

# Planning the Perfect Holiday Party



Your team has worked hard all year to achieve the results you expect. They've come in early, stayed late, and performed duties far beyond those listed in their job description. You've set the bar high. Everyone knows what's expected and they respect you as a leader. You've remained highly professional throughout the whole year.

Now that Thanksgiving has come to pass, you find yourself feeling a little sentimental about the holidays. Sure, there's still plenty of work to be done. But, you've taken a step back to really appreciate the effort everyone's put forth for the past 11 months. To show them your appreciation, it's time to plan a company holiday party. You don't want to do the typical catered appetizers and cheap wine. You really want to show everyone a good time. Planning a party that everyone's sure to enjoy isn't easy. If you're not sure where to start, check out our list of best tips below.

## Budget

As you start planning your holiday party, all sorts of ideas are going to run through your head. Maybe it would be cool to have a DJ. Perhaps it's a fancy offsite venue with room for all trappings imaginable. While all these ideas sound like a blast, you have to keep your budget in mind. Yes, you want to throw a party that everyone will remember. However, the last thing you want to do is spend a chunk of quarterly profits on one night of fun.

Before you start putting down deposits and ordering the finest sushi in town, do some research and make sure you stay within your budget.

## **Decide on a Theme**

Themes are fun. That's the bottom line. And the best part? Your options are limitless. A good place to start is taking a poll. Come up with a few ideas and circulate them through your organization. Maybe it's a casino night. What about a masquerade party? Who doesn't love a luau when it's frigid outside? Whatever theme you choose, make sure it's fun and won't raise any red flags with HR.

## **Book a Venue**

Your employees spend the majority of their waking hours at the office. That's the last place they want to cut loose and have a little fun. If it's in your budget, book an offsite venue. Maybe it's the county fairgrounds. What about a bowling alley or roller rink? Whatever you choose, make sure it's a place people can get to that's within your budget.

## **Icebreakers**

Your employees love the fact that you're throwing a holiday party. They get to bring their significant others and have a night of fun. That doesn't mean that they're going to be super comfortable mingling with everyone in the group. Chances are, Greg from the engineering team isn't going out of his way to say hello to Sam from accounts payable.

Holiday parties are a great time to foster cross-departmental integration. This is easy when you set up activities that encourage bonding. Set up teams for charades. What about trivia? Again, you can get as creative as you want. Just make sure they're fun and allow people to let their guard down.

## **White Elephant Gift Exchange**

Who doesn't love an old-fashioned gift exchange? Well before your party commences, communicate that everyone should bring a gift for a white elephant gift exchange. It's a good idea to set a limit on how much money people should spend on their gift so it doesn't become a financial burden in any way. Usually \$10 or \$20 is affordable for everyone.

# Entertainment

Entertainers are a hit at every party. Whether it's a hypnotist, magician or Santa, entertainment adds a fun dynamic to any party. Whatever entertainment you decide on, make sure to reserve it well in advance. The holiday season is where entertainers make their money and they book up quickly.

# Transportation

The idea of having a holiday party is for everyone to have a good time. As they should. It's inevitable that some folks are going to have a little too much to drink. You shouldn't, but some people will. It's important that they get home safely. Spend the extra money to have transportation arranged for people that shouldn't drive. Hire a local cab company. Post an ad on Craigslist for Uber and Lyft drivers letting them know that there will be plenty of fares once the festivities end. The last thing you want is someone making the wrong decision and having to deal with the consequences.

Holiday parties are meant to be fun. They're a chance for everyone to come together, bond and share in some holiday cheer. Throwing a party that's memorable goes a long way in not only showing your appreciation for your employees but, boosting morale and carrying momentum through the end of the year. As long as you follow some of the advice above, stay within budget and make sure everyone is safe, your holiday shindig is sure to be a success.

