

Managing Employee Relations

By Neil Largan

Head of Dispute Resolution at Crombie Wilkinson Solicitors

Managing the day to day running of your business involves making decisions and juggling many tasks. Your employees are a critical part of the smooth running and efficiency of your firm. Managing their expectations and communicating with them regularly will keep them motivated and inspire loyalty.

Depending on the size of your company you may employ a HR Manager, who will ensure you are compliant and follow procedures. Alternatively you may appoint a member of the team to be responsible for staff matter and who can act as a central point of contact.

Procedures which are devised in conjunction with specialist advice and consultation with employees can ensure they are received positively.

Induction Process

It is important to communicate with your employees from their first day. Having a structured induction programme for them not only confirms that you are an organised firm who place importance on your employees but also makes them feel part of the team immediately. It does not need to be complex and can simply be a way of making sure the new employee knows their way around the building, puts names to faces and understands how to request holidays for example.

Team Meetings

Holding regular team meetings are a good way of keeping all levels of staff in the firm updated on company news as well as making sure the team get together and share their news with each other. They are a good way of transferring information which you want all people in the company to be aware of. They are also a way for employees to send back ideas and issues through the managerial chain developing two-way communication. Dependant on the size and nature of your firm, team meetings are usually held either one a week or once a month.

Company Meetings

It is sometimes beneficial to get all staff in a company together at a company meeting and for the key managers to present an update on the progress of the company. Usually held once or twice a year, these types of meetings can be motivational for employees and be a mechanism for publicly rewarding employees who have performed well.

Performance reviews

Developing your employees' potential is a crucial part of managing their career progression. Having a formal performance review process in place which includes an annual appraisal and a half yearly performance review demonstrates to the employee that you see them as an individual and want them to achieve their best.

The time you invest in good employee relations is time well invested in the long run.

For employment advice, speak to one of our employment specialists, Neil Largan at York on 01904 624185 or John Broadbridge at Malton on 01653 600070 or by emailing law@crombiewilkinson.co.uk

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