



Simple things with **BIG IMPACT**

A checklist for improving local government work places



Showing employees how valuable they are to the organisation

- 1** Challenge your senior managers to stop and have a short conversation with every person they pass this week. ☐
- 2** Ask your department leaders to set up a monthly team get together. Something simple to recognise peoples efforts. ☐
- 3** Start a "person of the quarter" recognition award for staff who've lived the values of the organisation. ☐

Keeping skilled employees

- 1** Actively encourage staff to come forward with new ideas, innovative suggestions or process improvements. ☐
- 2** Create an internal mentoring program for new employees. ☐
- 3** Ensure each people leader is having a regular 30 minute one-on-one meeting with their direct reports. ☐

Building trust among people in the organisation

- 1** Run an organisation-wide "face-to-face" quarterly meeting. ☐
- 2** Ask the CEO to commit to a monthly update with information about achievements, challenges and changes across the organisation. ☐
- 3** Increase visibility of leaders by encouraging them to visit or work in different locations. ☐

Improving co-operation across work areas

- 1** Set up a secondment program for staff to experience working in other departments. ☐
- 2** Arrange 30 minute briefings for directorates to present to each other about the major projects they're working on. ☐
- 3** Set up cross department working groups to focus on organisation-wide initiatives. ☐