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# Why You're Losing Millennials and Gen Z



Maybe you're at the tail end of the Baby Boomer or Gen X generation. You've put in your time, climbed the corporate ladder and are finally at or near the top. Retirement is on the horizon, but you've still got a few demanding years left. Ultimately, you're largely responsible for the company's continued growth and success. That means acquiring and retaining younger talent. You're a mentor to a select few individuals and hope they'll follow in your footsteps. There's a problem though. You can't seem to keep anyone around for more than a couple of years. You're frustrated and can't put your finger on why retaining folks is so hard. If any of this sounds familiar, read on.

## Feedback

The corporate model of old dictates that it's company policy to have a review once, maybe twice a year. You sit with the boss for a half hour and talk about your performance, strengths, weaknesses and what your job looks like going forward. When you're done, he or she checks off some boxes and rates some aspects on a scale of one to five. The form goes in your file in the HR office and you move on.

This doesn't work for Millennials and Gen Z. Employees in both generations demand consistent feedback whether it's praise or constructive criticism. They need to see that there is room to grow and yearn to acquire the skills to do so. This phenomenon strikes at the core of how these generations were brought up. In school and at home, they received constant positive reinforcement and honest critiques weren't the norm. For this reason, frequent feedback, positive or otherwise, is needed to remind these generations that there's no such thing as participation trophies in the real world.

# Lack of Flexibility

While their parents are used to the nine to five, Monday through Friday routine, Millennials and Gen Z aren't as structured. The way they see it, why can't they work seven to three instead? Being able to leave an hour or two earlier might allow these employees to pick their kids up from school, saving them a second mortgage payment in the form of childcare.

You knew it was coming so here we go... Working remotely. Millennials have taken to the idea of working from home like fish to water. They place more of an emphasis on work-life balance than any generation before them. It's estimated that nearly 50% of the modern workforce sees working remotely at least some of the time as "standard operating procedure."

Bottom line, if you want to retain talented people, flexibility is a MUST.

# Learning and Development

Even though their elders might call them lazy or entitled, the truth is that Millennials and Gen Z have an insatiable appetite to learn and grow. So, what does this look like? Technology. Webinars, online classes and apps are the way to a younger employee's heart. The days of traveling to Vegas for a weekend sales training are much less attractive now than they used to be. The generations of today want to be able to learn on their own time and within reason, at their own pace.

The second component is mentoring. Even though Millennials and Gen Z love their screen time, there's still no substitute for face-to-face coaching and mentoring. Interacting in person bridges the generational gap and allows for thoughts and ideas to be shared freely and collaboratively.

If you want to get especially creative, you might consider implementing reverse mentoring. This occurs when junior employees mentor those their senior. If the older guard is struggling with the influx of technology in the workplace, have a Millennial or Gen Z employee help with training. Not only will this make them feel valued, your senior employee won't feel discouraged or obsolete.

# Opportunity for Advancement

Millennials and Gen Z like it when they can see a clear path forward. Call it instant gratification or whatever you like, it isn't going anywhere. This is why younger people change jobs or careers so frequently. Even if opportunities for advancement are available, they're not usually communicated to employees.

When you communicate a path forward up front, and clearly state the expectations to get there, you allow new employees to see the value in staying with your company for more than a year or two.

If you're in your 40's or 50's and reading this article, you've heard plenty of talk about how Millennials and Gen Z are lazy and entitled. While there's some merit to that statement, the reality is most of them are hungry and willing to work hard to achieve their goals. They just aren't going to do it sitting in a cubicle by themselves from nine to five. The dynamics of how and where people work are changing, and there's no stopping it. If you want to recruit and retain quality people, you'd best jump on board sooner than later.

As a high quality and regulatory recruiter for the [life sciences industries](#), I help companies in the Bay Area build teams the maximum potential. Contact me, Jeff King, at [rqfocus.com](http://rqfocus.com) or (541) 639-3501.

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# How-To Shift Your Mindset to Be Happier at Work



You've most certainly been there at some point. You become so involved in your job that it starts to affect the rest of your life. Before you know it, you look back at the past year and you haven't done anything but work. Your relationships have suffered, you no longer have any hobbies and your definition of happiness is defined by spread sheets and project goals. No one can blame you for being so dedicated but continuing down this stressful path is a recipe for poor health, failed relationships and unhappiness. It's time to make a change.

