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Employees' spirits can easily fall if their day-to-day responsibilities are monotonous or if they don't feel valued by their superiors. Over time, this can translate into an unmotivated and unproductive staff. Therefore, it is important to make sure that employees are interested in and appreciated for their work. Use these 15 tips to help improve employees' morale and boost productivity within your organisation.

15 ways to boost staff's morale

Help them wake up. Mornings can often be the hardest part to some employees' day. Workers who are fighting off fatigue have trouble focusing and getting excited about their responsibilities. Offer freshly brewed coffee or tea to help them to start the day awake and alert. Not only will they be grateful for the caffeine, they will be more productive throughout the day.

Recognise birthdays and personal accomplishments. Most employees appreciate it when their supervisors remember their birthdays or acknowledge personal milestones such as having a child or finishing a marathon. Some companies even offer employees a paid day off on their birthdays. Knowing that managers are aware of employees' lives outside of work makes them feel like a valued member of the team rather than just anonymous workers.

Treat them with respect. This tip sounds like a no brainer, but it can make a world of difference to employees. Do not swear, lose your temper or ignore your staff, especially in front of other employees. Treat employees with courtesy and respect they deserve like say 'please' and 'thank you', ask about their weekend, or take an interest in projects they are working on.

Establish an employee recognition program. Employees want supervisors to be aware and appreciative of their work. Create an employee of the month program or a wall of fame to recognise workers' notable contributions. It demonstrates an employer's appreciation and also offers incentives to other staff to increase productivity.

Add a personal touch. If you are particularly impressed with an employee's work, show it. Handwrite a note or send memos or a gift certificate to demonstrate your gratitude. Your personal attention will make the recognised employee feels valued and unique.

Treat them to lunch. Order pizza or take employees out to lunch occasionally to keep their spirits high. Getting the opportunity to socialize without worrying about the bill will put employees in a good mood and help them enjoy their work environment and colleagues.

Check in with staff members. Hold meetings with individual workers or groups of employees several times throughout the year to address any questions or concerns that they may have. Even if you don't have a meeting scheduled soon, make sure that employees know that you are always there to address any problems that may crop up. Ask for their feedback and reactions to new company policies, and be sure to update them on what steps you've taken to solve any problems.

Back them up. Superiors must support their employees if they encounter problems despite having followed company's protocol. Do not let your workers get yelled at or mistreated by co workers. If you see such conflict, step in and manage the situation. Your employees will be grateful for your intervention; indeed, it is part of your job as a manager to offer strong support.

Keep training them. In this ever-evolving world of new technologies and ideas, employees need to stay up to date with developments in their field. Staff members can interpret an employer's unwillingness to invest in training as a disregard for their professional development. They will also be less productive than your competitors' better-trained employees. Enroll workers in classes and send them to conferences to keep them (and your organistion) on top of the game.

Get to know them. You do not need to take employees home to meet your parents, but be sure to learn enough about their personal lives to show that you care. For istance, ask about hobbies or interests, find out if they have spouses or children, and talk about your respective plans for the weekend. Staff will appreciate your interest.

Throw a party. Though many employees whine about attending office gatherings, most enjoy the chance to socialise with their peers outside the work environment. Celebrate an organisation's family day or throw a holiday bash at the end of the year. You can also use the gatherings as opportunities to recognise individual employees for outstanding work in front of the entire organisation.

Bring employees together for a community service project. Get employees out of the office for an afternoon to take on a community service project together. Help build a house for Humanity or clean up a local charity home. Staff will likely enjoy the opportunity to give back to their local community, and they might also learn important team skills by collaborating in a new environment.

Offer financial rewards. Performance bonuses are easy ways for managers to show appreciation for employees' outstanding achievements. There is no doubt that workers like them.

Encouraging Open Communication. Many organisations suffer due to an actual or perceived feeling of - it is an "us" and "them" culture between the management and staff. If workers feel there is an imaginary white line between themselves and management, they will often become resentful. Thus, it is important to have regular meetings between management and staff. This will give the management opportunities to discuss any new development that may affect the employees but, more crucially, allow employees to express any opinion or problem they might be facing with the work and how it can be solved.

Conduct employee satisfaction surveys. If nothing you do seems to be improving employees' morale, conduct a survey to determine what is making them unhappy. Be sure to address any issue you uncover promptly and thoroughly to avoid losing workers for good.

In short, an unhappy employee is an unproductive employee. Your organisation needs to pursue policies like the ones mentioned above to help your organisation becomes a more enjoyable place to work. Not only will employees start to look forward to their workdays, but your organisation will benefit from newfound efficiency.