

## Ten Employee Management Tips

### Keywords

**Hits** 611

**URL** <http://www.wearecrucials..com>

It's hard out there for an employer looking for qualified talent right now. Why? Because unemployment rates are hovering around 3.8% which means not very many people are looking for work.

That means it's incredibly important that you retain the team members you have since replacing them can create a whirlwind of headaches and expenses.

One of the most important aspects of not only keeping your team happy but keeping them productive is exercising excellent employee management skills in your daily interactions.

But what exactly are good employee management skills? What are the core qualities you should lean on to keep your team motivated and happy?

Below, our team walks you through our 10 management musts all leaders should embody if they want to set themselves up for success!

### 1. Communicate

There's nothing that brings a team together quite like communication. Letting people know what your expectations are of them, what consequences are if they don't meet those expectations, and how they should feel open to asking questions is critical when it comes to a happy workplace.

As part of your communication-centric disposition, you should also let your team know that you're open to feedback.

Giving team members a voice in the way things get done will help them feel empowered in their positions.

### 2. Stay Positive

There's a lot of negativity that goes on in a workplace. Whether the negativity is stemming from office conflicts or just coming from being inundated with work, believe us when we say that it's counterproductive for you to add to it.

For that reason, always make it a point to carry yourself in a positive way, even if things aren't going well.

When your employees see a leader who isn't letting adversity bother him/her, they'll adopt the same attitude and maintain higher levels of productivity.

### 3. Push for a No Clique Culture

One of the main ways teams get off track is when they start turning on one another. This typically comes in the way of cliques forming that bond over saying negative things about other team members.

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As a manager, you'll want to nip that practice in the bud immediately. Make it a point at team meetings to regularly address cliques and gossip and let your team know they're not okay.

#### **4. Give Credit Where It's Due**

Your employees need to celebrate wins every now and again to stay hungry. Let them have that opportunity.

After a hard fought battle at work, win, lose or draw, always give your team members kudos for giving things their all. That appreciation will go a long way.

#### **5. Be Open to Stretch Assignments**

Employees need to feel like they're growing. If they don't, they're going to look for another company that lets them spread their wings.

That's why part of an effective employee management strategy always includes giving your team members opportunities to do new things.

When you meet with your employees, ask them what they're interested in that they haven't been able to do yet within your organization. Armed with that insight, make calls or shift things around to give your team members those new rewarding experiences.

#### **6. Be Honest and Open**

Nobody likes to get hit with PR speeches when they ask questions. They want the people they're looking to for guidance to level with them and be real.

Make sure you fulfill that want by always being honest with your team members. Remember, teams only work if respect is flowing downward. Nobody feels respected when they're only getting half of a story or are being lied to.

#### **7. Make Hard Decisions**

One of the hardest parts of managing employees is making decisions that aren't popular. Whether it's cutting hours, scheduling overtime or doing any other hard-to-love managerial task, always make decisions with conviction and be open to explaining why those decisions were made.

If you cave too often to employee objections, you won't be respected as a leader.

#### **8. Don't Let Conflicts Fester**

If you're noticing issues between two team member or are feeling unspoken animosity your employees may be harboring against you, address it.

The longer you let conflicts fester the more distracting they'll become. Never be afraid to schedule a meeting to help team members work out their problems or to let team members voice their concerns in regard to your direction.

Remember, successful conflict management is one of the biggest responsibilities a leader has to his/her team.

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## **9. Be Flexible With Scheduling**

If you're managing a team that deals with a rotating schedule (retail for instance) always do your best to accommodate people's requests. We get that it can be hard to make everyone happy when it comes to time tracking and scheduling but the more you try to help people out, the happier your workforce will be.

For more on how to track time successfully on your team, check out Timeclock Hub.

## **10. Lead by Example**

At the end of the day, if you want your team to embody a certain attitude, they have to see you do it first.

Employees always look to their leaders for guidance on how to carry themselves. If you want to be successful in your employee management efforts, be sure you carry yourself in a way you want your team to replicate.

## **Wrapping Up Employee Management Tips for Keeping Your Business on Track**

Keeping your business on track means having a team of happy employees that are here to help you for years to come. To make sure that your team loves what they do and aren't looking to jump ship, we recommend leveraging our employee management tips above.

We promise that the more of our tips you put into play, the more results you'll see as far as employee productivity is concerned!

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