



TenStep Supplemental Paper

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Efficiency at the Workplace

When countless office hours are wasted efficiency, productive and profits of a company are affected. To boost efficiency HR managers must take control, spur employees to work faster and smarter for competitive edge.

Often employees waste countless office hours affecting efficiency and productivity and also the profits of the organization. Onus is on you as HR manager, for enhancing efficiency and productivity of your company, and ensuring the greater profits.

To achieve efficiency at the workplace, the HR manager must take control of the workflow. For this, proper planning and new technological tools can help the HR manager to streamline his work. The technological support will help the boss to enable his subordinates to work smarter and faster. In doing so they both work better as a team. As a result the company gains the competitive edge.

Top class efficiency at the workplace means more quality time and greater profits. To know whether you as the HR manager are efficiently running your company, look into the following three aspects:

- Time and money;
- Taking control of the workflow; and
- Options for the future.

Time and money - Employees waste countless hours in preparing and maintaining files. This old method of office management is highly counterproductive and inefficient. To improve the situation, you can switch over to the technology age and do away with the mountain of files. It not only saves workspace but also lowers the operational costs. However, examine the computer system to see if it is the best industry-specific system available. If the company is having separate computer systems for different tasks it will be losing productivity, which affects the bottom line.

Taking control of the workflow - By being more efficient the HR manager can take control of his workflow. New technology can help him to be more efficient. In turn, this will spur the employees' to work faster and better. Interestingly, a designer computer system that allows multitasking and shared data will inspire the staff to work in cooperation. Double entries can be avoided and thus time and money saved.

Options for the future - When the company cuts costs and increases efficiency, automatically profit margin goes up. However, as a HR practitioner, you should not be satisfied with it, because a feeling of stagnation will set in. To avoid that condition, look ahead. You may want to extend your resources beyond your office environment involving remote employees. It allows employees to be able to work wherever and whenever they want. In turn this cuts down overheads for the company. When technology saves time and money, and improves efficiency, productivity gets a boost. Automatically, business grows. By being more efficient the HR manager can take control of his



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