

Employee Initiative: How to Make It Happen

Many managers complain that their employees' work is incomplete and lacks professionalism. On the other hand, many employees complain that their managers don't let them do interesting projects. The solution to both situations is accomplished by empowering employees and requiring accountability in return. In this program you will learn how to create a shared vision with your employees and identify and overcome obstacles to empowerment. You will establish meaningful accountability measures and evaluate the most effective way to "make it happen."

Audience: Anyone wanting to improve their performance as an employee.

Prerequisites: None.

Number of Days: ½ day

1. **Empowerment in the workplace**
What is empowerment?
Creating a shared vision and mission
Four questions a mission statement must answer
Involving employees in the creation process
Sharing information
2. **Creating ownership and accountability**
Four steps to building ownership
Components of completed staff work
Agree on clear understanding of the desired results
Clarify assumptions
Establish boundaries
Provide adequate resources
Overcome barriers to completing work assignments
Use systematic analysis to reach a conclusion or recommendation:
The final test: If you were the manager, would you be willing to sign off on this and stake your professional reputation on its being right?
Four criteria for an accountability system