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Welcome to Simply Sorted 'News'

Welcome to the final edition of 'SS News' for 2015.

2015!!! What a year! It seems this year has gone in the blink of an eye. Yet, when I think over the past year, a lot has happened in this time. Some great things, some not so great, which is probably true for most of us in business, I'm guessing.

One of my greatest achievements/challenges has been the launching of this monthly newsletter. As the quote from Frank Tyger says...'In every triumph, there is a lot of try'. It's been at times, quite challenging and time consuming to source information I believe will benefit my clients and

readers. However, feedback has been positive, so I will accept that as confirmation that the information shared has been pertinent and of value to you.

"Thank You" to John Lamb, for his input into this newsletter each month also. His topics come from his own experiences working in the Industrial Relations arena for almost 30 years. His advice and expertise has been invaluable to my company and clients. I have given John this month off from his monthly column however; he is still available to provide ongoing support and guidance if required.

This month we cover a few

topics, all designed to inform and educate.

'Food for Thought' gives you some quick tips from successful Aussie Entrepreneurs to kick off 2016.

'Boosting Your Team's Performance' focuses on the Performance Appraisal processes in the workplace.

In 'Know the Rules', we discuss Social Media use in the workplace (a potential minefield of risk to employers).

And finally, Simply Sorted wishes for a safe, relaxing and magical Christmas. The next SS News will be February 2016.

Food for thought....Tips for 2016

Quick Tips From Successful Aussie Entrepreneurs For Business Owners:-

Running a business can be hard Yakka. It takes grit, determination and the understanding that success does not magically happen overnight.

Some tips to consider:-

A) Seek and listen to others' advice, but only take the advice on board if it feels right for you. You know your business better than anyone else – trust your instincts.

B) Staying the course with your primary product is

critical to the success of your business and growth.

Focusing your energy on your niche; refining the product to perfection and focusing your time and energy in the core product, gives your business a higher chance of succeeding.

C) Loving what you do and doing it because you are driven by a passion is the key to having fun and creating a successful business.

D) Being persistent and consistent in your message and your actions is key to survival. Business, no matter

what size, is about culture and trust. Build a culture that aligns with what you do and become a trusted leader in your field and community.

E) Most important of all, FOCUS and work your ass off!

And finally....

F) Never, never, never give up on your dream!

Here's to a bigger, brighter and profitable 2016 for all of us business owners!

Boosting Your Team's Performance.....



Performance Appraisal processes plays a key role in ensuring fairness in the workplace. Since each of us is somewhat prone to judgement, bias, preference and assumption, unstructured performance appraisals can lead to dispute, discrimination and unlawful behaviours.

They stop us from being too judgemental or assessing performance inaccurately. But that still doesn't explain why they fail to bring performance improvement.

Appraisal systems ensure fairness in performance assessment. Fair assessments don't necessarily inspire performance.

Performance management systems, when used well, help managers plan and prepare fair, accurate performance discussions. This supports effective feedback once or twice a

year. However, that's nowhere near enough to build a high performing workplace.

It's the daily feedback that requires attention. It's also the interactions between manager's and their teams as tasks progress, which is most likely to enhance or reduce performance. It's the balance between efficiency and effectiveness and the balance between management and leadership.

Management & Leadership:

It takes time for managers to guide, develop, coach and inspire. It takes high levels of communication skills and effective interpersonal skills. It's harder to guide another person to success than it is to critique or correct their work. If you're after efficiency, corrections are speedy and you progress a task well. If you're after performance, then effective,

guiding and inspiring communication is the key.

What's the difference between management and leadership? It's the 'here and now', versus the future. It's the task progressing versus capability developing. It's meeting a deadline versus inspiring individual success.

Managers are torn between these. With increasing focus on efficiency, we get increasing focus on management. What matters the most is getting the job done properly and quickly.

When managers can find time to practice their leadership, they can focus on building the capability and performance of the individuals they lead.

To lead an individual to a high level of performance, we must articulate what performance looks like and guide them to achieve this.

Boosting your team's performance.....cont'd

Rather than highlight error, managers must identify potential.

So how do managers build performance? It's about balance. Balancing efficiency with effectiveness. Balancing management with leadership. It's about less focus on retrospective error and rapid task completion and more focus on the next step forward to bring completion and performance improvement together.

Perhaps we need to slow down ever so slightly.

Take the time to engage, inspire and to guide another person, use our knowledge and skills not to correct, critique and complete another person's task, but to guide them to improve themselves and build their capability. It may take a little longer, but it will bring back the muchness.

It will return performance appraisals to fair discussions,

not performance builders and it will enhance trust and leadership in the workplace.

It's a win-win, no brainer.

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The Risks of Social Media.....

KNOW THE RULES!



Social media use in the workplace is increasing at a brisk pace. I often receive calls from clients about issues surrounding the use of social media by their employees. There is some confusion on what constitutes bullying via social media and what constitutes the 'work place'.

Social Media/Internet

Policies: Have a clear policy on the use of social media and the internet at work. Where not related to an employee's role, you could also consider blocking access to social media sites on work computers and prohibit comments about matters relating to the employer or its customers on the internet.

Clear Conduct Expectations: Employers also should have

and enforce policies around appropriate conduct in relation to all work colleagues **at all times**, as conduct on social media, during breaks or even outside of work, may still amount to bullying.

Anti-Bullying Policy: Have a policy which defines what behavior may constitute bullying and harassment and the consequences of such behavior.

Investigate: If you receive a complaint from an employee, take it seriously. Careful consideration needs to be given to whether the events actually occurred 'at work', which will require careful consideration of where the events took place and who was involved in the events. Employers have an obligation to investigate

reported cases.

Training: Ensure all staff is trained on the policies and managers know how to enforce them. If your policies are not enforced and staff not aware of them, they are not worth the paper they are written on.

An effective social media policy is the best tool for the promotion of understanding and though no mere policy can ever promise to inculcate wisdom into all employees, understanding is a very good place from which to start.

If you need any assistance in reviewing or developing policies around anti-bullying, social media or conduct, please call Pauline, Simply Sorted today on 0438 503 873.

Christmas Wishes from Simply Sorted....



Simply Sorted extends to you warmest wishes for a safe, relaxing and magical Christmas.

Here's to 2016 being a year filled with joy, health, success and prosperity!

MERRY CHRISTMAS everyone!

See you in 2016.

Cheers

Pauline 😊

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