

Model The Game Changing Strategies Used By Six & Seven Figure Earners To Work Less & Make More In Your Business. And Find Out Exactly How To Secure Your Future Success By Bringing Together A Team To Do The Work For You!



"The Entrepreneurs Guide To Working Less & Making More"



INSIDE OUTSOURCING

MODULE 6 SR: HOW TO MANAGE MULTIPLE WORKERS

**MY FUTURE
BUSINESS**

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Special Report

How to Manage Multiple Workers

In this special report, we will cover how to successfully manage multiple workers within your business.

As you are building your business, you will be hiring workers to assist you in achieving your business goals. At first, you may only have one worker to manage at any given time but as your business grows it will be necessary to have multiple workers assisting you to get tasks accomplished.

This presents a challenge for most business owners as their focus should remain on growing their business and not on trying to manage one or more workers. By following the tips presented in this report, you can successfully grow your business while managing your team.



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Setting Expectations

As you bring on workers, it's important that you know what you expect from them as well as what they can expect from you.

This starts with having a signed agreement that stipulates clear guidelines and expectations for the working relationship. The agreement should include things like:

- A clear description of the tasks assigned
- The amount of hours to be worked in a day, week, and/or month
- The amount of pay or compensation and when payments will be made
- The required frequency of communication and preferred methods

Having this sort of agreement between you and your team will help to keep everyone on the same page about expectations and will also aid in avoiding any future miscommunications.

It will also be important for you to explain your expectations to workers prior to hiring them so that any concerns they may have can be addressed. It will be easier for you to clear up any confusion prior to them starting work than to have problems come up after they have already started work, which could delay or damage their progress.

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Communication

We've talked extensively about communication in this module and it bears repeating here. Again, just like any relationship, you must have an open line of communication with your team.

As you start to work with members of your team, establish what methods of communication you will be using and what your expectations are for response time. You will want to have a way of communicating with your team on a regular basis to monitor their progress and identify any potential problems before they escalate.

If you don't want to take the time to talk with your team on a daily basis, you may want to email or instant message them throughout the workweek and then schedule an actual call with them once during the week to discuss their work. You may also want to schedule a weekly call with your entire team so they can be made aware of any company updates, product news or other pertinent information.

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Technology

You've probably learned by now that managing workers for your business is no small task. In order for you to manage workers successfully, you will want to embrace all of the technology available out there to make it as easy as possible.

We've covered various types of technology in the modules in this program that you can choose from to make your life easier. You will want to choose those that will work for all members of your team as well as those that are cost-effective.

You can choose from those programs that assist you with tracking time, project management, making and receiving payments and other productivity software. Regardless of what programs and software you use, make sure that it is available to use where your workers are located so you can share access with them.

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The one software that I will point out in this report is called [LastPass](#).

The screenshot shows the LastPass website homepage. At the top left is the LastPass logo with four asterisks. The navigation menu includes 'FEATURES', 'HOW IT WORKS', 'GO PREMIUM', 'ENTERPRISE', and 'SIGN IN'. The main headline reads 'Simplify Your Life.' Below it, a sub-headline states 'LastPass remembers your passwords so that you can focus on the more important things in life.' A 'Download Free' button is prominently displayed. To the right, there is an illustration of a desktop monitor, a laptop, a tablet, and a smartphone, all featuring the LastPass logo. Below this, two columns describe the service tiers: 'LastPass Premium' with a 'Go Premium' button, and 'LastPass Enterprise' with a 'Start a Trial' button. The Enterprise section includes an icon of a group of people connected by lines, representing a team.

Last Pass gives you the ability to safely and securely store your password information. Its basic program is free to use but you can also upgrade to their other accounts that will allow you to use the software across all of your devices as well as offer password management for your team.

Their program allows you to create complicated passwords for your accounts and set security features for your business accounts. You can easily share company passwords with your team and they can also add their own personal passwords to their account for ease-of-use.

Having this capability will help you to easily on-board members of your team and instantly give them access to the programs that will need to perform their work. This also means that you can easily and quickly remove team members who leave your company and prevent them from having access to sensitive company information.

If you would like to learn more about other software programs that can assist you with managing your team members, please review the modules in this program for additional information.



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Build Trust

If your team sees that you are working with them to reach the goals of your business, it will create respect among members of your team.

One method of building trust has already been covered in this report and that is establishing good methods of communication. Being available when your team needs you will give them the sense that you care about what's going on with them and the work they are doing for you. Whenever possible, make yourself available when members of your team need to get a hold of you.

One thing to be careful about that can completely destroy trust is the way you communicate with your team. Make it a point to avoid using rude language or slang terms that can be misconstrued among different regions or cultures.

Talk to your team with respect and always be willing to listen to their concerns and suggestions. This will make them feel like they are an important part of your organization and that you respect their comments and contributions to the business.

Building trust may take a little time especially if your team exists in multiple locations. By remaining consistent and making time for your team you will build a relationship with them based on trust and respect.

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Rewards and Recognition

As your team completes tasks and consistently meets deadlines, it's important that you recognize them for their efforts. This can range from something as simple as saying thank you or you can take it further with actual rewards and recognition.

Since most, if not all, of your workers will be at remote locations, it will be difficult to instantly recognize their extra efforts. Instead, you can use the project management or tracking tools we've discussed throughout this program to monitor worker's progress to see and rate performance levels.

As your team grows, you can choose to pick a "Worker of the Month" or set quotas for specific tasks. Some businesses have adopted a points system where workers are awarded points for going above and beyond their regular duties. Awards are then given out to those who have the most points.

If you are familiar with the area or region that your workers are located in, you can award them in the form of gift certificates or tickets to local events. If that isn't applicable, you can reward them with bonuses, pay raises or even a promotion to a higher level position within your business.

Rewarding workers and recognizing their efforts will keep them motivated and also creates a sense of trust. Since you don't physically see your workers every day, it presents a challenge to let them know you appreciate their work. By adopting a rewards based systems around how your business is structured, you will develop a stronger relationship with your workers and they will be motivated to perform the tasks you assign them.

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Outsourcing Management

If all of this seems like an overwhelming task and it isn't something that you feel you can do while trying to focus on building your business, there is a simple solution. Since you've already hired workers to perform tasks for your business, why not hire someone to manage those workers for you?

You may find it easier to manage the one person who is managing your team than to manage everyone yourself. After all, just being responsible for the one person would be a lot easier than having to not only manage multiple people but all of the responsibilities that come with it including on-boarding, scheduling, assigning, communication and off-boarding when necessary.

If your specialty is exclusively in your niche and you haven't managed people before, you may want to hire someone to manage your team. If you do decide to go this route, make sure the person has managed a team of people before and that they understand any specific challenges that may be involved with your business. This is especially true if your team is spread across many different regions and/or time zones and they will have to schedule meetings to communicate with individual members.

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Conclusion

Overall, managing a team of people who are working on your business presents its own unique challenges. You will need to take time away from your business in order to take on this task but you do save time by having people do most of the work for you.

Managing your team will require you to communicate and interact with them on a regular basis to ensure that they stay on track and that projects are completed as assigned. It's also important that your workers can trust you to do what you say you are going to do and that they are rewarded from time to time when they excel in their responsibilities.

If you still feel that managing a team of people will take too much of your time away from actually running your business, you can always hire someone to manage them for you. Always make sure that the benefits of outsourcing this responsibility outweighs the cost of hiring someone to do it for you.

Next, we will be covering training for your staff.

See you there.