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## HOW TO INCREASE EMPLOYEE PRODUCTIVITY?

Once or twice it can be performed because no one is really irreplaceable but getting to do it so very often is a waste of money, time and effort undoubtedly. Hence stress has to be laid on increasing the productivity of the employees.

The first step has to be the introduction of fun elements in the work. There should be scopes of merrymaking actually. The employees should not avoid work. They should feel fresh and for this reason one has to introduce such things in work that would simply lift their mood. At times things like allowing pets to work place once a week can be introduced; dance parties and good music at work place can also be introduced as well.

Give the employees tasks that would really work wonders in lifting up their self esteem. Start off with easy to complete tasks and then move on to difficult ones and provide them with tools which would help them complete their work easily. They must be provided with managing tools and instructions should be provided to them as to how to handle such tools. A word of appreciation or two at the completion of the task and influencing words at the failure can really do miracles for the employers.

You should make sure that you are providing your employees with the choices and options of tasks. You may think this is a dangerous statement. No, you really don't need to provide them freedom with any kind of work they do but what I mean is at times options would really make them feel that you care for their work and how they work.

No need to be stringent with everything and distribute work among employees in such a way that the person gets to do things that he or she likes the most and the work they are best at. But then introduce changes so that it does not become really boring after some time.

Make sure that you are praising them for things which are really praiseworthy and do not sound very meretricious with this process. Encouragement to do well can really make a person strive for excellence actually. So, you must try to ensure that you get to introduce situations where you are able to praise them.

And always keep communication open at all levels so that you as an employee are easily approachable. Your subordinates should be able to communicate with you at all point of time.

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