This mindset begs the question, what makes you happy? Is it getting a raise or promotion? Is it crushing a project goal and winning that free trip to Hawaii? If your answer is yes to any of these questions, it's a sign that your deriving happiness from external factors instead of from within. If this is the mindset you're in, what happens when you don't get that promotion or you barely miss that goal? Do you become unmotivated and withdrawn? Does your productivity suffer? Does work become the last place you want to be?

In a culture that is so results oriented, it's easy to see how people can fall into the trap of deriving happiness from achievements and material things. Think about your neighbor with the Rolex watch, brand new sports car and membership at the fancy country club. Sure, there's nothing wrong with liking nice things, but are they truly what make someone happy?

If you find yourself in the mindset of measuring your worth and enjoyment in life from what you accomplish, you may want to consider making a change. It's pretty simple. Instead of focusing on the outcome, immerse yourself in the process of doing your job well.

A good place to start is with four simple questions.

*Are you enjoying the problems you're solving at work?*

*What kinds of problem solving challenges you in a positive way?*

*How many goals have you achieved?*

*Did achieving goals feel make you more excited than the work it took to get the job done?*

When you answer these questions honestly, you should gain a keen sense of whether you're actually enjoying the work you're doing or not. If such is not the case, it's a good idea to look at what is causing you to be disheartened. Is it the physical space in which you work? Is it an over-bearing boss that is quick to hand

out criticism yet hardly ever praises a job well done? Do you feel stuck by the proverbial glass ceiling? Or is the work itself just something you simply don't enjoy?

Once you've identified some factors that are keeping you from being your most productive and squelching your happiness, it's time to formulate a plan to improve the situation. The solution might be as simple as getting a standing desk, finding an office with more natural light or making time on your lunch hour to get some fresh air and light exercise.

If making some small environmental changes doesn't seem to be enough, you might want to consider some more significant changes like a different employer or maybe even a different career altogether. If you get to this point, the first thing you should do is identify what types of work will allow you to enjoy the process. Are you a people person that likes a lot of face time? Or are you sick of people and prefer to be left alone to do your job? Is working from home something you've always wanted to do but never had the chance? Or do you thrive in a fast-paced collaborative environment? Whatever you decide, make sure you do plenty of research and ask questions. After all, the reason you're leaving your current job is to be happier somewhere else.

It's a shame that so many people in the modern workforce trade days for dollars in jobs they don't particularly care for. They toil away for years on end always focused on the results of their work without enjoying the process of getting there. If you find yourself in this position, take a step back and look at the situation as objectively as you can. If you come to the conclusion that your happiness is derived solely from the results of your work, it might be time to make some changes, big or small, to increase your productivity, happiness and health.

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## **How-To Manage Your Employee's**



# Time Off



If you're like most hard-working Americans, chances are you laugh at the idea of working 40 hours a week. The reality is that you probably are the first one to the office in the morning and the last to leave in the evening. You probably even show up on the occasional Saturday morning or Sunday evening because you have no other choice. "Time off" is probably laughable to you but it's vitally important. Not just for you, but your employees as well.

Your company is only as good as the people on the ground and in the trenches. Your expectations are high and your employees take pride in the job they do for their own sake and that of the company. You probably have great relationships with most of them and your culture is one of teamwork and inclusion focused on a greater goal. Even if all this holds true, the number one complaint from employees across the board is not having appropriate time off to recharge so they are able to maximize productivity and efficiency while at work. Such begs the question, how do you balance maximizing productivity while making sure your employees can be at their best each and every day they come to work?

## Be Upfront About Paid Time Off Policies

In the modern workplace, employees see paid time off and benefits just as important as a competitive salary. If your competitors offer more attractive PTO perks, you'll struggle to hire and retain qualified people. It's paramount to make sure all employees know and understand PTO policies immediately during the hiring process. These policies should be clearly stated in the employee handbook and readily available for access upon request.

