

People Matters

Please note our opening hours in January are Monday - Thursday 8.30am - 5.00pm



January 2008

PD News



Welcome back to a new year of business! We start 2008 with Laura and Shannon both on overseas trips. Shannon is travelling through Europe with family and Laura continues her volunteer assignment in Vietnam until the end of the month. Laura is based in Da Nang and is assisting children with special needs at a range of orphanages in the city.

This issue of **People Matters** is the first in our new series addressing the '**Top Six**' worries that managers have. A recent AIM survey (*Management Today*, July 2007) asked managers to choose the issues of most concern to them for the coming year. In order, we begin with the issue of pressure on staff to achieve.

Issue #1: Great Expectations

All businesses need clear plans, goals and standards for all levels of operation. The processes of planning and re-viewing not only provide clear direction for business, but also enable management to reassess strategies and operations. The results of such planning can sometimes be overwhelming for staff who may strive to do the impossible, impacting negatively on their own wellbeing and the business.

When setting goals for employees, it is important to set high but achievable standards and always in reference to the overall plan and progress of the business. This helps employees to not only know exactly what they are aiming for, but also to understand where their work is positioned in relation to the bigger picture.



To reduce pressure on staff, it is essential that the goals set are achievable. This may mean breaking down greater business goals into smaller projects spanning a longer period of time. A Job Outcome Definition (JOD™) reflects the specific duties required to achieve greater outcomes.

Developed in consultation with current incumbents and supervisors, it is an invaluable way to gain a clear idea of what goals need to and can be achieved.

It is important to frequently reassess JODs™ and plans by means of formal Appraisals and staff meetings. In addition to this, regular, informal gatherings and celebrations are vital to recognise hard work and goals achieved and to give staff the opportunity to relax together.



If you have any concerns regarding staff pressure and stress, we have a variety of resources available to clients to help deal with this issue. Please contact us on 9510 3740 for further information.

Legal Update

In December, changes to the Workplace Relations Act 1996 were decided upon by the newly elected Government. These changes will come into place this year and include the prevention of creating new AWAs after the laws are passed and the replacement of the Fairness Test with a new test system. It is likely unfair dismissal laws and maternity leave changes will come in as well.

For more information, see the relevant [Press Release](#).

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.

T 03 9510 3740

F 03 9510 9206

Previous editions of People Matters are available on our [downloads page](#)