ChampSoft
The Software Visionaries

NEWSLETTER
Volume 20

GET READY TO CAPTURE THE MOMENTS

PHOTOGRAPHY
CONTEST

ChampSoft is hosting a photography contest. Stay tuned for details on rules and prizes.

ChampSoft
The Software Visionaries

GET READY

Our first company-wide photo contest is announced !!

Champ
Movie Night

15 MARCH | **06 PM**

MOVIE NIGHT

[**FREE POPCORN & PIZZA**]

One Galle Face Mall

Overcoming the Absence of Trust
Fostering a Culture of Transparency in the Workplace

In the realm of organizational dynamics, trust serves as the bedrock upon which successful teams and companies are built. When trust is absent, the ripple effects can be profound, leading to diminished morale, productivity, and overall effectiveness. The absence of trust in a company can manifest in various ways, often permeating through the organization's culture and affecting its ability to thrive. Let's explore this issue with examples and strategies for overcoming it.

One common scenario where the absence of trust becomes apparent is in a hierarchical structure where communication flows strictly from the top-down. Employees may feel hesitant to voice their concerns, share ideas, or admit mistakes for fear of repercussions or judgment. This lack of psychological safety stifles innovation, collaboration, and ultimately, organizational growth.

Consider a sales team where team members are reluctant to share their sales strategies or challenges with each other. Without trust, individuals guard their tactics, fearing that others might steal their ideas or outshine them. As a result, the team's collective performance suffers, and opportunities for learning and improvement are missed.

Furthermore, the absence of trust can lead to a toxic work environment characterized by office politics, gossip, and backstabbing. When employees doubt each other's intentions and integrity, they may resort to undermining their colleagues to advance their own agendas. This creates a culture of paranoia and self-preservation, eroding teamwork and camaraderie.

To address the absence of trust within a company, leaders must first recognize its presence and understand its implications. Open communication channels are essential for fostering trust, allowing employees to express themselves freely without fear of judgment or retribution. Leaders should encourage transparency by soliciting feedback, acknowledging vulnerabilities, and modeling authenticity.

For example, a CEO who openly shares the company's financial performance, challenges, and decision-making processes demonstrates transparency and builds trust with employees. Similarly, team leaders who admit their mistakes and seek input from their team members create an environment where trust can flourish.

Implementing trust-building exercises and initiatives can also help break down barriers and foster a culture of collaboration. Team-building activities, cross-functional projects, and shared goal-setting sessions provide opportunities for employees to connect, build rapport, and develop mutual respect.

Moreover, investing in leadership development programs that emphasize emotional intelligence, empathy, and active listening skills can equip managers with the tools to cultivate trust within their teams. By prioritizing trust-building efforts, companies can create a workplace where employees feel valued, respected, and empowered to contribute their best work.

In conclusion, the absence of trust in a company can impede its success and undermine its potential for growth. By promoting transparency, open communication,

and collaboration, leaders can address trust issues and create a culture where employees feel safe, supported, and motivated to achieve their goals. Building trust takes time and effort, but the rewards of a cohesive and high-performing team are well worth the investment.

Navodya Silva
HR Executive

10 Effective Time Management Strategies for Employees

Time management is the process of planning and exercising conscious control of the time spent on specific activities to work smarter than harder. It is a juggling act of various things that help you increase efficiency and strike a better work-life balance. Improving your time management at work allows you to enhance your performance and achieve your desired goals with less effort and more effective strategies.

However, poor time management skills and a lack of clear and concise employee time tracking in the workplace can have far-reaching effects that include

- **Skipped deadlines, late assignments, poor scheduling, and missed appointments.**
- **Procrastination, dilly-dallying, idle work, downtime, and general lack of focus.**
- **Lack of professionalism and poor view of employee work ethics.**
- **Inefficient workflow, low completion rate, and low work quality.**
- **Unwanted stress added aggravation, increased frustr -ation, and decline in quality.**
- **Conflicts with an employer, strained workplace relation ships, less comradery.**

- **Financial penalties, legal fees, lost income, fees and expenses, loss of job.**
- **Work and life imbalance and added stresses at home and in personal life.**

Being able to move from one task to the other effectively and without undo distraction, managing effective employee time tracking, or more in-depth management of the workday and workload, these ten tips can help any employee improve their time management skills!

01. Prioritize tasks - Each morning, jot down your asks for the day and give them a ranking based on priority or importance and use that to stay on track for the day!

