

5 Ways to Avoid Workplace Turbulence



Presenter

Johanna Drayton Partner



Implement Good Pre-Employment Processes

- Get the right staff:
 - Clear messaging on your organisational culture and expectations through good advertising and job description
 - Appropriate interviews to get the information you need to choose the right person
 - Pre-employment screening



Implement Good Pre-Employment Processes *Cont...*

- Have a thorough employment agreement template:
 - Trial periods – make sure your organisation has a clear understanding of how to implement them
 - Right to suspend
 - Other important clauses



Set Clear Expectations for your staff and lead by example

- Code of Conduct
- Policies
- Demonstrate/communicate your desired culture through company communications to staff



Monitor Performance and Give Feedback

- Make sure every staff member has a performance agreement and a clear understanding of what success looks like in their role
- Implement regular meetings for staff with their manager to discuss performance – a no surprises approach
- When issues arise, ensure they are managed promptly through an appropriate process
- Formal performance management



Consult your Staff on Proposed Change

- Good faith
- Restructuring/redundancies
- Policy changes
- Other workplace changes e.g. drug testing



Handle Workplace Conflict/Misconduct Promptly and Fairly

- Follow your policy
- Have informal/formal options
- Pitfalls to avoid



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