

Managing and Motivating Staff in Tough Times

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Workforce Planning Program



Practical Solutions in State Government

Public Employer

- Pay/Benefits
- Civil Service Laws and Rules
- Flexibility



Nature of Work

- Assess strengths/weaknesses
- Discuss Career Goals
- IDP
- Recognize Expertise and Areas for Growth
- Probationary Reports/Annual Performance Appraisals



Quality of Supervision

- How can you motivate?
 - Lead by example
 - Communication
 - Clear direction



Office Climate

- Work Environment
- Staff Support
- Non-Hostile Work Environment
- Resolve Issues Timely
- ‘Work Family’



Employee Assistance

- Challenging Times
 - Watch for stress, anxiety
 - Other signs of distress

EAP Program

Open Door Policy



Recognition

- Be Creative
- Reward Systems
 - Formal
 - Informal
- Praise appropriately



Work/Life Balance

- Flexible Hours
- Alternate Work Schedules
- Teleworking
- The upside of Furloughs



Learning Opportunities

- Training –
 - Formal
 - Informal
 - Mentoring
 - One-on-one
 - Team setting
 - Lead Assignments



Advancement Opportunities

- Training & Development Assignments
- Exposure to new tasks, assignments
- Broaden skills
- Knowledge Transfer



Final Thoughts