

# ALL IS WELL

## THE TEN COMMANDMENTS

**No matter** the size of your company having a team of motivated, hard-working employees is crucial to your business success. There are 10 simple ways to ensure your team is enthused, productive, and ready to give their all.

**Build a foundation:** It's important to build a rock-solid foundation for your employees so they feel invested in the company. Tell them about the history of the business and your vision for the future. Ask them about their expectations and career goals, as well as how you can help them feel like a part of the team.

**Create a positive environment:** Promote an office atmosphere that makes all employees feel worthwhile and important. Keep office doors open, and let folks know they can always approach you with questions or concerns. After all, a happy office is a productive office.

**Put people on the right path:** Most employees are looking for advancement opportunities within their own company. Work with each of them to develop a career growth plan that takes into consideration both their current skills and their future goals.

**Educate the masses:** Help employees improve their professional skills by providing on-the-job training or in-house career development. Allow them to attend workshops and seminars related to the industry. Encourage them to attend adult education classes paid for by the company. Employees will feel you are investing in them, and this will translate into improved job performance.

**Fun factor:** Once in a while, put your work aside and do something nice for the people who work for you. Treat the office to a pizza lunch or take everyone to the movies. These little diversions can go a long way toward improving productivity.

**Acknowledgement matters:** You can make a huge difference in employee morale by simply taking the time to recognise each employee's contributions and accomplishments, large or small. Be generous with praise.

EMPLOYEE WELFARE SCHEMES AND MOTIVATIONAL PROGRAMMES GO A LONG WAY IN BUILDING STRONG BONDS WITH THE ORGANISATION AND INCREASING PRODUCTIVITY

**Give out incentives:** Offer incentives, either with something small like a gift certificate or something more substantial such as a performance-based bonus or salary increase. Also, give out awards such as "Employee of the Month". Such tokens of appreciation will go far in motivating employees.

**Deliver what you promise:** Getting people to give their all requires following through on promises. If you tell an employee that they will be considered for a bonus if numbers improve or productivity increases, you'd better put your money where your mouth is. Failure to follow through on promises will result in a loss of trust.

**Helping hand:** Help employees reach the next level professionally by providing on-site coaching. Bring in professionals to provide one-on-one counselling, which can help people learn how to overcome personal or professional obstacles on their career paths.

**Make the right match:** You can improve employee motivation by improving employee confidence. Assign individuals with tasks you know they will enjoy or will be particularly good at. An employee who is successful at one thing will have the self-confidence to tackle other projects with renewed energy and excitement.

## EMPLOYEE WELFARE INITIATIVES

- REFRAIN FROM LAYING OFF PEOPLE
- CROSS-FUNCTIONAL TRAINING OF EMPLOYEES TO KEEP THEM ENGAGED
- COUNSELLING ON MANAGING THEIR PERSONAL, FINANCIAL MATTERS BETTER — A NECESSITY DURING TOUGH TIMES
- CELEBRATION OF SUCCESS AND ACHIEVEMENTS TO BOOST EMPLOYEE MORALE, EVEN IF THE CELEBRATIONS ARE ON A SMALL SCALE
- FELICITATING THE BEST PERFORMERS — A FILLIP TO MAKE THEM CONTINUE TO EXC

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