



# **WELLBEING AND PRODUCTIVITY CHECKUP: ARE YOU DOING ENOUGH?**

**+ RESOURCE PACK**

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**WORKPLACE  
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# WELLBEING AND PRODUCTIVITY CHECKUP

**Questions?** Our wizards can help on demand, call on 03 90876949

## QUESTIONS TO ASK YOURSELF

I am 100% satisfied my staff are working as productively as it could be right now

## RESOURCES

We have provided several links to our resources that can assist you achieve increased productivity and manage wellbeing.

### ANSWERED YES?

Great – keep up the great work!

### ANSWERED NO?

That's okay – there are lots of things you can do to change that! Keep working through this questionnaire to identify the key priority areas to focus on to get more out of your people.

## On social connectivity, inclusion and engagement...

## QUESTIONS TO ASK YOURSELF

I can confidently say my staff are feeling connected, included and engaged

My workplace has planned activities to promote social connectivity, inclusion and engagement

My staff are reporting that they are feeling happy, positive and engaged at work

Our workplace regularly conducts 'pulse checks' to measure employee engagement

## RESOURCES

If you answered yes to all of these questions, great! It sounds like you probably have a team which is feeling connected, included and engaged. Proceed to the next set of questions to assess how your communication is going.

If you answered no to any of these questions, there are a number of ways you can better promote social connectivity, inclusion and engagement in your workplace.

Social connectivity, inclusion & engagement can be achieved by implementing and/or promoting opt-in EAP sessions, zoom catchups, team huddles, lunch & learns, team winddowns and physically distant social events.

However, some staff may be experiencing video conference overload and/or burnout, or prefer engaging in online office chat rooms or just having one on one coffee calls. You'll need to personalise your approach for your team of individuals. One size will not fit all. You need to trial what will work for you.

The key problem we are seeing at the moment is that many business leaders and managers don't really know how their teams are feeling, what might help them to feel more connected and engaged, and how the business can support them better. This is because they haven't been asking the right questions. When you and your managers ask the right questions, you will know exactly how your team are feeling, what will help them to feel more connected and engaged and how your business can support them better to be happy and productive staff.

**If you want to learn more about what questions you should be asking, download our pulse survey kits [here](#).**

# On communication...

## QUESTIONS TO ASK YOURSELF

**I am confident my staff understand our business plans and objectives right now**

**I am confident employees understand how their work contributes to the achievement of our business goals**

**I am confident employees understand what is expected of them in terms of their behaviour and their work performance**

**My workplace has the right IT systems and equipment to work in the current environment to enable regular communication with staff**

**The business leaders have been communicating with staff about how the business can support our staff to meet business expectations**

**Information and knowledge are shared openly about how our business is performing and what the business is doing is to secure jobs**

## RESOURCES

If you answered yes to all of these questions, great! It sounds like you are probably communicating well with your staff. Proceed to the next set of questions to assess how your innovation is going.

If you answered no to any of these questions, it might be helpful to come up with a plan for how and what you will communicate with staff to ensure they are as productive as can be during this time.

### Being open, transparent and providing clarity to staff about your business plans and objectives can boost their performance.

A direct link between an individual employee's performance and the achievement of business goals can boost an employee's wellbeing and their confidence in the importance of their job even in the current challenging business environment. Many employees are also no doubt worried about their jobs and their futures so it is important you communicate clearly and regularly with your staff about what steps you are taking to secure their livelihoods.

Effective recognition of good performance also serves as a good motivator for individuals as well as a strong indicator to others of the type of behaviours they should emulate, which will ultimately drive positive behaviours within the business.

**Read more tips on how to communicate with staff here.**

Where you have directed employees to work from home, you need to remain mindful that it may present difficulties for employees. Employees who have caring responsibilities are currently balancing providing these caring responsibilities whilst managing their workload. Therefore, they may need to perform work at 'odd' hours, not be as productive as they usually are and/or seem overly stressed.

Keeping an open line of communication between employees and management is essential in this case. This will allow you to discuss alternate arrangements (such as changed working hours/duties or paid/unpaid leave) that will alleviate some pressure for the employee and meet your business requirements.

## On driving innovation...

### QUESTIONS TO ASK YOURSELF

Information and knowledge are shared openly

Is my team encouraged and empowered to try and test new ideas?

We have the right resources to drive innovation.

### RESOURCES

If you answered yes to all of these questions, great! It sounds like you probably have a team with really strong leaders who are driving innovation! Proceed to the next set of questions to assess how your accountability mechanisms are going.

If you answered no to any of these questions, there are a number of ways you can enhance your leaders to drive innovation.

Our 'Effective Teams and Assertive Leaders' training program aims to enhance your leaders by covering workplace, HR and leadership theories on what makes effective teams and high-performing workplaces. This training aims to energise your leaders to reach even higher levels of innovation, productivity and purpose.

[Read more about this training module \(and several others\) by following this link.](#)

## On accountability...

### QUESTIONS TO ASK YOURSELF

I am satisfied my current team/s is/are working optimally.

Everyone in my team is held to account for their work performance and results

My team is aware of what is expected of them

Under performance is effectively addressed throughout the company

We measure job performance to ensure all staff are achieving results

Teams are held accountable for achieving goals and meeting expectations

### RESOURCES

If you answered yes to all of these questions, great! It sounds like you probably have a team which is performing strongly! Proceed to the next set of questions to assess how your workforce planning is going.

If you answered no to any of these questions, there are a number of ways you can better manage this underperformance in your workplace.

Where you have set clear expectations and goals for your staff (as per above) and they are still not being met, you will need to consider how you will raise this with your staff.

**As always, communication is key.**

Talk to your employees about their performance, and give them an opportunity to explain what is going on for them and how it is affecting their performance. Be clear about your expectations and discuss what needs to happen (including what support you may be able to provide) for these to be met. Set timeframes for review and keep checking in on them.

In the event the underperformance continues, may need to consider formal performance management and perhaps even dismissal.

## On workforce planning...

### QUESTIONS TO ASK YOURSELF

**I have reviewed our current position and needs, and am confident I have the right staff in the right places**

**We are well positioned to come out of the pandemic with a strong team**

**My resources are aligned with the needs and priorities of the business.**

**Do I need to restructure my workforce?**

**Our resources are positioned optimally for business success**

### RESOURCES

If you answered yes to all of these questions, great! It sounds like you are probably have the right people in the right places to thrive!

If you answered no to any of these questions, it might be helpful to come up with a plan for how and what may need to change going forward.

Workforce planning can be a complex, sensitive and challenging exercise.

We can facilitate your workforce planning and support you in your decision-making processes.

Restructures leading to staff redundancies are particularly complex, sensitive and difficult exercises.

**It's essential that you follow a procedurally fair process and undergo sufficient consultation.**

Learn more about downsizing your operations with our [how-to guide](#) and [our resource pack](#).

**"Restructures and redundancies can be extremely challenging, but are unfortunately a necessary part of doing business sometimes. With careful planning and the right communications, restructures and redundancies can be managed well."**





## **Why get help from Workplace Wizards?**

Workplace Wizards provides expert workplace relations, human resources, industrial relations, Workplace Health and Safety and workers' compensation advice and support on demand and tailored to your business.

We offer a complete range of employee management and workplace relations solutions to your workplace problems - saving you time, money and stress along the way.

**To find out how we can help you call us on  
0390876949 or email us at  
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