blue wren
Hoppers Business Network

Boosting Workplace Productivity

Business as usual is not an option

The rate of change and the pressure to produce more with less means all businesses must embrace digital technology to improve productivity and compete successfully.

Our pillars of productivity · · · · · · · · Integration · Engagement · Process Improvement

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Integration

Connect systems, software and operations to allow information to flow as efficiently as possible through the business.

Microsoft Office 365
office.com

Productivity improvement:

▸ Reduces manual transfer errors
▸ Single point of truth
▸ Faster business decisions
▸ Better intelligence
▸ Remote access and visibility

What you should do:

▸ Audit the tools you use
▸ Get in the Cloud
▸ Connect the tools you can
▸ Source new software that will integrate
▸ Use databases to store and spreadsheets to process

Engagement

Communicating with staff, customers and suppliers in a way they feel comfortable, and that is most efficient. Facilitating a two-way dialogue is now very important for all businesses.

slack — slack.com **Lentl.** — lentl.io

Productivity improvement:

▸ More engaged employees are **51%** more productive
▸ Creates a more agile and responsive organisation
▸ Receive and act on customer feedback
▸ Stops you being a slave to your inbox

What you should do:

▸ Define an email policy
▸ Vary communication options
▸ Make communication two-way
▸ Employee intranet
▸ Implement a customer feedback loop

Process improvement

Eliminate waste using labour saving tools and automation wherever possible. Carry out continuous improvement by collecting data and acting on it.

Trello — trello.com **Float** — float.com **Doodle** — doodle.com

Productivity improvement:

▸ Concentrates the business on reducing inefficiency
▸ Allows people to focus on adding value
▸ Uses data to continuously improve
▸ Builds value in your business

What you should do:

▸ Review and identify opportunities for automation
▸ Bring your staff along with you – but challenge 'business as usual'
▸ Be prepared to try various options
▸ Collect data and measure the change

Summary

Ask yourself these three questions?

1. What processes currently operate in isolation?
2. How open is communication and is it two-way?
3. Which processes take up the majority of your time?