# **Forecast and Plan Ahead**

If you've been in business for any length of time, you likely have a good idea of when your busy and slow times are. This should directly affect how you manage PTO requests. If your busy time is the winter holiday season and all hands on deck are needed, your PTO policies and labor budgets should reflect that trend. Effectively writing, communicating and implementing these policies up front lets employees plan their time off in a manner that is best for them and also aligns with company needs and objectives.

## **Set Deadlines for PTO Requests and Approval**

While time off is essential for every employee's well-being, it's important that they communicate their requests well in advance so managers can aptly plan for their absence. Communicating these deadlines to all employees at once creates transparency and ensures fairness.

If many PTO requests are made at one time, it's imperative to have a policy in place for the priority in which those requests are processed. Whether your policy is first-come-first serve, based on seniority or some other metric, it needs to be made clear to all employees so that everything is black and white.

## **Incentivize Employees During Peak Times**

It's widely known that employees are tremendously more motivated by incentives than they are reprimand. Budgeting and forecasting for incentives like holiday pay and bonuses is a great way to offer a win-win for your employees without sacrificing productivity. For those that want to take time off, the deadlines and policies have been clearly laid out. For those that are motivated to make extra pay, times like these are a great opportunity to cash in. The key once again is effective planning, policy setting and communication.

# Make Your Schedule Rotational

I'll say it again, transparency and communication are your best friends. Not everyone works Monday through Friday 9:00-5:00 on your team or in your organization. No one wants to be "on call" on a Friday night when they could be at happy hour or at their child's soccer game. This time is fleeting and spreading that responsibility equally and fairly amongst your employees ensures that everyone is on a level playing field.

## Be Flexible

Any reasonable employer makes time for deaths in the family or illness. That only goes so far however. Circumstances come up in your life. It's unrealistic to expect every single one of your employees to stick to a regimented rotational schedule without any room for variance. Allowing employees to reasonably switch days or shifts goes a long way in building morale within your team knowing that you've got their back and the favor will be returned someday.

It's important that these schedule requests be approved by a superior however. Having an open and balanced conversation with your employees about last minute schedule requests is essential for the health and productivity of the entire organization.

Everyone in the modern-day workforce wants to feel valued for the job they do and compensated accordingly. While higher wages are great, managing time off in a favorable, but efficient manner shows those that work for you that you care on a human level. With proper planning, policy setting and communication, accommodating PTO requests can make everyone of your employees feel valued and empowered. Good news for everyone involved.

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# Best Methods for Reducing Stress at Work



For most Americans, work-related stress is a part of daily reality. Whether stress is caused by looming deadlines, a toxic work environment or unrealistic expectations, it affects us both in and out of the workplace. We carry stress with us when we go home and if not managed, it can lead to insomnia, depression, addiction and a host of other health problems.

Unfortunately, stress is not likely to go away anytime soon. The good news is that it can be managed for our sake and the sake of those around us.

## Start Your Day off Right

If you're like millions of Americans, the first thing you do when you wake up is grab your phone and start looking at email. This habit is sure to start your day out with unneeded stress. You'll likely be short with your spouse and kids before you head out the door. Then you'll end up with road rage in traffic. By the time you get to work you'll have already set yourself up for a day of continued stress.

To help start your day off right, take the time necessary to eat a nutritious breakfast, make time for a few minutes of physical activity and don't look at your phone. Taking just a few small steps in the morning will likely diminish the stress you feel at work throughout the day.

# Stay Organized

Have you ever noticed who has the messiest desk in the office? This person is the poster child for stress in the workplace. They always seem to be in a hurry, may forget important tasks and are on edge.

Clutter is a major trigger of stress. A good habit to get into is making sure everything is properly organized when you leave work. That way when you arrive in the morning, you won't have to spend precious time searching for a spreadsheet you need first thing.

# Make Sure You're Comfortable

Most workers spend all day seated at their desk behind a computer screen. Sitting for extended periods of time can lead to poor posture, bad circulation, back pain and undue stress. Though you may not notice stress being uncomfortable in the moment, you'll likely be more easily agitated throughout the day. The use of ergonomic furniture like a standing desk or elevated keyboard can work wonders to improve health and reduce stress.

