

Motivate, manage and reward employees (insert organisation / logo)

Tasks	Download templates	Tick when complete
Set up a performance management system, including appraisals, and ensure both the employer and the employees have training or attend information sessions.		<input type="checkbox"/>
Consider what motivates and what would be seen as a reward by your employees. Decide how to incorporate these into your business.	Ways to motivate and reward your employees template	<input type="checkbox"/>
Consult with employees and/or teams to establish performance goals.		<input type="checkbox"/>
Conduct a performance development discussion for each employee. Identify future goals to suit the business and individual. Develop Learning / Development plans – consider options beyond ‘training’.	Job performance appraisal template	<input type="checkbox"/>
Facilitate opportunities for learning and development. This may include; Project participation, delegate tasks, increase responsibility, organise participation at meetings or trade shows.		<input type="checkbox"/>
Evaluate employees’ remuneration to see if it is in line with that of your competitors and government regulations.		<input type="checkbox"/>
If an employee leaves, carry out an employee exit process using the employee exit checklist.	Employee exit checklist	<input type="checkbox"/>