



# The White Paper on TwoGreySuits

**Well Managed Employees =**

**Positive Workplace Environment =**

**Trust, Respect, Management Credibility =**

**Better trained, dedicated and skilled employees =**

**Strategic competitive advantage through effective people  
management =**

**Improved Bottom Line Performance**

TwoGreySuits is designed to help organizations manage people effectively and improve bottom line financial performance.

At TwoGreySuits, we have been listening to employees and managers for over 30 years. We know that the foundation of every successful organization is the trust relationship that exists between employees and managers. Everything Managers need to achieve this goal is contained in TwoGreySuits' six easy to use modules; HR Basics, Recruitment, Performance Management, Pay and Benefits, Risk Management and Administration. And, our HR Hot Line is available when needed.

Effective people management creates a Positive Workplace Environment. In a Positive Workplace Environment, the trust relationship is nurtured. Managers believe that employees want to be productive and openly encourage them to participate in the business. Managers support employees' new ideas and encourage risk taking. Employees are enthusiastic and passionate about their work and understand where the company is headed, and why. In a Positive Workplace Environment, people cooperate and collaborate. They openly share information and ideas leading to positive workplace interactions through trust based relationships which in turn lead to improved bottom line performance.

The TwoGreySuits system is designed to allow members to proceed at their own pace. While the modules have been organized in a logical implementation sequence beginning with the HR Basics module, in practice, member companies will start implementing the system in an area of current importance to them, whether it is Recruitment, HR Policies or Pay & Benefits. The key is to make sure that all aspects of the system are eventually put in place so that all the pieces to the people management puzzle fit together.

Shifting employee workforce demographics indicate that in a very few years the employment landscape will change for good with employees having the luxury of choosing where to offer their talents. By 2013 there will be more people retiring from the workforce than there will be new people entering the workforce to replace them. Smart companies are getting ahead of this curve now by better managing their precious human resources, creating Positive Workplace Environments and career advancement opportunities in exchange for employee commitment and ultimately improved bottom line results.

### **A Positive Workplace Environment = Better Business Results**

In a Positive Workplace Environment, how people are treated is very important. Creating a Positive Workplace Environment is considered a practical and valid objective of any organization. The old thinking on this, the assumption that the only legitimate objective of an organization is to increase profits is being tested today in many organizations globally. In a Positive Workplace Environment, both objectives are seen as compatible. Certainly, good employers who create a Positive Workplace Environment may enhance the organization's ability to perform well financially. But these same employers insist that having a Positive Workplace Environment cannot be just another strategy to make money. They believe that, rather than using employees' lives to make money, in a Positive Workplace Environment, profits are seen as a means of enhancing employees' lives. Organizations that see and understand this inherently know the rewards such a culture will bring. The TwoGreySuits system is aimed at creating this Positive Workplace Environment by equipping managers to treat people fairly and honestly.

### **Building Blocks of a Positive Workplace Environment: Trust, Respect, Credibility, Fairness**

Trust is the essential ingredient for the workplace relationship between the employee and the employer.

Respect means providing employees with the equipment, resources, and training they need to do their job. It means really listening to employees. It means appreciating good work and discretionary effort. It includes reaching out and connecting with employees and making them partners in the organization's activities, fostering a spirit of collaboration across departments and creating a work environment that's safe and healthy.

Credibility means managers regularly communicate with employees about the organization's goals and objectives, while at the same time soliciting employees' ideas. It involves coordinating people and resources efficiently and effectively, so that employees know how their work relates

to the organization's goals. It's the integrity management brings to the business. To be credible, words must be followed by action.

In a fair organization, economic success is shared equitably through compensation and benefit programs. Everybody receives equal opportunity for recognition. Decisions on hiring and promotions are made impartially, and the workplace seeks to free itself of discrimination, with clear processes for appealing and adjudicating disputes.

Organizations that have achieved a Positive Workplace Environment experience other benefits as well:

- More qualified job applications for open positions
- Lower turnover.
- Reductions in health care costs.
- Higher levels of customer satisfaction and loyalty
- Greater innovation, creativity and risk taking
- higher productivity and profitability

Companies with Positive Workplace Environments outperform their peers . Numerous independent studies have shown that organizations from Fortune's "100 Best Companies to Work for in America"® list deliver higher returns than their peers. When you invest in your people, you invest in your organization's success. A comprehensive review by the U. S. Department of Labor of more than 100 studies that examined the link between progressive people practices and improved bottom line results concluded that:

There is a positive relationship between training, motivating, and empowering employees and improvements in productivity, employee satisfaction and financial performance. When developing and implementing a people strategy with progressive people practices, a combination of practices is more effective than a single practice. The impact of progressive people practices is greater over the long term (3 plus years), indicating that practices need to be integrated into the work environment to provide benefits.

The TwoGreySuits approach is complete, easy to use and cost effective. Investing in TwoGreySuits is an investment in your people and in the success of your company!