5 Ways to Manage Office Growing Pains

Addressing the Challenges of Organizational Growth and Change

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GROWING PAIN ONE:
THE CHANGING WORKFORCE

As your business grows, it's important to recognize how the workforce is changing. Though the workforce still remains somewhat evenly divided between Baby Boomers, Gen X and Millennials, the younger generations are moving in and moving up, while older generations are moving out and retiring. In fact, by 2020, Millennials will make up over 50% of the global workforce!

But despite these changes and the challenges they present, employers and employees alike should understand these are also key opportunities for collaboration, learning and growth. Therefore, it's critical for employers to adopt the right collaboration tools and technologies (in addition to updating their BYOD and telecommuting policies) to support the younger generation's preferences, expectations and outlooks toward work.

Millennials are three times more likely to stay with your business longer if it promotes and enables collaboration, especially across different teams and departments.

75%

Seventy-five percent of workers under 40 expect the technologies that empower their personal lives to also drive communication and innovation in the workplace.

GROWING PAIN TWO:
LEGACY CONFLICTS OVER NEW IDEAS

As a business grows, so too do the responsibilities of its employees.

Given enough growth, there's eventually work for even more employees. This cycle seems simple, but in practice responsibilities rarely split so evenly or naturally.

When new employees come on board, they may come into conflict with established workers. Disputes may range from deciding who is responsible for contacting clients all the way to determining whose turn it is to empty the breakroom dishwasher.

To avoid passive aggressive notes and fisticuffs on company property, **managers need to ensure that role responsibilities are clearly defined.**

Managers can effectively delegate tasks by circulating up-to-date job descriptions, encouraging workers to ask questions and getting feedback from employees. To accomplish these tasks efficiently and effectively, managers need techno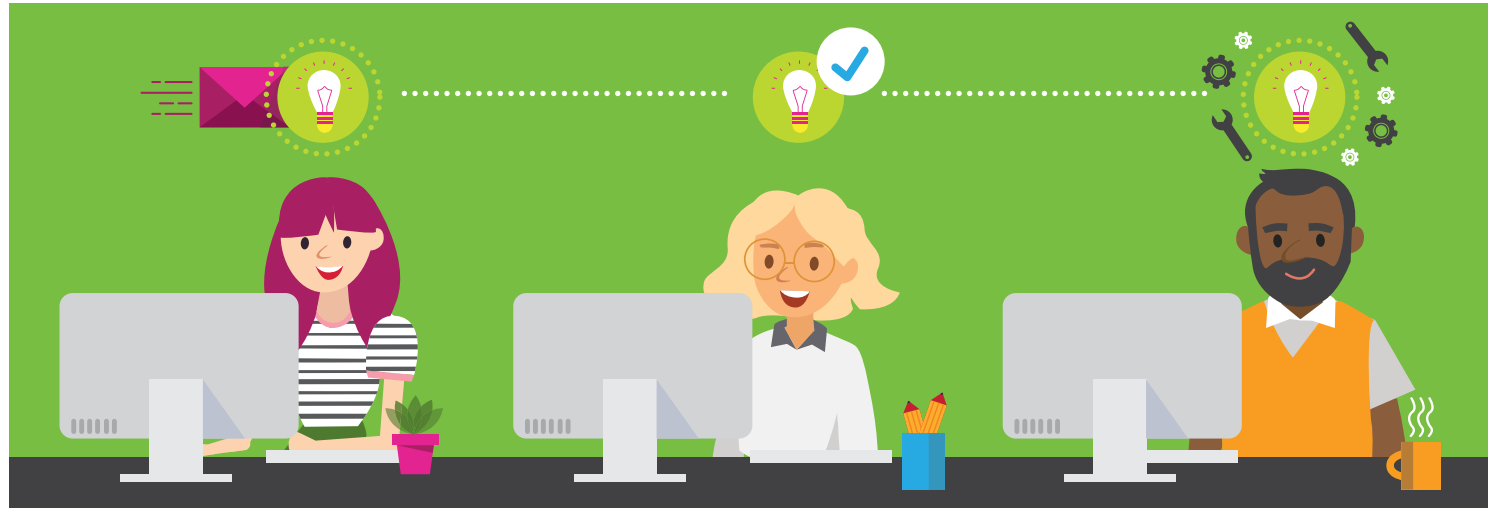logy that lets them do so from anywhere. **Mobile-optimized file sharing solutions provide freedom of movement as well as offer the ability to address emergencies as they happen.**

GROWING PAIN THREE:
NEW PROCESSES AND WORKFLOWS

12%

Workers are 12% more productive when happy with their workflow.

