

People Matters



Issue 15, March 2006

Welcome to the March edition of People Matters. This issue addresses strategies for setting and achieving goals for you and your people and introduces some non HR-related services that might be helpful to your business.

Goal Setting

There are a lot of 'how to' books on the market these days that claim to help us learn how to do just about anything. In the end, a priority for many people is first and foremost to be on top of their job - everything else will follow on from that. Too often it is a formidable task simply staying on top of things.

David Brewster, of Business Simplification, suggests that the key to getting in control is 'clarity, capability and consistency'. When a team of people know what they are doing, have the appropriate skills and resources to do it, and are able to do it again and again, they get control – and get on top of their job.

Getting clarity is the first step. It's hard to get on top of something if you're not sure what the something is. Clarify your objective and break it down into manageable, measurable goals. Goals will be

Other Services

In our work and through attendance at many functions we come into contact with a range of people and businesses. Some of these provide products or services that may be of interest to you.

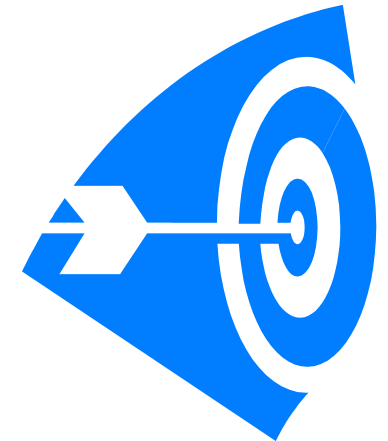
Please give either Carolyn or Laura a call if you would like to be put in touch with any of these people, or are looking for something different. Please note we derive no financial benefit from your use of these businesses.

different for each position level, but all should be contributing to the greater objective. Once the goals are clarified, establish if the team responsible for achieving them have the skills needed. If not, develop a plan to build those skills. Finally, once you've got the formula right – repeat it!

The JOD™ is a great way to get clarity and capability, and when you've got that right, the consistency should follow!

Regularly reviewing your team's JODs™ will help in ensuring that the formula you established 3, 6 or 12 months ago still applies. Maybe some goals were achieved and it's time for new ones, or maybe you need to re-assess skills required to reach goals that remain elusive.

Strategic Planning – 1 page business planning online
Payroll services – for businesses from 1 – 300 employees
Sales – keynotes to motivate or training for teams
Ergonomic furniture – computer stands, seats etc, to assist meeting your OH&S obligations
QuickBooks – training and support
Sales tracking – using PDAs and the web.



Do you have a question you would like answered? Let us know - your suggestions for topics are most welcome.

If someone else in your business would be interested in People Matters let us know and we will forward a copy to them.