# Get Up and Move Around at Lunch

Lunch hour exists for a reason. Sadly, too many people spend their lunch eating at their desk continuing to work. Even if this is the only major break you take during the day, it's important to clear your mind. Many workplaces have monthly step goals and will make time at lunch for employees to leave the office and get some light physical exercise. Participating in a program like this not only relieves stress but boosts morale and collegiality.

# Stay Away from Office Gossip

There's one person in every workplace who loves to talk about everyone else's business. While it's easy to get sucked in and might feel good to be in the know, gossip and rumors have a way of causing unnecessary conflict and drama that stresses everyone out. Always act professionally and courteous but keep these people at a distance. Doing so will alleviate stress and allow you to stay focused

on what's important.

## Time Block

Remember that guy with the messy desk? It's a disaster for a reason. He immediately reacts to whatever comes his way often leaving tasks unfinished. By the end of the day, he's started plenty of things but finished very few.

Setting aside blocks of time for specific tasks will allow you maintain focus, be more efficient throughout day and reduce stress.

Stress is here to stay. You're going to experience bad days, weeks and maybe even months. Some things are simply out of your control. You do have a choice in how you manage that stress though. Implementing even just a few healthy habits will surely reduce the amount of stress you feel and will likely lead to better health, increased productivity and a happier you.

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## Don't Let Fear Be Your Decision Maker



We have many reasons that we choose "yes" or "no" when it comes to making a job change. Often, fear is the decision maker. Fear supports our decisions from what we are going to lose, rather than what we could gain. This causes many people to stay in jobs that they hate.

I can't quit. This job is salary and gives me vacation time. What if I can't find that again?

Instead, consider how your life, both personally and professionally, would benefit from quitting the job. You now have the opportunity to pursue a career that provides you with the lifestyle and culture that allows you to enjoy your work, and may allow you to learn new things to enhance future job opportunities.

Forbes Coaches Council addresses fear decision making, claiming that "the fear of making decisions and embracing change, whatever the consequences, will keep us stuck in place when we should be moving forward toward new experiences." You could be missing out on any positive life experiences if you make decisions from fear.

Often, our reason for sticking in a job that we hate is for security - benefits, good pay, vacation time, etc. You might not want to enter the job search and "start over", but any new growth has to have a starting point.

Mira Kaddoura, Founder and Executive Creative Director of Red & Co. claims that "security is an illusion". At any moment, the company could go bankrupt or be sold. Your position will be lost and you may not be promised a severance plan. With this in mind, isn't it worth finding a job that you love?

The following are the five worst reasons that people stay in jobs they hate. Each reason is led by fear and resistance to change.

1. Because it is secure
2. Because I like my coworkers
3. Because I am too old to find a new job
4. Because I don't want to search for a job
5. Because I already know how to do the job

Working with a good Recruiter can help you find new opportunities and help you evaluate if these opportunities will help you get to where you want to go in your career, or to better fit your lifestyle. They can also help make the process much easier for you and less stressful.

I am a specialty [Quality and Regulatory Recruiter](#) for the [medical device](#),

[pharmaceutical, and biotech industries](#). I can help high-qualified employees find a great job that fits their skill set. Contact me, Jeff King, at [jking@rqfocus.com](mailto:jking@rqfocus.com) or (541) 639-3501.

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# The Importance of Employee Happiness for Retainment



All employees are aware of the struggle to find quality jobs. However, many employers do not understand how difficult it can be to build a top-notch team. The job market is tight for both parties. If you are leading employees, it is important to keep them happy so they do not move on to another company.

Many leaders do not treat [employee happiness](#) as important as they should. According to an [Aflac Employee Happiness](#) report, 36% of business leaders treat employee happiness as somewhat important and 55% of business leaders treat employee happiness as very important. I bet the 55% of business leaders that prioritize employee happiness have a much higher retention rate! If you want to grow your company, it is important that you make employee happiness a priority.

The methods outlined in this article can help you build a company culture with highly satisfied employees.



