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event solutions
FOR SUCCESSFUL EVENTS & MEETINGS

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7 Great Tips For Managing Temps

Posted Apr 18, 2011

News

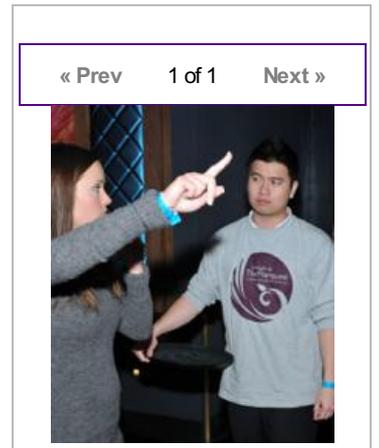
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The essential ingredient in creating a successful event is the quality and management of the front line staff, who often can be temporary workers brought in to handle tasks like registration and guest services. This allows event organizers to adjust easily and quickly to event fluctuations and unexpected demands.

Below is a list of helpful tips to keep in mind when engaging temporary workers:

1. Determine the exact staffing requirement for the event which would need to be filled by temporary workers and expand that by 10 percent for no-shows —when dealing with people, prepare for the unexpected.
2. Create a brief job description for the needed temp workers including responsibilities, tasks, expectations, hours of work (including any overtime), dress code and necessary experience.
3. Host a briefing orientation to communicate the details, goals, event branding, schedule, and employee expectations to ensure smooth operation on event day.
4. Train temporary workers, including the 10 percent overflow, no matter how skilled and experienced they are, to ensure they can perform and meet the specific needs of the event.
5. Manage the event closely to ensure workers are fulfilling specified job duties.
6. Provide timesheets during the event to document hours and check-out times of temporary workers.
7. Consider working with a staffing agency as they can save the trouble of the entire screening, selection and payroll processes.

Tips provided by Sandra Miles, President and CEO of Miles Employment Group (www.miles.ca).



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