

HOW DOES THE CCJK COMMITTEE DO TO IMPROVE EMPLOYEE'S SATISFACTION ?

1. How to improve employee's satisfaction?

a. Give Employees More Control

Employees in CCJK Community are entitled with more control over their schedules, environment, and work habits.

□ In CCJK Community, we have alternative work schedules such as flextime or telecommuting, which is designed to make a work-life balance. Because every CCJKer's obligations outside of work are different, customized schedules are a great way for ccjker to make a good arrangement of their duties and responsibilities.

□ In CCJK Community, Employee is encouraged to customize their workstations. This not only gives employees control over their work environments, but it can ease personal barriers such as back pain or eyestrain. Employees will be able to create a place they enjoy working in rather than being stuck in a bland office cubicle.

□ In CCJK Community, Employee is expected to create and employee-driven Monthly Work Plan. Each employee can set personal Monthly goals, and they will feel a sense of accomplishment rather than obligation.

b. Ease Commuting Stress

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□ We have stagger work times to avoid heavy traffic. Review beginning and ending times and determine if the specific times or the amount of people arriving at each time can be adjusted. In addition, review late arrival policies. If employees are severely reprimanded for arriving late, they will be much more stressed during a bad commute and will arrive at the office miserable.

□ In CCJK Community, we offer telecommuting options. This eliminates the necessity of commuting and allows employees to work where they are most comfortable. Telecommuting also help employee make a reduced costs for their family lives.

c. Stop Wasting Time

□ In CCJK Community, we must make meetings shorter and more efficient.

□ Whenever possible, substitute conference calls for meetings. To reduce unnecessary chitchat, make calls before lunchtime or at the end of the day. People will want to cut to the chase, so they can go to lunch or get home.

□ CCJK has created the flat organizational systems that improve efficiency. We don't want Clutter and confusion. Organized offices and systems ease stress, save time, and increase productivity.

d. Encourage Social Connections

□ CCJK Committee will find ways to encourage social relations. Consider an office arrangement that fosters communication. Arrange workstations so employees can see each other and talk.

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□ We also encourage office celebrations for holidays and birthdays. These celebrations do not need to be expensive. It can be as simple as asking everyone to bring in a covered dish. Even when there is no reason to celebrate, encourage employees to eat lunch together. Provide a comfortable eating area.

□ Encourage out of office socialization such as volunteer programs. This gives employees a change to develop relationships outside of the office while promoting the company in a positive way. Community service is a great way to build a positive reputation, and it is a happiness booster for employees.

e. Promote Good Health

□ Chronic stress has a variety of negative side effects such as weight gain, lower immune system, increased risk of disease, and fatigue. CCJK hold health training course to educate employees on health topics. Provide reading materials or offer seminars.

□ Once employees know about health topics such as stress, exercising, and healthy eating, start a health related competition such as the Biggest Loser. This offers employees motivation and a support system. If the entire office is involved, employees will be more likely to accomplish their goals.

□ To help employees make positive lifestyle changes, have a kitchen equipped with a refrigerator and microwave to prepare healthy meals. Research shows that preparing food is healthier than eating out. Also, encourage breaks throughout the day. Even small amounts of exercise throughout the day are beneficial.

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□ Walking stairs is a great workout. One study showed that walking stairs 7 minutes a day reduces the risk of heart disease by two-thirds.”

□ If possible, offer a company discount on gym memberships. This will encourage employees to make positive choices outside of the office and to exercise regularly.

f. Create an Atmosphere of Growth

“Full Appreciation of Work Being Done” —The CCJK Committee is dedicated to create an atmosphere of growth by providing training, acknowledging benchmarks, and celebrating accomplishments. Employers should also encourage employees to take risks and learn new skills.

g. Break Up Routines

□ you can occasionally bring in a special treat such as coffee or baked goods. Small gestures show employees that you appreciate their time.

□ Another idea is to host an office party for a quirky holiday. Employers could even allow employees to create a holiday. Again, this does not need to be expensive. The keys are breaking up the routine of the workweek, promoting socialization, and demonstrating your appreciation.

□ Consider an office give-away. You can hold a raffle or competition to motivate employees. The prize can be as simple as a gift card or as extravagant as a vacation.

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