

# HR CORNER NEWSLETTER

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Management resources for all things HR related. Stay up-to-date on company information, policies, benefits and much more! Stay informed on processes and requirements.



## BEE LINE UNIVERSITY TRAINING PROGRAM

### The Process:

- Managers will nominate employees for enrollment
- Employees will choose if they would like to opt in to the University.
- Once enrolled, employees will complete courses to build their skillsets and grow in their career.

### The Program:

- 3-4 hour online program with a final exam and completion certification
- Management & professional skill courses
- Complete at your own pace
- Employees will be top-of-mind for promotion opportunities

### The Goal:

To help expand our employee's skillsets and career growth through professional development courses.

Submit Your Nominations Here



## REMINDER

### Mission Statement

Bee Line is dedicated to improving the image and quality of our clients' facilities while providing our employees with safe, rewarding work and opportunity for advancement.



## Management Communication

Employees rely on the communication you provide as their direct point of contact/Supervisor. It is important to provide clear and concise information. As you build a relationship with your team they look to you for guidance. If you don't have an answer you can let them know that you will get back to them. Feel free to search or seek guidance from your co-workers or your Supervisor.

### “Benefits of good communication

Improving management communication within an organization can have far-reaching benefits, including:

- Developing trust: Open, effective communication can promote trust between employees and managers.
- Encouraging collaboration: When team members feel comfortable to share ideas, more

collaboration can occur. This can lead to new strategies and innovation.

- Improving workplace morale: Honest, direct communication regarding policies and expectations can improve camaraderie and encourage employees to avoid gossip.
- Motivating employees through inclusion: When everyone is included in communication, they feel like a valuable part of the team and are more likely to be engaged at work.
- Retaining employees: Employees who feel heard and respected by their managers may be more satisfied in their role and stay with a company longer.”(Indeed Article)

There are forms of communication such as verbal, written and nonverbal. I'd like to expand on non-verbal communication. Non-verbal communication is body language, gestures, posture, facial expressions, and eye contact. It is important to be aware of the non-verbal cues you portray when communicating.

Check out Manager Resource Page for article from Indeed on Management Communication: 18 Ways Managers can Improve It.