



Help! I just can't find the right people

How to find and develop the right staff for your
organisation

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MAYOR OF LONDON



About the workshop

Where do you find the people that are just like you and can do what you want them to do, when you want them to do it and how can you make the hand holding seem less painful?

There are some simple steps that you can take to help you to find the right people for your business.

Developing your team can be fun..... trust me!

What are you looking for?

- Define the role you are recruiting for – is it a team member or a manager or an accountant?
- What are your expectations of the role (and are they reasonable)
- Have you written it down (this will become your job description)
- How much are you willing to pay?

How do you find the right person?

- Recruitment agencies – the pros and cons
- Online – what did we all do before Gum tree?
- What if that all doesn't work, then what do we do?

Now you have staff what do you do with them.....

- Setting clear expectations from day one
- Make detailed notes of what it is you want your staff to achieve
- Talk with your existing team, they need to understand what is in your head and what your vision is for them and new staff that join
- Follow up at the beginning and end of each day, at least for the first few weeks

Induction, training and development

- What does your induction, training and development plan look like
- Induction – must cover the basics like health and safety, time keeping, payroll information.....
- Training – what additional skills do your team need? How do I find the right courses? How much will it cost?
- Development - how is this different to training? What benefit will it bring to my business?

Communication

- Are you listening?
- Are your staff listening?
- Some helpful hints to help more you communicate more effectively with your existing team and new staff that you bring on board

Is it working?

- How will you know that it is working?
- What evaluation should you do?

- Any questions

For further information

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