FLEXIBILITY / WORK / LIFE BALANCE

- It’s not a “one-size-fits-all” program – so learn what your employees need
- Allow for flexibility with work schedules (work from home, flexible arrival/departure times)
- Provide a robust time off benefit and allow employees to use it
- Offer part-time or job-sharing opportunities where it makes sense
- Plan company-sponsored activities that involve the employees and their family/friends
- Empower managers to set the example

PERFORMANCE FEEDBACK

- Employees want to receive feedback – “no news” is NOT “good news”
- Feedback should be provided throughout the year in a conversational manner
- Identify and communicate career or development paths
- Tie expectations to strategic initiatives AND the employee’s career path
- Allow employees to utilize their strengths
- Have difficult discussions regarding necessary skill development

EQUITABLE COMPENSATION

- Develop a pay philosophy that supports equal pay for similar work
- Consider your geographic market, economy and unemployment rate when determining compensation
- Keep in mind your industry and benchmark appropriately
- Regularly review compensation (every 2-3 years)
- Provide better pay increases to top performers

GENERATIONAL CONSIDERATIONS

- Each generation has different needs – so put in place policies, practices and benefits that appeal to individuals across the generations
- Focus on behaviors that will unite the generations and allow them to work together
- Establish committees or project teams that include members from various generations

SOCIAL MEDIA ACCESS & UTILIZATION

- Refrain from prohibiting employees from using social media at work
- Set social media expectations via a company policy
- Show employees how to utilize social media for marketing, business development and recruiting purposes
WELLNESS INITIATIVES

Wellness is a combination of mental, physical, spiritual and financial health. Employers should do all they can to address each area of wellness with the ultimate goal to improve health, reduce healthcare costs and improve productivity:

- Provide health benefits to employees
- Work with your benefit provider to review the available benefits under your current plans (Employee Assistance Program, tele-doc, gym discounts, etc.)
- Consider access to wellness mobile apps and encourage employee utilization of the apps
- Offer “healthy snack” options for employees
- Arrange office events around wellness (chair massages, yoga, health screenings, weight loss challenges, etc.)
- Provide access to a student loan financial service company to your employees to assist with student loan debt

ENGAGE MIDDLE MANAGEMENT

- Train middle managers to be effective at dealing with employee
- Provide them with strategic information and allow them to share it with their teams
- Empower middle managers to make decisions on behalf of the organization

PEER INTERACTION

Employees with connections to their coworkers are the strongest performers. When an employee is connected with others, they tend to want to stay.

- Encourage peer-to-peer interaction through committees, projects, social events
- Allow employees to recognize others for a job well done
- Provide opportunities for employees to interact outside of work in sport teams, clubs or associations

SHOW APPRECIATION

- Let employees know when they are doing a good job
- Make recognition specific to the individual and the specific task or behavior
- Incorporate recognition in to team meetings to celebrate successes, workplace anniversaries, promotions, etc.


- Employee Handbooks, July 25, Noon – 1 p.m.
- Recruitment Processes, September 24, Noon – 1 p.m.
- Completing I-9’s, December 10, Noon – 1 p.m.

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