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

| **Tasks** | **Download templates** | **Tick when complete** |
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| Set up a performance management system, including appraisals, and ensure both the employer and the employees have training or attend information sessions. |  |  |
| 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 |  |
| Consult with employees and/or teams to establish performance goals. |  |  |
| 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 |  |
| Facilitate opportunities for learning and development. This may include; Project participation, delegate tasks, increase responsibility, organise participation at meetings or trade shows. |  |  |
| Evaluate employees’ remuneration to see if it is in line with that of your competitors and government regulations. |  |  |
| If an employee leaves, carry out an employee exit process using the employee exit checklist. | Employee exit checklist |  |