I wanted to research something that would be relevant to my work, and beneficial to state employees. With the help of my supervisor, I chose to

research the feasibility of teleworking for state employees, which met both of these goals. Due to the abundance of networking opportunities with the many different state agencies I work with at OSF, I was able to utilize the contacts I had made to distribute a survey among state employees.

When I completed my final research paper, the Oklahoma Financial Managers Association asked me to present my research at their quarterly meeting. What a great opportunity and reward for all of the hard work that went into the master's program. I shared what I had found in my research with other state employees, and received a great deal of positive feedback and interest from them. For me, the Carl Albert Public Internship Program is what led me to an exciting and rewarding career in public service.

Lia Tepker

Oklahoma Office of State Finance

Budget Analyst

CAPIP Internship 2007-2009

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show confidence in them by giving them the freedom to actually do their jobs. It is empowering for a team to know it is trusted, and it will feel a greater sense of ownership of a project or system if it is not constantly being watched over, second guessed, and criticized.

--Just as constant criticism will discourage a team's work, kudos and recognition for a job well done will have a positive effect. Never take great effort for granted, and take the time to give credit where credit is due. Encourage team members to be positive with each other, not engage in finger pointing, and work together in a spirit of friendship and camaraderie to resolve any differences.

If you are unsure how to properly train your workers to function in teams, it would be wise to hire the services of professional consultants who specialize in teaching the proper techniques that encourage cohesiveness and effectiveness. Then you'll be well on your way toward working together toward achieving your goals.

**About the author:**

If you are interested in learning about [business simulation](http://executiveperspectives.com/) programs to help your company function better, contact the expert professionals at Executive Perspectives (<http://executiveperspectives.com/>). Art Gib is a freelance writer.

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**Don't forget to update your CAPIP file with**

- ⇒ **Current semester enrollment**
- ⇒ **Grades from previous semester**
  - ⇒ **Training verification**
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You may fax or mail your information to the CAPIP office:

**Oklahoma Office of Personnel Management**  
**2101 N. Lincoln Blvd**  
**Oklahoma City, OK 73105**  
**(405) 522-1737 phone**  
**(405) 521-6308 fax**

# Before and After: An Inner Self Makeover

*Liz Sumner, Life Coach*

**M**akeovers are part of our mythology -- the ugly duckling becomes a swan, the scullery maid goes to the ball and dazzles the prince. My eyes are always drawn to before-and-after pictures, and I bet a lot of us share a secret desire to be the chosen Cinderella.

Why are makeovers so compelling? Perhaps it's because you get to become a whole new person. It's an evolutionary leap. An instant transformation. Poof, you're someone more fabulous.

We can be our own fairy godmothers with the same life-changing results using the four essential principles of successful makeovers.

## **1. The Harsh Light of Day**

You can always see every pore and blemish in a "Before" picture. Nothing is hidden from view. So apply that to your life. Do an honest appraisal of your current reality. What's working well? What's broken, doesn't suit you, or leftover from a previous life? What do you like and want to keep? What values are honored or ignored in the way your life looks today? Be ruthless but fair. Don't throw out aspects that are important to you. Maybe they just need to be updated, not discarded.

## **2. Bigger, Brighter, Bolder**

"After" pictures are striking because the new look is more vibrant. The colors are more intense. The individual is willing to call attention to herself. Why are so many of us shy about doing that?

Pretend you're an encouraging friend, one who sees your hidden fabulousness and loudly says "You go girl!" Then imagine all the aspects of your ultimate dream as bigger, brighter, and bolder than ever. Turn the dial up a couple of clicks more than you think you can stand. That's the way your friend sees you. Now capture that vision and explore the emotions that come up for you. What's keeping you from being your Technicolor self?

## **3. Attention**

What you don't see in the magazines is the maintenance required to keep up the new you. Just as the woman in the picture will have to touch up her hair and pluck her eyebrows now and then, you will need to continue to hold yourself as the bigger, brighter you. See it, feel it, taste it. Pay attention and notice your changes. The creative tension between your vision and your current state will pull you to your goal.

## **4. Reflection in the Mirror**

Finally, you need a way to see yourself. How will you know that you're transformed? Pick some ways to measure your success -- honest feedback from your friends and family, acknowledgement from your boss, a certain number of hours per week devoted to creative pursuits or peace and quiet. It's at this critical point where many change efforts break down. What gets measured gets accomplished. You need ways to see your accomplishments. "After" people get what they want. They inspire Wows. And those of us who waved our own wand have the advantage because we aren't dependent on some team from Hollywood. We know how to do it ourselves.

Questions about some of the terminology used in this article? Get more information (definitions and links) on key college, career, and job-search terms by going to [http://www.quintcareers.com/jobseeker\\_glossary.html](http://www.quintcareers.com/jobseeker_glossary.html)

*Liz Sumner is a [Life Coach](#) who works with people ready for powerful change and enormous success. For a complimentary coaching session and support for your own inner self-makeover write to [eamumner@monad.net](mailto:eamumner@monad.net).*

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# Currently Appointed CAPIP Interns



## Executive Fellows

Miriam Buford <i>Langston University Department of Rehabilitation Services</i>	Olivia Leeker <i>Oklahoma State University Office of Juvenile Affairs</i>	Sumi Shrivastava <i>University of Oklahoma Department of Human Services</i>
Joshua Bullock <i>Northeastern State University Office of Juvenile Affairs</i>	Jesse Martinez <i>University of Arkansas-Little Rock Department of Rehabilitation Services</i>	June Simmons <i>Northeastern State University Office of Juvenile Affairs</i>
Leann Cain-Hobson <i>East Central University Department of Rehabilitation Services</i>	Maria Moreno <i>University of Oklahoma Oklahoma Water Resources Board</i>	Melissa Stangeland <i>Oklahoma Christian Oklahoma Health Care Authority</i>
Jacita Chase <i>Langston University Department of Rehabilitation Services</i>	Jeremy Nelson <i>East Central University Department of Rehabilitation Services</i>	Borman Stell <i>University of Oklahoma Department of Corrections</i>
Eboney Crawford <i>Oklahoma State University Office of Juvenile Affairs</i>	MeLisa Olah <i>Langston University Department of Rehabilitation Services</i>	Stephynne Stevens <i>East Central University Department of Rehabilitation Services</i>
Larry Fields <i>Langston University Department of Rehabilitation Services</i>	Paul Poputa-Clean <i>Oklahoma City University Office of State Finance</i>	Shereen Traylor <i>Oklahoma State University Office of Juvenile Affairs</i>
Derek Fillmore <i>East Central University Department of Rehabilitation Services</i>	Steven Roring <i>Oklahoma State University Office of Juvenile Affairs</i>	Kevin Yuan <i>University of Central Oklahoma Employment Security Commission</i>
Charles Gant <i>Langston University Department of Rehabilitation Services</i>	Elaine Samuels <i>University of Arkansas-Little Rock Department of Rehabilitation Services</i>	
Jason Hines <i>Oklahoma City University Office of the Attorney General</i>	Janice Seard <i>Langston University Department of Rehabilitation Services</i>	

## Senior Undergraduates

Jeannie Partaka  
*East Central University  
Department of Rehabilitation  
Services*

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Create a profile, upload your documents, apply online, and  
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**Oscar B Jackson, Jr., IPMA-CP**

*Administrator and Cabinet Secretary for Human Resources & Administration  
Oklahoma Office of Personnel Management*

**Denae Edwards, Editor**

*Carl Albert Public Internship Program Coordinator*

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