

# Top Tips: 5 Top Tips on Boosting Employee Productivity

Maintaining a productive workforce is crucial to the ongoing success of your company. Here are five tips on how to get the most out of your employees.



## 01 Make sure everyone is fully trained

All new starters should be fully trained in the best methods to do their job, either through an induction or by shadowing more experienced colleagues. Be prepared to provide ongoing support if necessary.

## 02 Try not to micromanage

Remember that staff can respond poorly to being over supervised. By trusting employees to take ownership of their own time and resources, you can help encourage their own personal development.



## 03 Set targets

Set clear targets for your staff to work towards and put rewards in place for achieving them. Employees are more likely to get a task done on time if there are incentives, such as a dress-down day or bonus.

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### 04 Allow flexible working

Organisations are starting to move away from the 9 to 5 bracket and are offering more flexible working hours instead. This can help staff maintain outside commitments and work during periods where they feel the most productive.



### 05 Provide opportunities for development

Employees are more likely to work harder to succeed in their role if they can see potential for future opportunities. Provide ways for employees to develop their skills and knowledge, either through increased training opportunities or giving them more responsibility.

