Leader Coaching and Discussion Guide - *Empowerment*

Empowerment is the extent to which a leader encourages and enables others to adapt to change and drive their self-development, provides encouragement, and creates an environment that motivates employees to develop through formal and informal training and opportunities.

This coaching and discussion guide can help you conduct effective leader coaching sessions to document and keep track of the commitments made together and to make sure follow through happens and action plans are aligned with job/role priorities.

Recommendations for Leader: This section provides suggestions for development activities to help make the leader more successful with this RemotePro dimension.	Action Plan: Clearly define job responsibilities, tasks to be completed, and deadlines.
Empowerment	
1. If you hear about or see **information** (e.g. articles) that may be **of interest** to your team, send them this information.	*Action Items:* • *Ask: What do you think of these recommendations?* • *Don't be afraid to relinquish control. For employees who are interested in learning or taking on new responsibilities, how can you assist them?.* • *What can I do to support you?*
2. Practice **delegating tasks to employees**. When doing this, be sure to discuss the developmental opportunities involved with these tasks. Delegate with employee growth in mind.	
3. Clearly **communicate employee responsibilties**. Focus on results in task completion, not necessarily the method by which employees achieve those results.	
4. **Check in regularly with your team**, but avoid micromanaging when possible. Make sure your employees know they have the means to achieve goals in their hands, and that you are available to assist them when needed.	
Your Role	
5. Make **goals with results**, not processes, at the forefront. Allow employees to work their own way to achieve results, when possible. Clearly communicate expectations.	*Action Items:* • *Provide autonomy to your team. Be sure to establish ground rules. Try not to use loss of employee autonomy as a consequence of failing to meet a goal unless absolutely necessary.* • *How can you provide your team with more autonomy and avoid becoming disconnected from their work? Observe and reward progress when it's achieved, and provide feedback.*
6. Provide employees with goals or milestones to reach, **detailing what "success" looks like** and how they can surpass expectations.	
7. To the extent possible, **foster flexibility**. Give employees the opportunity to be flexible in the workplace by being open to alternate work arrangements or schedules, when feasible.	

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| *Your Role (continued)* ||

8. Communicate ***opportunities for cross-training or personal development*** to team members. Discover your team members' strengths and interests, and provide development recommendations to them based on these interests.	*Action Items:* • *What can I do to support you?*
9. At the beginning of the year, ***discuss with each of your employees their development goals*** for that year. Together, create a plan for how those goals will be met, and follow up throughout the year on their progress.	

What steps (goals) can you take immediately to begin working on some of these development opportunities?
What do you plan to have accomplished within the next 30-days regarding these steps and your development goals?