



Workplace Change: Staff Check

Your guide to recognising the signs and then taking action to effectively lead your staff through change.

| How good is staff morale? | Yes | No |
|--|--------------------------|--------------------------|
| Do you know how your staff feel about working for you, for your business? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you know how many staff left your business in the last two years – and why they left? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you know what that cost you – in money and loss of knowledge? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do your staff get on well with each other? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the age/generation staff mix a concern for you? Do you know what to do about that? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you happy with the way your staff treat your customers? | <input type="checkbox"/> | <input type="checkbox"/> |
| The management style in your business | Yes | No |
| Do you know how effectively you relate to your staff? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you happy with the way your managers/team leaders treat your staff? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you know what staff today want from their managers and from their workplace? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you know how to coach staff - to bring out the best in people? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you know how to build teamwork amongst your staff - to improve business outcomes? | <input type="checkbox"/> | <input type="checkbox"/> |
| Communication | Yes | No |
| Do you have meetings with your staff as a group? Are they successful? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you regularly seek feedback, opinions and ideas from staff? | <input type="checkbox"/> | <input type="checkbox"/> |
| Apart from meetings, do you do anything else to keep staff informed and morale high? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you know whether your staff are happy with your communication strategies? | <input type="checkbox"/> | <input type="checkbox"/> |
| Your own reactions | Yes | No |
| Are you able to handle your own emotions and respond appropriately to staff challenges? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you happy with the hours you work? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you able to handle all the stress brought about through change? | <input type="checkbox"/> | <input type="checkbox"/> |

Have you answered 'No' more times than 'Yes'? Or have you made your ticks half-way, meaning "Don't know" or 'Not sure'?

If so, it's time to think about how well change is being managed in your business and workplace. Change can be managed with minimal stress, if you know how and if you have the tools and support.

Contact us now for a **No Obligation** discussion.
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