

People Matters


November 2007

PD News

Laura was recently invited to present at the CSA Annual Midsize Enterprise Update. Laura formed part of a panel presenting and discussing the issue of "governance beyond compliance", outlining strategies to extend the performance and activities of midsize businesses and to aim for greater value and growth. Key areas of focus were retention, succession planning and maximising generational differences.

These are key issues and ones our clients often ask about. Let us know if we can be of assistance.

The end is nigh!



The end of the year is approaching once again and the beginning of November is a timely reminder to start planning for the period.

As many staff members will be taking leave during December and January, planning early and having a clear indicator of staff movements throughout the period is advisable.

If a skeleton staff is to be maintained throughout the break, meetings to discuss projects and work in progress are necessary to plan which tasks will be continued and which are going to be deferred until operations return to normal.

If the business is to be closed during the period, ensure that all staff are aware of leave taking policies and advise clients early to avoid confusion and last minute rushes.

Planning early can reduce the pressure on all team members and will ensure that the season is a relaxing and happy time for everyone.



Changing faces

Many businesses experience a need to take on additional staff members due to an increased workload or staff turnover leading up to and following the end of the year. As this can be a stressful time even under normal circumstances, it is best to give careful thought to how to make the transition for new staff members as easy and effective as possible.



The single most important step when taking on new staff members is to clearly, precisely and accurately define the role which they will be filling. A carefully designed Job Outcome Definition (JOD™) will provide both the employer and the employee with clearly defined tasks, responsibilities and precise targets. JODs™ differ to job descriptions in their precision and more importantly, their direct link to and interaction with the overall business plan and goals.

In order to match candidates to the role, the McQuaig Job Survey® can be a useful tool in identifying suitable personality types and preferred behaviours. An evaluation of the training needs of a new staff member is also an important key to ensuring that they are swiftly brought up to speed in necessary areas and are not thrown in the deep end.

Finally, it is always important to make sure that new team members are made to feel welcome and that their input is both valuable and appreciated. Giving positive feedback and having regular check-ins with new staff is the perfect way to make sure they are happy and productive.

Taking these measures will ensure that new staff members feel comfortable in knowing what is required of them in a clearly defined role and will encourage a swift adjustment for existing team members.

People Dynamics provides advice and services on taking on new staff members, including JOD™ production and McQuaig Profiling. Should you have any questions or require any guidance on the recruitment, training or transition processes, please contact us at the office on 9510 3740 and we will be able to assist you.



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

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

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