# Offer Benefits

It's no secret that health insurance is expensive. Nevertheless, accidents happen and we all need coverage. A benefits package, including dental, health, and retirements, is incentive to attract and retain employees. Paying insurance out of pocket can cost hundreds of dollars every month – thousands with a family. By providing benefits you are investing in your employees. They will feel more secure and appreciated.

Benefits can be tax deductible for employers. Speak with an experienced CPA to write-off as much as possible.

# Provide Opportunity for Promotions

Nobody wants to get stagnant in their career. When your employees see no opportunity for advancement, they are more likely to look for a new job. If you do not have a new position open, allow your employees to tackle creative, challenging projects. Their hard work could earn a bonus or promotion when a position opens.

# Take an Interest in Your Employees

Most office workers spend 40+ hours together every week. For many of us, we spend more time with our coworkers than anyone else. Get to know your employees.

*How is your family? What are you doing for the holidays? Did you catch that sports game?*

If you care, your employees will care.

# Provide Continued Education

Job industries are always changing. This is often due to technology or regulation changes. It's important to stay informed to be a top performing employee.

[Continued education](#) can help employees stay aware of trends, news, technology,

and discoveries that alters their performance. Provide your employees with training. They will be happier when they are doing a good job and not learning an important advancement a year after the change occurred.

### **Tools for Continued Education**

- Webinars
- Conferences
- Online Classes

If you have a low retention rate, it is important to analyze whether you have made employee happiness a priority. If not, it is time to start. I am a [Specialty Quality and Regulatory Recruiter](#) that can help you build your team. Contact me, Jeff King, at [jking@rqfocus.com](mailto:jking@rqfocus.com) or (541) 639-3501.

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## **4 Methods to Prevent Employees from Leaving Your Company**



Hiring is not only a pain but can be expensive for your company. As a business leader, it's important to find ways to prevent your employees from leaving. If you do not, you will spend hours training. Most new employees do not become profitable for a year in the job.

Maintaining your employees requires more than a raise. You must be aware of the lifestyle, culture, and management style that people desire to be happy in their

jobs.

The Workplace Institute Claims that 42 million people quit their job per year and 77 percent can be prevented.

As a [Life Sciences recruiter](#), I have seen people quit for a variety of reasons. This article explains common reasons employees leave their jobs.

## Micromanagement

As a business leader, we usually have time and emotions invested in the company. Delegating tasks can be difficult when we know how we want a task completed. Unfortunately, this leads to micromanaging. Many leaders who micromanage focus so much on the tiny details that they cannot see the big picture. Give your employees that opportunity to create their own path to solving the problem. Different does not always mean bad.

## Lack of Vision

To accomplish a goal, you must have a vision. Many business leaders lack strategic vision.

[Forbes](#) defines strategic vision as the ability to;

- Envision the longer term
- Adopt a broader view of the organization, seeing it in the context of its competition and the current economy
- Define a distinctive, unique mission for the organization
- Define the path by which the firm can grow in the long term
- Repeatedly move the organization forward in creating greater value

Unfortunately, if you do not have strategic vision, your employees could feel like they are only checking tasks off the box. Make sure that they know the end goal of their work.

*How is the work going to make a difference? How is the work going to change a*

*person's life?*

To form a great company with happy employees, your employees must know that they are working for more than a paycheck.

## **No Feedback**

Imagine this - You spend 3 hours writing an extensive report. It includes statistics and evaluations. You turn the report into your manager.

Silence. You never receive feedback. Two weeks later, your manager asks you to write another report. Wouldn't this be frustrating?

Most people want to do well. Feedback allows for correction and communication. Your employees are able to develop their skills to succeed. Your feedback could be as brief as asking your employee to add an additional summary paragraph to a report or a "great job" email.

## **No Opportunity for Career Advancement**

Nobody wants to be stuck in a "dead end job". Career advancement is one of the most important factors of employee satisfaction and retention. Provide the opportunity for employees to take additional responsibilities that lead to changing of their roles and raises.

