

10 Quick & Simple Action Steps To Empower your Employees

#1 Write a list



What are at the top 5 tasks that need to be achieved in the next 2 weeks

#2 Identify the systems



Identify the systems that are in place to support these actions & add to list #1

#3 Allocate areas of responsibility



- 1) Match staff to tasks identified in Action #1
- 2) Add names to the list from Action # 1 & 2
- 3) Send an email to all staff advising of this so EVERYONE knows the plan

Tip# Empowering staff helps to motivate them to be accountable

#4 Make a meeting agenda template



- 1) Set an agenda for weekly meetings
 - 2) Allocate someone to take minutes each week
- Result: You have all the important information you need to know whilst you are away

Tip# This agenda can only be 5 items long – Prioritise what you NEED to know. We recommend using SWOT analysis - Strengths, Weaknesses, Opportunities and Threats

#5 Set career development meetings



Set career development meetings with all your direct reports for January 2016

Tip# This gives your staff time to demonstrate their capabilities between now and then

#6 Send a Thank you to all staff



- 1) Thank staff for their hard work this year
- 2) Acknowledge staff who are working over Christmas

#7 Ask for Feedback



1. When you receive feedback simply say "Thank You"
2. Do NOT debate the feedback this is their subjective opinion and you can take it or leave it

Tip# Staff will work harder if they feel valued

#8 Be visible



- 1) Spend an hour in each department this week
- 2) Deliver a candy cane and say "Thank you" personally

Tip# This goes a long way to making staff feel appreciated and helps to have positive responses to your

#9 Have FUN



Add fun to the list, for example a morning tea once a week to connect and check in and ask others for help and ideas

Tip# The holiday season is a time for fun, make sure that time away from stress is valued at this time of year

#10 Hire a mechanical bull



- 1) Turn the metaphor into a reality!
- 2) Have fun with it!