

## Top Ten HR Recession Busters

Times are tough for many businesses at the moment so what are you doing to ensure you get through this with your business intact, healthy and competitive? Challenge Manager are helping businesses implement cost savings, increase efficiency, reduce risks and prepare for the future when it comes to employees and Sam Swinstead shares their top ten HR Recession Busters.

1. Ensure you are winning in the War For Talent – is your recruitment process cost effective and does it result in you getting the best people in the right jobs. Do you also make sure that you hold on to high performers?
2. Explore alternative ways to fill vacancies - could you reorganise workloads and up skill the staff you have? Offer great opportunities for staff development whilst minimising your staff budget.
3. Maintain excellent communication – keep people in the know so that staff trust you, enabling them to remain positive and focussed on their work.
4. Share the responsibility - encourage everyone in the business to find ways to reduce expenditure, improve efficiencies or identify new revenue streams.
5. Focus on your customers – create a culture where all staff take responsibility for customer satisfaction so that your customers remain loyal and recommend you to others.
6. Keep training and developing your staff – we know that the training budget often gets cut in lean times, but it can be a false economy. Spend your budget wisely to maintain key skills and prepare for future business needs and ensure that all learning is used to best advantage back in the workplace.
7. Manage employee performance – do you meet staff regularly, set objectives, appraise performance, and deal with problems directly and immediately? Do you have an effective disciplinary and grievance process? Underperformers cost you money, lower morale and drain the energy of other staff so it pays to manage performance well.
8. Manage absence – effective absence monitoring, record keeping and back to work interviews will significantly reduce non-genuine sickness and unauthorised absence, whilst managing annual leave enables better planning of business critical work.
9. Plan for the worst – consider what you will do if you need to make redundancies; what is your procedure, and what package will you offer? Making these decisions before they are needed (and hopefully won't be needed at all) allows you to deal with them objectively and ensure that you are legally compliant.
10. Minimise your risks – getting it wrong in terms of staff contracts, essential policies and procedures, or health and safety can be incredibly costly so ensure that you are legally compliant before you find yourself at a tribunal!

Challenge Manager are offering a FREE HR AUDIT; if you want to take this opportunity to check your HR policies and procedures then call Sam on 07816 316598 or email [sam@challengemanager.co.uk](mailto:sam@challengemanager.co.uk)