[Continuing education courses](#) can increase your opportunity for career development. If you give people the opportunity to learn and evolve within your company, they have less motivation to find a company with a more dynamic position.

You will also save valuable time by promoting within your company. Your current employees know company procedures and support the strategic vision. When internal staff is not available for promotion and you need to look externally, that is when I can help. I am a Regulatory and Quality [Recruiter in the pharmaceutical, medical device, or biotech industries](#) in the San Francisco Bay Area. Contact me, Jeff King, at [jking@rqfocus.com](mailto:jking@rqfocus.com) or (541) 639-3501 to discuss your needs and determine some options to help you build the team you need to succeed.

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# The Importance of Asking Questions at Work



Asking questions can be the simplest and most effective ways of learning. Innovators, brilliant minds, and curious thinkers ask questions. If you are not asking questions, you could be missing out on opportunities.

As a business leader, information is imperative. You need to understand what your employees and clients need, as well as where your organization can improve.

Not convinced? Learn why asking questions can be imperative in the workplace:

## Questions Encourage Creative Thinking

An innovative company is always coming up with new ideas. Brainstorming sessions are a productive method to inspiring new ideas. Questions can create the creative thinking that you need for a great brainstorming session. Open-ended questions are some of the most efficient, such as;

- I wonder if/why...
- What would happen if...
- In what ways can we...

# Questions Create Reflection

There are periods where we all just focus on getting the job done. However, if those periods turn into years, we can lose the spark that makes us creative leaders. Constantly ask yourself questions, such as;

- Why are you in business?
- What is your favorite part of your job?
- How did you create change this year?

# Questions Start Change

It's easy to get stuck in a rut. During those periods, we know that we need to make changes but we can't find where to make it work. Your questions could open a new way of thinking that keeps your company innovative.

Now that you know why to ask questions, it's important to recognize how to ask. You don't want your important question to go unnoticed.

- Watch your tone by keeping it casual.
- Use follow-up questions by focusing on listening.
- If you are looking for information, start with the tough questions. If you want to build relationships, start with the easy questions.
- Keep the questions open-ended.

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# How-To Be An Inspiring Leader



All business leaders know that it can be very frustrating when your employees are not engaged. Work quality decreases and the team operates less cohesively. Sometimes, the problem is that your employees are uninspired. Evaluate your leadership habits to determine if you can create an inspirational workplace.

## **Reward Employees**

Rewards aren't just for dogs and children! Make your employees feel important by rewarding them accordingly.

For example, create contests in the office for ideas on cost reductions or streamlining a process. Whoever wins gets a bonus. See more examples of company rewards in [20 Techniques for Acknowledging Your Employee's Good Work](#).

## **Focus on the “Why” Rather than the “What”**

Have you ever been handed off a task without knowing why? This can be frustrating when you have piles of work to finish.

Do not just send an email to your employee asking to complete a task by the following day. Explain to your employee why the task needs to be completed.

For example, there could be a productivity problem within the company. The task is the first step to a new system to increase productivity by 25%. When your employee understands why they are completing the task, they will feel happier

about getting the job done.

## **Provide Training Opportunities**

Most people start new jobs with hope of a better career. However, employees can lose motivation and get stuck in the same position for years.

Keep your employees inspired by providing training opportunities. If you have the budget, industry specific conferences are held throughout the country. Sending employees is an educational opportunity to improve job skills and inspire creativity.

## **Be a Role Model**

Have you ever heard the phrase “practice what you preach”? In business leadership, this can refer to job performance. If you want your employees to show up on time and complete their work thoroughly than you must do the same.

## **Encourage Participation**

Lack of participation can be a major problem at work. Your company could lack valuable innovation that makes a business unique. Eventually, you need to replace employees that do not contribute to the team.

Firing your employees should never be the first step! Replacing an employee is time consuming and expensive. Make sure that you are giving your employees a reason to participate.

### **How-To Encourage Participation at Work**

- Offer Rewards
- Keep Participation Sessions Brief
- Inform Employees of the “Why”
- Create a respectful environment where all ideas are welcome