

# Recipe of the Week: Attendance Action

**Servings: unlimited**

## Ingredients

- Committed leaders at senior level
- Leadership marinade
- Committed supervisors
- Good communication skills
- Clear expectations
- Accountability
- Data tracking
- System

## Nutrition Facts

Serving Size: 1 portion per employee

### Amount per serving

Calories burned: 100    Calories from fat: 0

% Daily Value\*

Total Fat: 0    0%

Cholesterol: 0    0%

Sodium: less than 1 grain    0%

\*While this serving helps build and maintain strong organizations, no single source can be expected to address all daily organizational needs. Other management best practices must also be used in combination with this recipe to maintain health.

## Directions:

1. Select people with supervisor competencies
2. Keep supervisors in leadership marinade (see HRA recipe)
3. In separate bowls, prepare supervisors and employees with good communication skills
4. Prepare expectations
  - ➔ Ensure expectations are reasonable
  - ➔ Aligned with business and operational needs
  - ➔ Preserve management discretion
  - ➔ Stated clearly in writing
5. In a medium sized bowl whisk together supervisors, employees and expectations so that expectations are appropriately distributed
6. Benchmark and track data
7. Regularly ensure communication of expectations between supervisors and employees
8. Check to ensure duty to accommodate issues are addressed
9. Follow up with data tracking
10. Repeat regularly (more frequently is better)
11. Serve as part of a regular and balanced diet of workplace discussion re productivity