

Managing Employees at Difficult Times –Work Life Balance

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Abstract:

In recent years ,there has been increasing focus on the question of how to manage workers in difficult times when times are tough, and everybody at work is nervous, managers must help employees stay engaged, focused and motivated everybody handles stress differently, so managers need to take a one –on-one approach talk to each one of the employees to find out what each needs to stay on track it's the work of an manager to take care of creating and maintaining supportive and healthy work environment which keeps the employees to have work life balance .For those who think that the main objective of their life is to work ,their career becomes more important part of their life .However we have limited time and therefore have to perform many other activities other than jobs without the balance between the two ,its highly impossible to cope up with. It becomes important for the management to adopt new information technology system during the difficulty times. In order to ensure the success of an organization need to have highly trained managers with strong management and leadership skills who are able to deliver against the increased pressure in difficulty time. Awareness is the first tool in managing employees during tough time. The purpose of this research paper is to discuss how difficult situations are managed within the organization and what the role of management to make exact way and means to take care of such difficulty situation and to create a way for a proper work life balance.

Key Words: *Managing Employees, work life balance, organization, Leadership skills*

Introduction:

Every business should face the tough time in some point of time, the business leaders must make tough decision to improve the situation. At the same time, they have to pay attention to team morale.in the recent years the business all over the world has negatively impacted. The employees are struggling to work remotely full time. It becomes the responsibility of the manager to lift their spirits and get them back on track which is not an easy task .it's quite hard to see things positively when everything seems to be on the rough face it is during this time the leader needs to be very strong to overcome the difficulties. Working as a team is key to getting through tough times the management should always be open to receive the new ideas and strategies from the staff members. While in the process of analyzing and evaluating mistakes there should also be open to thoughts and solution from the employees during the difficult times communication has a major role to play Employees need to know what good or bad times the business is facing it's the work of the leader to inform them and get the feedback it's better to be as more open, honest and transparent as far as possible. Setting up long term goals with the employees to make them realize that they have a future role in the company is very important during

tough times. Motivation to the employees are very much necessary during the difficulty times there are plenty of simple and effective ways where employers can recognize hard work, emailing an appreciation note encouraging other employees to follow your lead are some example to motivate the employees .some employees can't get motivated in such case the management has to move towards the dissatisfied employees and offer them to move towards other department or a different company .apart from the managing the employees at difficulty times its equally important to maintain the work life balance WLB from an employee perspective is maintaining a balance between responsibility at home and at work. It is not an easy task to maintain WLB in today's unpredictable business world today we are more connected to technology and social media it becomes very difficult to separate work from our personal life we see that people get business calls even after their work hours and check the email at all hours and work on laptops on weekends. Employers expect more from the employees which lead the employees to work under pressure to meet the expectation of management as a result this will lead to longer working hours, and less time to be spent at home with the family. Maintaining a healthy WLB is very important for maintaining good health, relationship, employee's productivity and performance. Management must find ways to help their employees to have WLB which will create an environment where everyone is dedicated towards their work.

Literature Review:

Kossek et.al. (1994) were of the view that every employee in an organization expects that their work life balance as well as conflict issue should be addressed by the employers.

Rotondo et.al (2003) argued that regardless of the fact that whether an employee has family responsibilities or not work life balance is important for each and every paid employee.

Bird Jim (2006) highlighted the need for work life strategy within the organization along with the methods for its effective implementation. He emphasized organization need for employee oriented work life strategies to have effective return on investment ,employee commitment, better customer service ,competitive advantage for talent .for this he suggested two legs of work life strategies where right leg constitute individual efforts whereas left leg constitute organizational efforts, thus the study aimed at suggesting human resource managers certain work life strategies and their effective implementation for reducing absenteeism ,turnover and enhancing work satisfaction.

Clare kelliher and Deirdre Anderson (2010) found that employees who work for less time and work in remote are more satisfied than others. This help them to have more organizational commitment.

Delecta (2011) was of opinion that lack of balance in work and life where professional life overshadows one's personal life, leads to problems in their families such as lower family satisfaction, decreased involvement in family roles etc.

Purohit (2013) had carried out a study of among employees of leading corporate entities representing, manufacturing, information technology, educational and banking sectors in pune region in India and stressed on the fact that organizational policy measures supporting work life balance is necessary for achieving mutual benefits between the employer and employee.

Objectives of the Present Paper:

- To identify the importance of work life balance for both employers and employees.
- To know the various factors that would make an impact on employees WLB.

- To understand the role of management how they manage employees' through difficulty time.
- To find out does personal life has an impact on work life.

Research Methodology:

This paper is a conceptual survey with explanatory cum descriptive in nature .it is based upon the secondary data analysis. The secondary data analysis is gathered from various journals, Published books, Newspaper, website, conference proceedings.

Limitation of the Study:

The study is based on secondary data due to the time constraints study is not undertaken by the initiation of primary data.

