

CHECKLIST

Recipe for “Managing People the Right Way”

The “recipe” will bring good results, if you put into action the following:

- Make sure your people know the standards that are required
- Communicate clearly how they are able to make these standards
- Motivate them to progress in the direction required
- Reward them and continually carry on communicating and motivating so that standards are maintained
- And for a small minority, (five per cent?), then as a last resort, you will have to apply discipline procedures when the required standards are not being met.