

How do your employees know they are doing a good job?

Whether you call them performance appraisals, evaluations, monthly or annual reviews, or something else, a performance appraisal serves an important function. It is an excellent way for your employees to know when they are doing a good job.

Regular acknowledgment of individual contribution is a key ingredient for having a motivated workforce.

Ideally, you'd have regular, weekly 15-minute meetings with each employee, and you'd use the following four questions to prompt a dialogue:

1. What's gone well for you in the last week?
2. What didn't go so well that you wish had gone better?
3. What's in store for you in the coming week?
4. What can I do, as your supervisor, to help you do your job more effectively?

Asking simple open-ended questions like these, on a regular basis, will improve communication between you and your staff, and will give people permission to talk about those things that didn't go well, along with the good things they've accomplished.

All too often, meetings like these happen only on an annual basis—if that! That makes it hard on both the employee and the supervisor. Negative issues can grow, without ever being brought up, because we often would rather avoid conflict.

Having frequent meetings lets you keep track of things, with lots of room for mid-course correction, should it become necessary, before anything gets out of hand. It also lets your staff know that you are there to support them, should they need some help.

What's more important, it gives you a chance to acknowledge the work that folks do on a daily basis, for you and the company.

Don't leave your employees in the dark! Give them positive feedback often enough to keep them motivated, and make suggestions for improvement before performance problems get out of hand.

Start now, and watch performance improve!

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Alice Wojcio works with business owners and managers to improve employee motivation and productivity, build effective teams, and develop leadership competencies. Learn more at www.advtrain.com about how she can help your organization, or call 1-888-882-0017.