Role of Managers to Lead Employees in Difficulty Times:

- **Communicate with your Employees:** communicating frequently and honestly about what organization is headed and how it is doing becomes very important. Employees may feel anxious about job security, their roles and responsibilities and what may be circulating through rumor mills. Effective managers will know the importance of face-to-face contact .Managers should make an effort to get out of their offices and speak one-on-one with employees .Hiding things behind will increase the employee's anxiety and fuel rumor mill .To lead effectively in difficult times ,the managers must understand what their employees are thinking and help them come out of it .
- **Be an effective decision maker:** Making use of critical thinking skills and applying effective decision-making techniques will be the key to meet the challenges effectively. Effective managers must take a leader role by engaging employees in strategy discussions. This will make the employees feel more invested and involved in developing business decision.
- **Maintain a positive attitude:** During tough times people look to their leader for reassurance Managers must maintain a positive attitude about achieving the organization's direction and goals to inspire confidence in their employees. Taking time to reorganize even small accomplishment can help maintain the confidence and positive attitude within the team. Managers must also be quick to recognize the need for change in direction and alter the plans as per the need and requirement .keeping a positive attitude in the midst of tough times is the key to success in difficult situations.
- **Retain the right people :** when downsizing is a potential ,focus on keeping the right people is one of the task for the managers .this may not always be the people with the most experience Managers must recognize that retaining the best and brightest people who can give the organization a competitive advantage in a down economy .that means the managers must be able to evaluate performance appropriately to identify the talent effectively .job training supported with coaching and mentoring ,can ensure these great employees stay motivated and engaged. The managers should make an effort to retain the most efficient and competitive employees otherwise they may be left with mediocre and poor performances.
- **Be firm with poor performance:** Managers cannot tolerate underperformance in an economic downturn. When cost control and maximizing efficiency is high on organization agenda.

Managers must be tough on low performance .to do so, managers must have skills to tackle poor performance and effectively handle employees with bad attitudes, Training managers on performance management and developing their coaching and counselling skills will be essential to success.

- **Praise and recognize hard work:** There are plenty of simple but effective ways employers can recognize hard work, like emailing an appreciation note, Encourage other employees to follow your lead, organize recognition events to honor bigger accomplishments at luncheons banquets or company picnics are few of the ways were the management can make employees feel that they are part of success of an organization which lead them to work hard in future to fulfill the organization goals.
- **Help Employees fulfill career goals:** It is the work of manager to sit down and find out what employees want to get out of their jobs and the company in general if employee want to take on more responsibility or move into a different department, investigate the possibilities and get back to them with options offer clear paths each time .if advancement requires a degree, tell them about tuition assistance or scholarships the company may offer.
- **Move dissatisfied employees:** Few employees can't be motivated and their discontent can draw a disproportionate amount of time and energy away from managers. they can also bring down their morale of an entire unit .ask how you can help improve their work experience ,offer them to move to another work area ,a different department or a different company.
- **Plan for Future:** Set long term goals with the employees to show that they have a future role to play in the company and make them feel how important they are for the success of the company this will motivate the employees to do their best.

Measures to Adopt in Business to Adjust the New Business Normal Considering Work Life

Balance:

- **Accept the changes:** The most important thing to adjust to the new normal is to accept the changes and embrace the new normal
- **Think Technology:** Technology is the future of the business world. The latest trend is to replace manpower with technology.
- **Involve the employees:** The business world must reach a level where they have to involve the employees in decision making process. This give them a sense of responsibility and make them more involved in the growth of the organization.
- **Stay connected:** In the current situation it is very important to stay connected to the outside world. The question; what is working or not working for other business should be asked as often as possible.
- **Collaboration, flexibility, and accountability:** The best way for collaboration, flexibility and accountability is to adopt system such as informal interaction and remote work would help build a flexible accountable and better workforce .Not only this make your employees happy, but it will give your business the exposer that it needs.
- **Introduce flexible working:** offering flexible working opportunities has a huge impact on employee morale .this is not possible for every business, but if you trust your employees and

give them a chance to work from home or switch up their working hours .that will show that management respect the personal lives and individual preferences. Also minimize stress among the workers, as they will be able to cut out the commute, see more of their family and work when they feel more productive.

- **Invest in Training and promote employees within the business:** Its one of the great ways to support your employees. Having training workshops and offering professional development sessions a fantastic way to help the employees grow their skills and feel greater sense of self-worth and achievement . Also aim to promote people within the business, rather than hiring new employees .if the workers are happy working in the company that will save time onboarding and off boarding employees.
- **Financial Reimbursement:** The purpose behind any work is to get a substantial income in return rewards, pay, and benefits enhance organization quality work life .with better compensation employees are more involved in their work .after obtaining good pay employees are more likely to have job satisfaction as well as more commitment for achieving the company goals.

Conclusion:

Any business can survive and adjust to new normal by just pivoting to a new business strategy. Every business should always be working to keep its employees spirits up .but when tough time hits, it's more important that you take good care of employees and boost their morale .keeping spirit high will benefit the business in many ways .it will limits the staff turnover, increase the respect of workers towards management ultimately improve productivity and therefore income on the personal level it will boost employees wellbeing, which is always positive and help to have work life balance too which equally important in today's world .organization need to have highly trained managers with strong management and leadership skills .mediocre managers and leaders are no longer acceptable .having highly capable and engaged leaders are very much needed during the tough times. Work life balance require cooperation and coordination at organization as well as individual level. This study suggest that work life balance could be improved by nurturing individual balance enabling skill as well as developing organizational balance support capabilities.

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