02. Set Goals - Write down your goals and view them to track and what adjustments you need to make to any remaining goals.

03. Use a Planner - Spend a few minutes each day planning current tasks as well as looking at tomorrow's tasks and appointments, so you are not caught off guard.

04. Time Blocking - Deep focus blocks of time need to be protected so you're not checking emails or taking calls, and so co-workers know not to interrupt you needlessly.

05. Pomodoro Technique - With this method, you break the day into 30-minute blocks with 25 minutes of work and a 5-minute break. Use a timer and only focus on one task or batch of related tasks that you have already identified during each Pomodoro session you have scheduled.

06. Limit Multitasking - Close unnecessary browser tabs and apps and do whatever you need in order to get time to focus.

07. Set Deadlines - For each task, add a deadline to your planner or calendar, and treat even the self-imposed ones as if they were given by your employer.

08. Delegate & outsource - If you are part of a work team, discuss tasks together and see what assignments can be interchanged among the group to maximize efficiency.

09. Group Similar Tasks - Increase efficiency by doing similar tasks consecutively and focus on all related tasks in one go, like replying to emails or making phone calls.

10. Regular Breaks - Even if you can't take a break for a short 5-minute walk, take a short pause after every hour of work to stand and stretch and take a few deep breaths

Sazia Begum
HR Executive
ChampSoft - India

New Recruitments

Samiksha Gupta
Salesforce Administrator
ChampSoft - India
The Software Visionaries

Vaibhav Mistry
Senior Software Engineer
ChampSoft - India
The Software Visionaries

CHAMP MOVIE NIGHT

We're thrilled to announce that we'll be having a movie night out to unwind and enjoy some quality time together. It's a fantastic opportunity to relax, have fun, and bond over great films.

on 15th March
06.00 pm
onwards
at One Galle Face
Organized By : Welfare Club

We want this evening to be a blast for everyone, so your presence would mean a lot to us. Please click on the image to fill out the attendance form, So we can make sure everyone is accounted for.

15 MARCH | 06 PM

MOVIE NIGHT

[FREE ♦POPCORN ♦PIZZA]

One Galle Face Mall

Organized By - Welfare club

PHOTOGRAPHY
CONTEST

We are excited to announce our first-ever company-wide photography contest, and we invite all staff members to participate and showcase their creativity behind the lens!

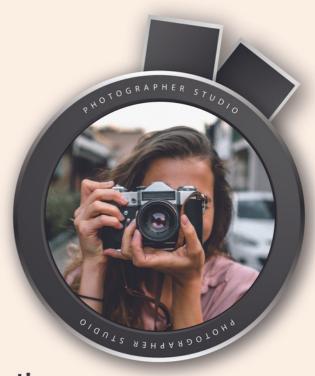|		
Theme	:	Photographs should capture moments reflecting the company's values, culture, five dysfunctions, or work environment.
Eligibility	:	Open to all employees of the company.
Submission Deadline	:	March 6, 2024.
Submission Format	:	Digital photographs in high-resolution JPEG or PNG format.
Number of Entries	:	Each participant can submit up to 2 photographs.
Originality	:	Photographs must be original work and should not have been previously published or submitted in any other contest.
Editing	:	Basic editing (cropping, color correction, etc.) is allowed, but heavy manipulation or filters that significantly alter the original scene are prohibited.
Caption	:	Each entry must be accompanied by a brief caption describing the context or story behind the photograph.
Judging Criteria	:	Creativity, relevance to the theme, composition, and overall visual impact.
Judges	:	A panel comprising 1 member from various departments will evaluate the entries.
Announcement	:	Company-wide communication channels will announce winners on March 12, 2024.

Objective

To engage employees in a creative activity, foster team spirit, and showcase the talent within the company

Submission Method

Participants should submit their entries via email to hr@champsoft.com

1st place Gift voucher and company gift pack
2nd and 3rd places company gift pack
Certificate of Achievement for all 3 places.

Recognition and feature in company newsletters and social media platforms

ChampSoft
The Software Visionaries

International Women's Day
Celebration

We are happy to inform you that ChampSoft has prepared a celebration for the women of our company on the occasion of International Women's Day.

You're Invited to
Women's Day
Celebrations

on 8th March
11.30 am
onwards
at Kingsbury Colombo

ChampSoft

8 MARCH
International
Women's Day