Key elements of work process

**Clarify everything with step by step documentation:**

* An effective business process needs extremely detailed documentation
* Each step in the process needs to be documented, and each step needs to be abundantly clear.

**Speed up onboarding with solid training materials:**

* Effective training materials go beyond what's specified in the process.
* The process documentation should be highly detailed (always room for more instruction)
* By creating training material that deliver that instruction, you'll save a lot of time when a new employee needs to be trained on that process

**Stay on top of process with robust reporting:**

* A business process needs to be measurable and there needs to be a tracking system in place
* If you are not tracking the results of a process you may run into a number of problems, including not being able to calculate the Return On Investment (ROI)
* Putting a robust reporting system in place early on will save you the time of trying to figure out if the process is working later

**Operate at max productivity with benchmarks:**

* Set a reasonable benchmark
* When you've done something once or twice you should get an idea on what is a good benchmark
* Set a benchmark for each person running through the process
* Keep track of these benchmarks overtime (is someone drops below their benchmark ask them why)

**Motivate employees with ownership**

* Going through the same thing is boring even if its improving
* They will have trouble staying motivated to work on the same task over and over
* Instead of delegating some tasks delegate some authority too
* Let your team members own these numbers and work with them to set a challenging goal to hit
* This goal needs to be specific (or else your employees will fall into the “as much as you can trap”)

**Keep connected with check-ins**

* Just because you've delegated both tasks does not mean you're off the hook,
* You still need to make sure that your employees are using their authority and the processes put on place t make progress
* Are they on target? If so positive feedback
* If they are not achieving their goals the you have some work to do

**Limitation in the work place**

Limitation is defined as a restriction, a defect, or the act of placing constraints

Bad management:

Everyone in a company may be impacted by poor management.

There are ineffective managers (struggles to connect and motivate their employees)

Sub-par managers (unable to manage budgets boost income or other problems)

Lack of professionalism:

Not appreciating employees

Unrealistic expectations from employees

No guidance for employees

Listing down limitations in the work environment

1. Lack of good resources
2. No smooth work environment
3. No regard for employee safety (insurance, proper equipment)
4. Unrealistic working hours for employees
5. Inexperienced management
6. Lesser authority given to certain employees
7. Lesser work ethics