

How to make employees more productive

Getting the best out of your employees

Who are my employees?

Are they self motivated? Are they goal oriented? What time of day are they most efficient?

- Consider scheduling meetings in the afternoon since most people are more productive in the earlier part of the day.
- Get to know them as people! People are unique and have different values, challenges and aspirations. They are also motivated by different things (money, praise, benefits, time off, etc).
- Talk to them and get a feel for what they are going through personally.
- Tap into their unique skills and abilities
- Find out what their current challenges are and allow them to address any hidden concerns.

Develop your employees and encourage growth

- Offer opportunities for training and growth: including coaching, shadowing, mentoring, workshops.
- Offer fun things as well such as workshops on new skills or a hobby to encourage team building. This will encourage them to develop not only their work skills, and regard for each other, but will also help them overcome fatigue from office burn out.

Communication is Key!

- Be honest about how things are going globally, within the organization including changes that can impact them currently or in the near-future. People do not like to be kept in the dark.
- Be clear about your expectations and how they will be evaluated.
- Try to be open and genuine about things that may impact them to gain trust and model genuineness. People don't like surprises when it comes to the future of their position or the organization as a whole.

Inspire your employees

- Although as the employer, you may have a personal mission/vision, encourage your employees to make it their own. This encourages ownership as well as leadership.
- In addition to leadership, encourage them to take risks. Instead of scaring them off, invite them to participate and contribute with goal setting and solving problems as a team.

Celebrate their accomplishments

- Employees appreciate recognition for their contribution. Be sure to include them in any newsletters and/or staff meetings for going the extra mile; and if your budget allows, a token reward or small gift certificate for coffee, food or a local store is always appreciated.
- Remind them that their jobs are important!

Ask for feedback

- Give employees a chance to rate management not on if they feel recognized and if they are getting the support that they need.
- Make sure that they are aware that you are receptive to any criticism or suggestions that they may have. Consider an anonymous survey.

Encourage employees to be goal oriented

- Smart goals are goals that are:
- Specific
- Measurable
- Achievable
- Realistic
- Timely

Work with your employees to set up goals that are both personal and professional and then follow up with individual meetings to go over these goals and how you can support them in their individual endeavors.

Listen reflectively and provide support

- Make sure that you take the time to listen to what is being said during the employee's goals session or when he/she brings you a concern and check for understanding by asking open ended questions.
- When employees feel supported and acknowledged, and they are given a chance to make plans and goals for the team as a whole, they will work harder and be more productive.