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Next Seminar: Paying and Rewarding Staff

2 December 2011

Our next seminar on Paying and Rewarding Staff will be held on 2nd December. [See our web site for details.](#)

Getting pay and reward right in a firm is a complex business. It involves determining a market price for each job and for ensuring equity within the firm for jobs with the same level of responsibility. Most firms also want some link between reward and performance.

This half day seminar looks at setting pay bands, at avoiding future pitfalls in setting and paying wages, at how to use benefits to provide a complete package and at how to evaluate one job against another to achieve a balanced pay structure.

We know SME managers find it difficult to spring the time and financial resources to attend courses so we limit this seminar to three hours and it costs only £55

[Book your place now; places are limited.](#)

HR Update

Adverse Weather

As this newsletter hits your inbox, we are currently experiencing extremely mild weather. Whilst this good weather may last for another two weeks we will doubtless still be faced with adverse weather conditions which cause problems for transport, and cause schools to close. This time last year, we suggested that you implement an Adverse Weather Policy so that you know what to do when the bad weather hits. We reiterate that again here. It's much easier to sit down and develop a policy before you need it. If you still need to develop your own policy why not [check out our article](#) which gives you some suggestions. If you would like TimelessTime to help you develop a policy then give us a call.

Public Sector Strikes

We may be about to enter another phase of strikes by public sector workers. If you want some advice on how to handle this why not visit our blog which discusses [how to manage your business when others go on strike.](#)

TimelessTime is an ISO9001 certified firm



Timeless Update: November 2011

Welcome to the latest edition of Timeless Update, your regular roundup of topics provided to support you in managing your people. In this edition we cover pay and benefits, leadership, social events, ability testing and change. Each links to more information or just call us to discuss.

On Pay and Benefits

How much staff are paid and the benefits provided differ in every organisation. Some firms pay commission, whilst others make discretionary bonus payments. Some have private medical and others run company cars. And some review salaries regularly whilst others don't. There is no right and wrong way to structure pay and benefits.

The law is clear: firms must pay the same for the same work done. But that's too vague. The CIPD suggest three principles: that firms should pay equitably, fairly and consistently and these are vaguer still! So how do managers proceed?

Getting the compensation and benefits package right is very important. It has a huge impact on the [psychological contract](#) and staff commitment, and if the package is correctly put together it can save the firm money in the long term.

Above five staff, with maybe two or three doing roughly the same job, managers must move from spot rates to a salary structure. TimelessTime has done [pay and benefit analysis](#) for clients large and small and has constructed pay and benefits systems.

Give us a call to discuss how we can help you to develop a pay and benefits strategy that is cost-effective and valued by staff, even in today's economy.

What Sort of Leader are You?

The leadership approach that you select for yourself will fundamentally determine the success you'll enjoy.

There are seven approaches – professional, transactional, moral, participative, contingent, managerial and transformational and we've [defined these](#). Each approach is relevant in specific circumstances and in particular firms: for example professional leadership works well in schools and other environments where professionals lead professionals.

Often Boards of firms where improvement is sought really favour transformational leadership, particularly when selecting new MDs. But transformational leadership with its emphasis on charisma, inspiration and vision is not always appropriate. We report in a blog on [some recent research that gives guidance](#). Call us to discuss how you might go about deciding how to select the right approach.

'Tis the Season to be Jolly!

It's that time of year again! Very shortly the Christmas party season will begin. Some organisations provide free food and drink for the whole evening. This can mean that some staff abuse the privilege and drink to excess causing problems for colleagues.

So how do you avoid problems? Ensure that all staff are made aware that whilst the party may occur outside normal working hours inappropriate behaviour will not be accepted and may lead to disciplinary action. By simply reminding people that they are accountable for their own behaviour, and, if relevant, are also expected back at work the following day, most of the problems will be prevented.

Throwing a Christmas party is a great way of thanking staff for their contribution over the year. But by taking some basic precautions, everyone can have a great time, and the party will be remembered for the right reasons.

Learned and Natural Ability

Whilst it is possible to train staff in both literacy and numeracy, it's near impossible to train them in abstract reasoning—the ability to solve problems. Literacy and numeracy can be learned, but the ability to understand spatial and abstract situations and to apply logic to solve problems is independent of learning.

TimelessTime can work with you to ensure that your staff have the skills needed. We do this through ability tests which have been standardised against thousands of people. These allow us to measure where the person sits in relation to others. One client recently commented "without your input we would not have been able to employ the best person for the job. It was not obvious from the CV".

Testing can also be used with staff who are already employed. Underperformers can be assessed; staff with sales skills can be identified; assessments can be made following repeated health & safety incidents and development actions planned. Visit our website to see the [full list of support we can provide](#) for both prospective and current employees.

Leading Change

Organisational change doesn't just happen. It is something that humans, and specifically managers, make happen.

Change is defined as the initiation of new patterns of action, beliefs and attitudes, in and by staff. Change is detected initially in improvements in business processes and longer term in enhanced staff commitment and in improved business position.

Leading change is never easy, but TimelessTime have experience in [change management](#). If you need to consider changing your own organisation and are not sure where to start why not give us a call.

If you are interested in appointing TimelessTime to work with you so that you maximise your bottom line and become an employer of choice, we would love to meet with you to discuss how we can help and provide you with a competitive quote for our services.

All new client initial meetings are undertaken free of charge and without obligation.

If any of these topics interest you and you'd like to know more give us a call on 01825 724179