

**AQUARIUS INTERNATIONAL CORPORATION
IN ASSOCIATION WITH
THE ALTERNATIVE BOARD OF DELAWARE VALLEY**

PRESENT

PEOPLE POWER

WHAT EVERY BUSINESS NEEDS TO KNOW ABOUT THE PEOPLE END OF THE BUSINESS

SEPTEMBER 26, 2007

Pre-Workshop Survey Must be completed prior to September 26, 2007

Go to www.tabdelawarevalley.com/survey-tab-snj.html to fill out survey.

How to Improve the Motivation & Productivity of Your Employees Key Points

1. ORGANIZATION CHARTS

Why traditional organization charts are of little use and why functional organization charts must be substituted. Functional organization charts are necessary to understand the relationships of the various company functions to each other and to the management of the company.

A functional organization chart is a graphic portrayal of the relationships of key functions and sub-functions required and necessary for a company to meet its goals and objectives. It demonstrates management's pattern for allocating various degrees of authority and responsibility.

2. JOB DESCRIPTIONS

Written job description for every permanent full-time position are essential documents in high performance organizations. Their purpose is to communicate to all employees exactly what is expected of them in the performance of their duties, how they will be measured and rewarded or penalized. How to use them to recruit quality employees.

Job descriptions are contracts between management and employees, and as with any contract, they are subject to the requirements of the conditions stipulated. The CEO job is not exempt from this requirement. How to prepare effective job descriptions.

3. EMPLOYEE POLICIES

A menu of required employee policies is presented and discussed. How does a good policy manual augment the motivation and productivity of employees? Why this is a requirement and what are the risks of not documenting them and applying them. What should be included? What are the legal ramifications of this document?

4. WAGE AND SALARY ADMINISTRATION

This standard procedure is important to outline the structure and use of a formalized wage and salary administration program to the benefit of the owners, employees and management of a company. It is an essential component of motivation and effectiveness.

How do you develop this wage and salary program? Who has the responsibility for the maintenance, control and general administration of it? Who shall be assigned to manage it? Who must be the guardian of the confidential nature of the information contained herein?

You will learn these and other essential pieces of a good People Power system.