



# WRAPPING POSITIVELY WITH



**THE YEAR**  
**TH YOUR TEAM!**

After your team's year of hard work, long hours, energy and effort it's nice to wrap the year on a positive note – letting them know you appreciate all they do for the business.

by **Real Estate Results** Managing Director, **Shane McLucas**

A good way to do this is through a team day or half day. This is usually best if you can organise it out of the office, it will give you a chance to really spend a few hours with each other as a cohesive unit.

### **Year End Meeting Schedule:**

**Lead the meeting clearly and concisely**, share the current business situation - what has worked well during the year and what hasn't worked well.

**Make sure you really celebrate the big wins!** The best outcome would be if every individual can have something they've achieved during the year outlined and celebrated in a positive way with the team.

**Once the team's wins have been discussed share your plans for the year ahead** - what are you thinking about changing and implementing for the next 12 months, what are the areas you want to concentrate on from a business point of view and where you

think the team's focus should be in the new year.

If there is a dramatic new business direction, communicate this succinctly and positively. Don't "lay down the law" so to speak, but be encouraging and enthusiastic about what the changes will mean to your team, and to them as an individual.

**If you already have a transparent review and meeting policy, open the floor for general discussion** – this is the time to hear from your team and see if they have any ideas or suggestions for the upcoming year. Your most valuable resource is your team – they know your business inside out – their great ideas could see your profits increase dramatically.

**Awards are always fun** – so long as they're not condescending and make people feel self-conscious about certain personality traits. "Best and Fairest", "

**Always end the meeting positively.**

Plan a 'wow' for the meeting wrap, whether that be a special gift, voucher, bonus for all team members.

Just because it's an end of year meeting, remember to stick to the meeting formula: Be efficient, positive, participative, open and creative.

### **Appreciation and Recognition**

**Appreciation shouldn't always be shown in cash bonuses.** There are thousands of ways to say "Thank You" in a creative and demonstrable way. It will probably be remembered for a longer time than \$\$ and it will show your appreciation on a personal level. Here's a few ideas around rewarding your team and recognizing the effort they put in:

**Take the team out to a late lunch** – then as a last minute surprise you can give them the rest of the day off!

Send a well written thank you email detailing a relevant specific time or

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IF YOU WANT TO **REWARD YOUR TEAM**, BUT ARE NOT SURE HOW TO DO IT, THEN **SET UP A SUGGESTION BOX** IN THE OFFICE AND EACH QUARTER, EVERYONE HAS TO **WRITE ONE SUGGESTION** AS TO HOW THEY'D LIKE TO **BE REWARDED**

project which you know they have worked really hard to pull together. **Work out a system of "free days" or "half days" as recognition for working longer hours or putting incredible energy and effort into a project.** This is especially useful with team members who do not have that flexible a work style and are in the office generally from 8:00am – 5:00pm. **Block out an afternoon** in your team's diary and have a company like 3 Minute Angels come in and give every-

one neck and shoulder massages. If you want to reward your team, but are not sure how to do it, then set up a suggestion box in the office and each quarter, everyone has to write one suggestion as to how they'd like to be rewarded – if you see a trend – follow that! **Plan a surprise and give hints in the week leading up to it..** be clear on the time they'll need to take part in surprise, the dress code and the general tone of the surprise.. and make sure

to drop a few mis-leading hints along the way to keep up the suspense! **Organise for everyone in the office to receive a lovely bunch of flowers** just as a nice way to brighten their day. If there is a conference or event you know they'd like to attend, but are not able to afford, give them a paid ticket! If you know a team member/s are passionate about a certain cause or invested in a community team or organisation, ask what you can do to help.

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## WHAT YOUR TEAM NEEDS FROM YOU AS A LEADER AT THE END OF THE YEAR:

1

To feel as though their hard work for the year has been acknowledged.

2

To feel as though they are appreciated for the work they do.

3

To feel that they are an important part of the team.

4

To know they are working towards a common goal with the rest of the team.

5

To feel that they will be starting the year with renewed energy and enthusiasm for their role, their place in the team and the company.

6

To end the year and break for a holiday knowing they are happy with their job...and enjoy a well deserved rest!

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Just think, a little bit of planning, preparation and gratefulness can change a team members entire experience with you and the company. This is your chance to show your appreciation as a business owner to the very people who help you recognise your dream. Enjoy the end of your year with your team - get ready to take on 2015 and make it exceptional!