

Managing staff

Managing staff effectively is one of the hardest aspects of business to master. Most often, businesses start with one person (the founder), who adds one employee and then two, with these people happily following the founder around and learning on the job.

But when the founder turns around and finds they have thirty staff, everything changes rapidly. Suddenly, they need a management structure and more formal systems as people want job reviews, others want training, some argue, lots are off sick, and customers still want to talk to 'the boss'.

The flip side to this is that it is extremely hard to build a business on your own, so a well-trained happy and productive group of employees all working to achieve your objectives is your ultimate aim.

If you have never employed anyone before, the best way to start is to recruit correctly in the first place. Talk to other business owners about what they do, and seek help from the numerous business associations and employer groups. The last thing you want in your business is to spend all your valuable time ironing out problems with staff, or dealing with the paper work associated with employing people.

Staff recruitment and development

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[Becoming an employer](#)

Becoming an employer involves a lot more than selecting the right employee and putting them to work in return for wages. Find out more about the statutory and other requirements for employers.

[Recruiting](#)

Finding and hiring the right staff for your business can be harder than it sounds. Find out how to make the recruitment process more targeted and less hassle.

[Supporting your staff](#)

Supporting your staff is an important management function. Find out more about training, making sure your staff have the tools they need to do the job, as well as motivation.

[Resolving employee disputes](#)

It is important to identify problems with employees early and resolve them as soon as possible. Find out how to resolve disputes internally and who to turn to for help if issues can't be amicably resolved in-house.

[Staff exits](#)

Whether the result of resignation, dismissal or retrenchment, managing the exit of your staff is important. Find out more about exit procedures and implications and how to manage staff exits effectively.

[Employee holidays and entitlements](#)

Your employees are entitled to certain minimum work breaks and paid holidays. Find out more about rest and meal breaks and public holiday entitlements.

[Staff skills and training](#)

Staff training can boost your business' performance. Find out more about training staff and the skills investment subsidies you can apply for.