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Five Steps to Better Employee Management

By Cavyl Stewart

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Hiring employees is a huge responsibility. Before hiring anyone, be sure to carefully analyze your needs in terms of extra assistance.

Once you've gotten through the hiring process, there's still much more you must do now that you've become an employer. If you're like most small business owners, you just don't have time to do all you're supposed to be doing when it comes to managing your employees.

The article aims to outline five steps you can take right now to better manage your employees. Failure to complete these steps may one day lead to trouble for your business - trouble that could easily have been avoided.

Step #1 - Publish a Company Handbook

Most employers do nothing more than chuckle at the mere mention of a company handbook. Who has time for such frivolousness? Besides, no one reads them anyway. If these are your thoughts, then think again. Make time to create a company handbook and then make every employee read it. Also have every employee sign a statement saying that they have read the handbook. Place the signed statement into their personnel file where it will remain should you ever need it.

Step #2 - Create Files for Sensitive Employee Data

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You will have a lot of employee–related documentation to keep track of and you must have a place to store it all, safely, and away from prying eyes. Payroll information, health insurance information, certifications including expiration dates, performance reviews, and kudos from happy clients as well as negative comments from clients or supervisors are just some of the documentation you need to maintain.

Step #3 - Create a Schedule

If you operate a business with "normal" business hours and just a few employees, you might think that creating a schedule is unnecessary. But unless there is a schedule, you can only assume

that your employees know when they need to show up to work. Creating schedules is a good habit to get into, especially if you plan to have a lot of employees on your payroll. Create a work schedule for your employees and put it where they will see it.

Step #4 - Perform Periodic Employee Evaluations

Employee evaluations or performance reviews tend to be more important to the employee than they are to the employer. Employees want to know how they are doing and when they'll be eligible for a pay increase. There are so many reasons why it's important to complete employee reviews, including legal ones. An employee review is one of the few things you have, in writing and signed by employee and employer, that clearly describes an employee's performance on the job. Should you ever need to let the employee go or take other action, you'll have this documentation to back up your decision.

Step #5 - Keep a Safe Work Environment

Sure you need to keep your fire exits clearly marked and free of clutter. But there are Federal and state laws with which you must comply covering everything from the storage of hazardous chemicals to the posting of bulletins in common areas where employees congregate. Comply with these regulations before you end up on the losing side of a lawsuit.

Properly implementing these five steps seems like a lot of work especially when you have little spare time. One way you can manage your employees and still have time to do all your other tasks is to purchase software that has been designed to help

manage employees. Spending the time and money to better manage your employees now will keep you from spending even more time and money later on, after you've been hit with an employee-related lawsuit!

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Boost Employee Morale With An Employee Incentive Program

By Trevor Marshall

Is there a lull in your office? Are your employees not satisfied anymore with the way that you are manning the place? Good managers know from their own observations that employee attitude affects their work and eventually the company's output.

When your employees have a happy and healthy attitude the company will be able to reap the many benefits of this through the constant flow of good business as well as higher profits. But what if the employees are actually not happy with the way management is handling the company? Is your company already headed towards a downward spiral? Maybe. But it is certainly never too late for the company to turn things around by implementing new rules and regulations that are employee friendly.

1. Not Overly Competative

It is essential that your incentive program will actually inspire and motivate them to work efficiently and not just be competitive with each other. Healthy competition among the company's employees is good but too much of it may also cause the company to disintegrate. A certain level of camaraderie is needed in order to have a harmonious working environment that is conducive to working efficiently and productively.

2. Clearly Define Your Goals

When it comes to creating the right kind of employee incentive program for the company, the management should be able to set some goals concerning the program. This way, the management will have a clear view of what they really want this employee incentive program to do, and gauge whether or not it actually worked. The company should still be very much hands-on with the whole employee incentive program to ensure that the outcome of the employee incentive program will be good.

- Goals must be reasonable! Don't expect the program to result in a major increase in profits, and don't expect the results to appear right away
- Provide ways for employees to provide highly creative ideas
- Encourage a good working environment. A clean, fresh environment will motivate employees
- Set up a review committee that is qualified to judge the results of the program. This is perhaps more

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important than the program itself – Ensure that appropriate recognition must be given to employees who share the most noteworthy suggestions

It is best that when you are starting an employee incentive program that you set a strict set of rules that will be clear to each and every one of the company's employees starting with –

3. Let Employees Provide Suggestions Easily

– Who is eligible to join the employee incentive program? – When it comes to an eligible suggestion, what should employees take at heart? – Any suggestion no matter how farfetched should be allowed (as long as they are not vulgar or offensive)

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