



Your Coffee Break for the Brain!

Dr. Jane's Monday Morning Musings

What is Your #1 Asset in Business?

I have had business owners tell me that they consider their employees to be their number one asset. And yet, many of us have seen too many cases where the priority is only given in lip service.

The question that we, as business professionals must ask ourselves is, what kind of action are business owners and managers taking to back up their claim?

If hiring and keeping the best people is a real priority, then you must take a look at some of the basics which include how to hire the right people for your organization, as well as how to keep them.

1.) The number one priority in today's market is to gain as clear and precise a picture as is possible of the person you are considering for employment. Be sure to use pre-employment testing, background checks, criminal investigations, etc. before you hire. *(The CRTA Conditional Reasoning Test of Aggression is the only true reasoning test on the market today that is not a self-reporting instrument. *)*

2.) Have a clearly defined outline of the job function for that person; the expectations, how they can succeed and what it means to not succeed.

3.) Establish a rewards program for all of your employees and let them know when they have done an excellent job. Most of us know when we have messed up without having it broadcast company wide!

4.) Keep your job reviews on the positive side and invite the employee's input as to how h/she can excel and move forward in the organization.

5.) Have a clear and well established strategic and business plan, otherwise wherever you go or whatever happens, you are correct.

6.) Hold people accountable for what they agreed and were hired to do.

7.) Remember, the unemployed are not always there due to their own actions. This economy has placed many where they don't choose to be.

If You are looking for Dr. Jane...

She is now accepting registrations for her **Nov. 8-10 workshop** right here in **Albuquerque.**

"Skills for Excellence in Administrative and Office Management"

We will be at the Quality Inn and Suites, 25 Hotel Circle.

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The Business Connection

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This Week's Quote

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~Abraham Lincoln

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