As your company expands, you need new ways to communicate, new workflows to maintain productivity and new processes for solving business challenges.

Unfortunately, your employees may be resistant to change. Workers may have been burned by a bad product in the past, they may fear losing control or they may just be stuck in a series of long-held habits. **This is where mentorship can really help.**

Younger employees can help less tech-savvy workers understand new systems, but they're not immune to the challenges of transition, either.

Millennials want to feel a sense of ownership over their work. Excessive change can make them feel out of control.

Ease these workers into new workflows by fostering a sense of ownership – ask them what could be improved and how they would go about doing so. **Use their ideas.** When a worker sees her suggestion in action, she'll be an advocate rather than a detractor.

GROWING PAIN FOUR:
SPACE

Guys...?

At the office, worker capacity is a commodity.

As your employee population increases, space becomes ever more precious.

When you start to run out of space, it can be tempting to just cram interns into filing cabinets and be done with the matter. But it turns out that interns need much more breathing space than a cabinet drawer can offer.

So what's to be done? You could rent a larger space, but that decision could significantly cut into your budget.

Consider providing work-from-home or remote options for your team.

Remote teams can use collaborative technology to share documents, hold conferences, chat and complete tasks.

Businesses that allow employees to work remotely part time could save around $11,000 per year in overhead.
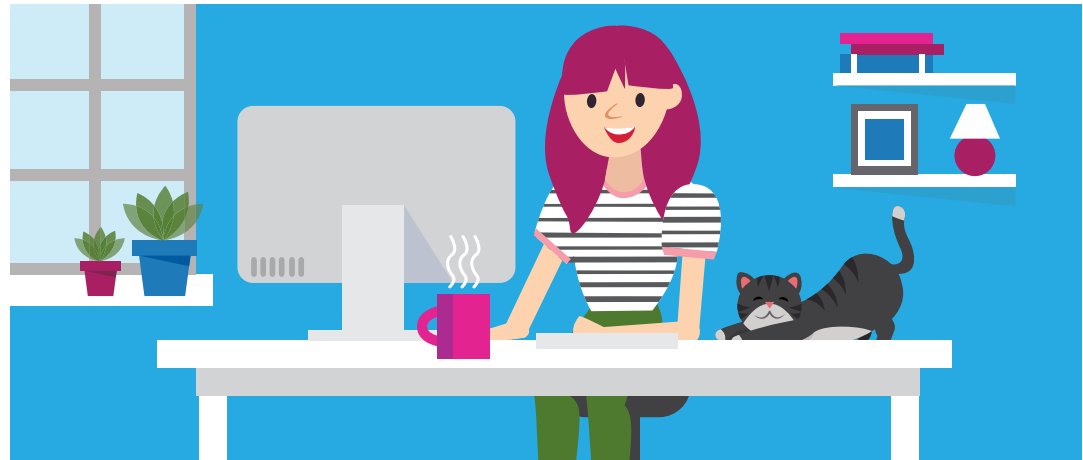
GROWING PAIN FIVE:
TRANSPARENCY

Managers of burgeoning businesses may look back fondly on the days when they only had to manage a handful of employees. Back then, it was easy to keep tabs on everyone's work, give guidance where needed and address any rising concerns.

Today, those managers look out over crowded rooms fulls of busy workers, ringing telephones and wonder,
"How can I ever keep track of it all?"

As an employee population grows, the more opaque it becomes.
To regain some of the transparency that managers previously enjoyed, an elegant solution is needed.

90%

90% of job seekers say that it's important to work for a company that embraces transparency.

Even when employees work remotely, file sharing technology gives managers transparency into how their teams function.

CONCLUSION

A growing team population is a good thing.

With the right file sharing technology on your side, you'll gain improved productivity, efficiency and creativity from your workers.

Although some members of your teams may be hesitant to rely on new processes and workflows, the right training – and the right attitude – can help them come around to the new methods.

Collaboration is the key to success, just as a good snack selection is the key to a good company training session.

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