NEOLORE NETWORKS INC.

TECHLORE

"Insider Tips to Make Your Business Run Faster, Easier and More Profitable"

INSIDE THIS ISSUE:

"As a business owner, you don't have time to waste on technical and operational issues. That's where we shine! Call us and put an end to your IT problems finally and forever!"
-Jim Stackhouse
NeoLore Networks

Enhance the Proficiency of Your Employees Using These Tools and Techniques

Are you looking for a solution to increase the proficiency and abilities of your employees? After completely reading this article, you'll have a better idea about what you should do to improve the skills and abilities of your employees. Being a leader can be challenging as you have to keep an eye on your team and help them efficiently manage the tasks. You need to understand the abilities and weaknesses of each employee and facilitate them with appropriate support. Below, we will discuss some valuable tools and techniques that will help you improve the proficiency of your team:

Assist Your Employees

When you have to manage a team, you need to evaluate every detail about each member's tasks and performance. Your goal should be to understand your employees' expectations and accommodate them. Therefore, you should give responsibilities to your employees based on their abilities and trust them. A recurring quality of great leaders is that they assist team members. When you entrust your employees, they will make an effort to not disappoint you. So, if your employees need any help, be there for them.

Match Skills and Tasks

Evaluating employees according to their behaviour and skills is keen. You need to understand the capabilities of each employee and the type of tasks they can handle. For instance, if an employee is unable to understand complex and detailed tasks, you can assign them simplified projects. Asking your employees about their performance will not increase their proficiency. Instead, you need to ask yourself, 'who's the best person on the team to perform this task?' You can use a project management tool, such as Asana or Workzone, to manage the projects and assess the performance of each employee.

Communicate with the Team

Communicating with your employees is key to a proficient workforce. You will find a plethora of tools to streamline your business's internal and external communication. Instead of depending on emails, bring your employees together using collaboration and communication tools such as Slack or Skype. Also, encourage your team members and praise them in front of others when they perform better. This is important to motivate them and improve their performance.

Clarify the Goals

Your team will never perform well if they have no idea about the focused goals. So, keep your business goals are clear and communicate them with the team. The best way to ensure that your goals are clear is through the SMART technique. SMART stands for specific, measurable, attainable, realistic, and timely. When you assign a task to an employee, make sure that the task follows all these elements.

Offer Benefits and Incentives

Remember, motivation can only take a team so far. When an employee does a good job, recognize their efforts. Appreciating your employees will boost morale, encouraging them to work harder. Incentives and benefits are the best way to do this. For instance, take them out for dinner, offer bonuses, gift cards, and appreciate their performance in front of senior executives.

Give Proper Training

You can save plenty of money by reducing the frequency of training sessions, but this will negatively influence your employees' performance. Therefore, focus on training employees so they learn new ways to perform their tasks. Moreover, listening to their problems and guiding them will help you narrow down problem areas and tendencies. Educating and correcting takes time and resources but it's an investment that's bound to give returns.

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Guide to Organize Your Tasks Using G Suite

Want to organize your business tasks from a single platform? G Suite is all you need to streamline your business activities. All the G Suite products collectively enhance your employees' productivity and help them manage tasks easily.

What is G Suite?

G Suite is an intelligent application for email hosting. It's more than just an email-optimizing platform. You can access a variety of tools to perform different tasks, including Gmail, Google Calendar, Microsoft 365, and many others. G Suite offers a user-friendly and simple interface to perform multiple tasks. Schedule meetings with clients and vendors, and collaborate with internal business teams. You can work from any location around the world and share your files, create surveys, and organize appointments.

Benefits of G Suite

Maximum Security

G Suite secures your business data through cloud computation. However, you need an internet connection to secure your data and resources. Google Drive is the central storing location where you can back up and store data, and work collaboratively with your team. The tool has the highest security levels in the market.

Remote Working Environment

G Suite is a cloud system that enables you to access your documents and media from any location. It gives remote working teams the same power and experience as employees working in the office. Your team can collaborate in real-time and effectively perform tasks and activities eliminating the hassles.

