

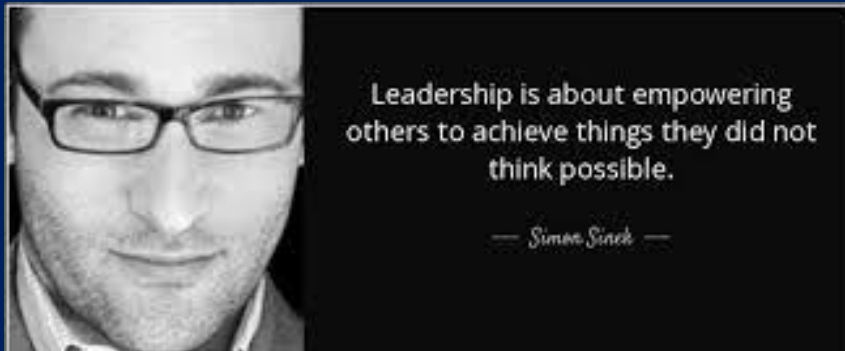
TEAM EMPOWERMENT TOOLKIT

A Practical Guide to
Transforming Your Workplace



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INTRODUCTION



Empowering your team is essential for driving performance, fostering innovation, and creating a positive work culture.

Use this toolkit to equip your team with the confidence and skills they need to excel.

1. EMPOWERMENT CHECKLIST



Use this checklist to ensure you are actively empowering your team daily:

- Encourage open communication and idea-sharing.
 - Provide autonomy while offering guidance when needed.
 - Recognize and reward achievements.
 - Create opportunities for skill development.
 - Foster a culture of trust and accountability.
 - Provide constructive feedback and support personal growth.
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2. DELEGATION FRAMEWORK

"You Grow through what you Go through" 😊

A structured approach to delegation helps ensure efficiency while empowering employees.

Use this framework to delegate effectively:

- **What to Delegate:** Tasks that align with an employee's skills and growth potential.
- **How to Delegate:** Clearly define expectations, set deadlines, and provide necessary resources.
- **Follow-up:** Check progress without micromanaging and provide support when necessary.

Delegation Template:

Task: _____

Assigned To: _____

Deadline: _____

Expected Outcome: _____

Support/Resources Needed: _____

3. GROWTH & DEVELOPMENT PLAN

Encourage continuous learning by helping team members set personal and professional development goals.

Development Plan Template:

Employee Name: _____

Current Strengths: _____

Areas for Improvement: _____

Short-Term Goal (Next 3 Months): _____

Long-Term Goal (Next Year): _____

Support Needed from Leadership: _____

4. FEEDBACK & RECOGNITION GUIDE

Effective feedback builds confidence and motivates employees to improve.

Follow this model:

- **Positive Feedback:** Recognize specific achievements and contributions.
- **Constructive Feedback:** Use the SBI (Situation-Behavior-Impact) method:
 - **Situation:** Describe the context.
 - **Behavior:** Explain the observed action.
 - **Impact:** Discuss the outcome and suggest improvements.

Example: A team member frequently misses project deadlines.

- **Situation:** "In the last quarter, we had several projects with tight deadlines."
- **Behavior:** "I noticed that your reports were submitted late for three consecutive projects."
- **Impact:** "This caused delays in the overall project timeline and affected team coordination. Moving forward, let's work on time management strategies to ensure deadlines are met."

Ways to Recognize Achievements:

- Public appreciation (team meetings, company newsletters)
 - Personalized messages or thank-you notes
 - Incentives (bonuses, promotions, growth opportunities)
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5. DECISION-MAKING AUTONOMY MATRIX

This tool helps leaders define the level of decision-making authority employees have.

Decision Autonomy Levels:

- ◆ Full Autonomy – Employee can make the decision without consulting leadership.
- ◆ Consultative Autonomy – Employee seeks input but makes the final decision.
- ◆ Collaborative Decision – Decision is made jointly with leadership.
- ◆ Leader-Led Decision – Leader makes the decision but considers employee input.

Example Matrix:

Task	Decision Level	Notes
Approving project budgets	Collaborative	Discussed with leadership
Choosing work schedules	Full Autonomy	Within policy guidelines
Hiring new team members	Consultative	Involves HR & leadership input

Conclusion

Empowering your team starts with trust, support, and the right resources. Use this toolkit to create a work environment where employees feel valued and capable of making meaningful contributions.

Start empowering today!

How to Contact Us



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