

# SES PROFESSIONAL CONSULTANT

**{Rules of Engagement}**

*SES Kickoff Meeting, 2012*

*Opening Comments*

*On the job -- YOU represent SES!*

*This briefing is your “RULES OF  
ENGAGEMENT” to  
Doing the Right Thing, at the Right Time,  
for the Right Reason.*

### ***Connect with the Client Team***

- Getting assimilated into the client's team
  - Gain their TRUST -- stay focused
  - Work hard, work smart, don't brag
  - Learn your job -- get things done -- no excuses
- Putting 'skin on the line' -- political involvement
  - Sending E-mail to the world is a deadly decision
  - Taking sides -- be careful with opinions
  - ***You are expendable!!***

### **Connect with the SES Team**

- You are responsible to work with other SES Team Members
  - No one knows everything -- we rely on each other
- Friction happens -- get over it ... work together
  - Be civil, speak the truth, but soften the tongue
  - Listen first, then listen again, and then listen a third time -- then speak
  - Park your attitude and ego at the door
  - *Keep SES Issues within SES!!*

*You are either part of the problem or part of the solution.  
There is no middle ground... Decide and commit.*

## ***What SHOULD I Do Each Day???***

- Come to work, **prepared to work** -- on time
  - Keep your lunches short, keep your days long
  - Control cell phone use and time away from the task
  - ***Minimize your gab time and socialization***
  - Balance your checkbook and pay your bills on your own time
  - Schedule your social life on your own time
- Missing Deadlines -- If you are in trouble, talk to the PM
  - ***Always get the task done*** -- if it was easy we would not be here
- If the Client registers a compliant – guess what?
  - It's probably already too late – Don't disrespect YOUR JOB!!!

# SES Cell Phone Policy

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## ✓ COMMON Sense

- ✓ Pagers and cell phones are to be turned off or set to vibrate while at work.
- ✓ Cell phone use, including text messaging, should be used only in designated areas and during lunch time/breaks (WHEN POSSIBLE)
- ✓ If you are on your Cell phone, typically “most of the time” the Client concludes that its **PERSONAL TIME** and they shouldn’t be paying for it; and they are not **HAPPY!!!**

# Professional Consultant -- Closing Comments

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***HAVE FUN! THIS IS AN ADVENTURE***

- *Learn your JOB -- Understand the SOW*
- *Learn the client's culture -- Stay Between Their Lines*
- *Keep your word -- Meet your Deadlines*
- *Work an honest '8' if you bill for '8'*
- *Follow the "Principals of Behavior"*
- *Stay out of the Major conflicts -- leave the politics to others -- do the job*
- *Don't abuse the freedom you have (ON or OFF Site)*
- *Don't Disrespect your Job*
- ***GIVE YOUR BEST EFFORT EVERY DAY, EVERY HOUR***