Manage Calendars

You and your employees can schedule meetings, tasks, and activities. Furthermore, you can define the roles of each employee for adding, editing, and modifying the calendar. Automatically attach emails in the calendar based on certain appointments or events. After scheduling a meeting or task, all the participants receive alerts and notifications before the event, so they don't miss it. Also, the participants will automatically receive emails to confirm their availability.

Professionalize Your Emails

You can create business email addresses on the Gmail platform. You can replace the email address extensions with your company's addresses. It improves your company's credibility by allotting the same extension for all team members. Furthermore, it offers privacy protection and a powerful spam filter for protecting your employees' email accounts. Google support involves features to protect users from spam, viruses, and phishing.

How to Organize Your Tasks Using G Suite?

- Create new tasks using the sidebar on Gmail
- Add details and deadlines for the tasks.
- Define the priority level of the tasks.
- You can deeply integrate it with your Gmail by simply dragging and dropping the email on the task.
- Add, modify, and delete tasks from the to-do list and participants receive instant notifications.

How to Get Started with Quickbooks for Your Accounting Needs

QuickBooks is an account management tool that helps track business transactions and finances. By keeping a record of income and expenses, it proves effective in maintaining businesses' financial health. The tool's features include invoicing customers, preparing taxes, paying bills, and generating reports for other activities. Other than that, QuickBooks offers different accounting solutions for your business, such as inventory control. Despite the scale of business operations, you can keep track of your finances. If you are new to QuickBooks, here are some essential steps you can take to get started:

- Download and install the software.
- Register your company with the QuickBooks accountant.
- Add your clients and customers. Also include their details, addresses, and contact numbers. This will appear on the invoices you will create through this tool.
- Enter your vendors and employees.
- Start your first transaction and track your money flow.
- Review expense labels and confirm with your team.
- Generate your first profit and loss report.
- List down the features you require to manage your accounts and customize the software according to your needs.

Collaborate with Your Team while Travelling

Keeping in touch with employees is essential, especially when you're travelling. These amazing tools help collaborate with your team while you are on the go:

Slack – Upload and share resources, set reminders, and track progress in tasks and projects. Plus, you can instantly share amazing ideas with your team.

Google Hangouts – is a messaging app with video calls, voice calls, and text message facilities. Organize and schedule tasks by integrating team calendars. It also enables you to create group email lists and share documents using drive documents.

Zoom – You can instantly communicate with your team using the video conferencing feature. It also includes built-in tools for screen sharing and whiteboarding.

Effectively Utilize CRM Tools

A customer relationship management tool, or CRM, is effective to understand and improve customers' experience with your business. Here are some tips about how you can effectively utilize customer relationship management tools for your business:

- Identify and specify your target audiences through shopping patterns, likes, and dislikes.
- Schedule meetings and to-do lists on the CRM program and synchronize them with your Gmail and Google calendar.
- Observe your customers and target audiences and deliver personalized services.
- Keep your customer information up-to-date.
- Streamline the sales process.
- Improve coordination within your marketing and sales team through cross-team collaboration.

ClickUp vs. Trello - Which Project Management Tool is the Best

Trello

1. Trello minimizes errors and confusion in the project assignment process.
   Teams can collaborate, share
2. files, send notes, and discuss important information about the tasks.
3. Easily upload files using Google Drive, Box, or DropBox.
   The tool also enables you to keep
4. track of the budget for each project.

ClickUp

1. ClickUp has an easy-to-use, streamlined interface that enables you to manage an endless list of projects.
2. Visualize the projects in different views, including list view, board view, and box view.
3. The tool also enables you to customize the platform according to your need.
4. Assign comments, attach files, and establish clear goals for each project.

Take the NeoLore Cyber Security Survey

Has your company done a Cyber Security Maturity Assessment within the last year? Do you have an IT security policy in place? Do you know if you've been hacked or are leaking data?

If your answer was "no" or "I'm not sure" to any of those questions, your company may be at risk for a devastating cyberattack.

Get the NeoLore Networks Cyber Security eBook for Free!

It Features

- Information on the various threats to your business
- NIST Security Framework
- CIS Controls
- Basic Controls

And More!

https://neolore.com/cybersecurity

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