

# Meetings

Talking and listening as well as being willing to exchange ideas and views with staff is essential in any working environment. It can also be one of the best ways to improve staff performance. All employees should be provided with accurate information, instruction and guidance and if any member of staff is not happy it pays to recognise and talk about it. Staff meetings are a useful way to communicate with employees and these should be a time when planning, training issues and problem solving are discussed.

Key to any successful business is ensuring that your staff feel they are trusted and respected, below are a few ideas of ways this can be achieved:

- Complete performance reviews on time, this demonstrates your commitment to them and gives you the opportunity to ask how they are feeling
- Introducing a suggestion box
- Having an open door policy and encourage employees to talk to you or their supervisors
- Learn to delegate responsibilities to your staff to help build their own professional skills
- Add key dates to your calendar (i.e. birthdays, annual reviews, and anniversary dates)
- Know your staff members' career goals and what they would like to accomplish in the next five years
- Be honest with your staff by illustrating a realistic view of your position