

# Lean Tips

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*The articles and knowledge tidbits  
about Lean Management and  
Quality Management were  
collected by me over the years. I  
hope that along with me, you will  
enjoy reading, practicing, and  
preaching them in your journey  
towards quality improvement.*

*Lean Tips source:*  
<http://www.aleanjourney.com/>

**Quality Circle Forum of India**  
Delhi Chapter

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## Collaborate with Employees to Set Goals

According to recent research done by Gallup, only about half of employees understand what is expected of them and even more concerning, managers aren't even sure of what is expected of them! If employees aren't aware of what they should be working towards, they are just existing, not developing. Managers can combat this to by including employees in the process of goal setting. They should be just as aware of their strengths and weaknesses as their managers are so they can constantly assess their work, set milestones and think about the big picture. Doing so will help them plan reasonably attainable goals with managers.

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## Align Employee Goals with Company Goals

As thoughtful as it might seem, managers don't just exist to help employees reach their own professional goals. The idea is that those goals should align with the overarching goals of the organization. This is not news!

However, alignment can be difficult if managers don't understand the strengths, weaknesses and intrinsic motivators of their people. One surefire way to familiarize managers with these elements is regular communication with team members. They should try to increase communication to at least once a week, especially during big projects and track each employee's progress to identify strengths and areas of improvement.

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## Make Employee Performance Goals Attainable

Shoot for the stars isn't really an analogy that works in performance management. Managing employee performance is all about practical, attainable and realistic goal setting. While having ambitious goals shouldn't be a bad thing, it can negatively impact employee morale and engagement. Managers should assess each employee's strengths and craft goals based off individual development. One thing that should be avoided is expecting each employee to meet the same goals. They are not the same person and goals should reflect that. Personalization is key.

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## Transparency is Key

Maintaining a sense of transparency throughout your entire organization will allow your employees to see the productivity of their managers and vice versa. Overall transparency can translate to a healthier and more productive work environment for everyone, improving overall engagement.