

CHECKLIST - AN AMAZING OFFICE

What does an amazing office look like, you ask?

It's an environment where people are engaged at the max, a workplace that promotes health and well-being, and opportunities for employees to bring forth their complete best work.

We define an amazing office as one that fulfils each of the following criteria:

Accurate Values

Manage with Purpose

Authentic Leadership

Zeal for responsibility

Inclusiveness exclusively

Nurture with acknowledgement

Growth Opportunities

AMAZING

Let's jump in a bit further to better understand what each of these terms means so that you have the awesome checklist on how to create an amazing office.

Accurate Values

To build a successful organization, we need to solve the problems of our customers and satisfy them and hence make a profit. Though, that's not enough to build an amazing office.

The company also needs to determine its values.

There are two types of values, **Core** and **Aspirational**.

The former acts as the trusted culture. It behaves as the cultural compass, supports the company's vision, moulds culture, and reflect the company's purpose.

It defines everything we do.

The latter reflects vision of the company which it wants to achieve.

VISION

SABA's vision is to create a single window purchase unit for all requirement of different media & chemicals required for filtration and treatment.

VALUES

Customer love - Go extra mile

Quality & Trust- Should be 100% and No compromise

Responsibility - Take Ownership of the work we do

Innovation - Aim to Disrupt

Once we've defined values, we should engraft it in everything we do.

Displaying on website, weave into marketing collaterals, frame it on walls.

We should embed values in every process, from new-hire induction, performance reviews, hikes, training programs and retraining efforts.

Manage with Purpose

The purpose should be brief but with broad scope so that employees can remember the same & use it for guidance during their daily work.

The purpose should affiliate employees with the organisation and help them to understand the organization's direction. Managers have to leverage the employees' skill sets, experience and personalities in a way that consistently adds value to the organisation.

Authentic Leadership

Authentic leaders reveal their true self and are always ready to accept feedbacks. They lead with their heart, not just their minds.

They'll show emotions but are comfortable being vulnerable with their team.

Authentic leaders are those who consistently present a clear vision for the company, mission-driven and focused on the results. They are genuine and believable in their communication and actions.

Leaders can access themselves with five qualities of an authentic leader.

Understanding purpose, practicing values, leading with heart, establishing connected relationships and demonstrating self-discipline.

Bill George in his 2003 book "Authentic Leadership"

Action: Regular meetings to discuss company updates should be arranged and team should understand the 'inside' information. One-to-one reviews often lead to get constructive feedbacks. Encourage two-way communication.

Zeal for Responsibility

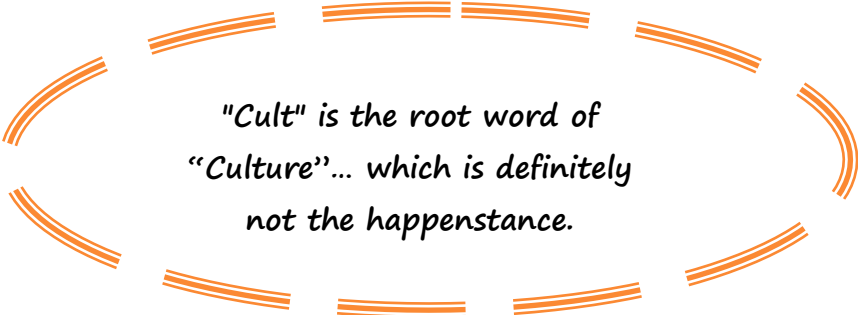
Work place have to take utmost care to keep the team's professional enthusiasm alive. Most jobs are pretty predictable after some time, and it's simply human nature to get bored with the prosaic environment. Even more, people might experience the same setbacks and irritations on a daily or weekly basis.

Action: Provide space for team to maintain healthy balance between personal and professional life. Allow to go above and beyond the minimum requirements of job description and endeavouring in every way to exceed expectations.

Try to find ways to put new twist on old tasks and to make sure that the most repetitive tasks don't always fall on the same people.

Inclusiveness exclusively

It may look like conjoining contradictory terms but this is one important parameter to build amazing workplaces.



*"Cult" is the root word of
"Culture"... which is definitely
not the happenstance.*

It is true that people can draw on social groups in order to maintain and enhance health and well-being.

Groups are unavoidable part of human life, people cannot do without communities and communities cannot do without people. We are attracted to groups because we are raised to become dependent upon groups by nature.

Action: Arrange activities to bring together your team. Eg. Weekly Bash, Treasure Hunt, Team outing, Team lunch, which'll help your team to develop stronger relationships among themselves.

Display your company core values prominently in your office space, but more importantly, repeat them in internal communications as much as possible, work them into your hiring process, and periodically test the team's knowledge of them.

Nature with acknowledgment

- Acknowledgement of any action should be in nature. Be it social celebrations, wishing special days or even day greetings, complains from customers or any employee grievance.
- Anything for that matter needs to be addressed and acknowledged, which proves a sense of attentiveness, belonging and commitment towards everything one is accountable for.

Acknowledgment leads to relationship building on ground of trust.

Growth Opportunities

Growth is human nature. Employees will be more productive at work if they know about growth opportunities rather than to feel like they're constantly hitting their heads on roof.

If your employees don't feel like they're growing – both professionally and personally, and in ways that are meaningful to them – their contribution for the growth of organization will last for short span of time. But if they're immersed in a culture of growth and feel like the company and their managers want them to get better for their own sake (not just the organizations), real magic will occur.

Financial growth – Of course. Goes almost without saying. Employees will be motivated by performance-based rewards. Though generally, that's not always possible, especially when times are lean and business is dull. But even when major financial rewards aren't approaching, other kinds of growth opportunities can still motivate.

Career growth – Skilled employees generally want to advance in the career ladder undoubtedly. Individuals get highly motivated by noble titles, added responsibilities, lush offices, and respect for others in the organization... the various components of career advancement.

Professional growth – Productive employees want to improve their skills and broaden their knowledge. The best part of opportunities for professional growth is that it is mutually beneficial — employees get to feel more efficient, and employers get to have more efficient employees. This arrangement is advantageous because by offering ways for employees to sharpen their skills and knowledge, organization also benefits at the same time.

Personal Growth – How we are growing as a person within. Opportunities for personal growth at workplace play a constructive role in motivating.

Action

Personal Growth: Encouraging informal organizations, Giving chances for employees to have fun at work, Keep a small library of self-development books, so that employees can read them during their breaks or can be taken to their home.

Professional Growth: Workshops, Online courses, Tuition reimbursement, Welcome them to attend seminars on behalf of the company are the examples.