

Monthly Newsbrief

Welcome to this month's 'Newsbrief'. We hope you enjoy reading this newsletter and find it useful. We also invite you to suggest issues you would like us to cover.

August 2019

What to do when a key team member leaves

People move jobs more frequently these days. So as managers what should we do when a key team member decides to move on.

As talented employees grow and develop in their careers, it is inevitable that some will decide to branch out and move to another firm.

Be supportive

Congratulate them on their new opportunity. Thank them for their contribution to the firm and mention some of the highlights of their time with your company. You want them to leave on good terms and to remember your firm for the right reasons – that way they will be an ambassador for your business.

Ask questions

Ask them what they are excited about in their new role. This is an ideal opportunity to find out what may not have worked out for them at your firm – so that you can address any potential issues. It can also give you some ideas about what makes other firms more attractive from a career perspective - this could inspire some new thinking around career development at your own firm.

Business as usual

It is important to avoid burning bridges. In our increasingly networked professional circles, there is a good chance that you will cross paths again in the future. While they are working their notice, avoid cancelling meetings, etc. Include them in day to day matters up until the end of their time at your firm – you want them to leave feeling good about your firm.

Let them go

There is no point trying to convince an employee to stay. Once they have decided to move on, in their own mind, they have already left. If you encourage them to stay on, they could feel pressured and resent missing out on a good opportunity at their potential new firm. If your business is a genuinely great place to work, they may come back again in the future, with some new ideas gained from their work experiences at other firms.

Make time for your own personal development

As a leader in your firm, you are focused on developing the people around you. But who is responsible for your own development?

If you want to help your employees to grow and develop, you need to invest time in developing yourself, as a leader.

In order to focus on your own personal development, you need to schedule time to do so. If you don't, your team and your business could outgrow you and your own career could stagnate.



Lead by example

If you want your team to take the time to invest in their own personal development, you need to lead by example. If you make time to learn and develop new skills, your team are more likely to follow suit. You may even be able to make suggestions to your team members, based on your **OWN LEARNING AND DEVELOPMENT** experiences.



Embrace technology

Learning and development doesn't have to involve taking several days out to attend a conference or training session. There is an ever-expanding range of learning opportunities available online. The beauty of this is that you can take courses and attend webinars at a time that works for you.

Find a topic that interests you

There is no point trying to develop your skills in an area that you have no interest in. You want to feel motivated and keen to develop new skills. Do your research and find a development opportunity that you are passionate about. Personal development should be an interesting opportunity, not a chore.



Distractions can be a good thing

Focusing on your own personal development gives you an opportunity to step back from your day job. We often come up with our best ideas when we are off doing something new or exciting. Taking time away from the day-to-day can help to provide new perspectives on things and re-evaluate your priorities. When you get back to your desk, you may have new ideas and you should feel re-energised.