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## **EMPOWER EMPLOYEES, ENERGIZE YOUR ORGANIZATION**

Empowerment, we've all heard this term, but what actually does it mean and how exactly is it used to help employees and improve your business? When you Empower employees you are increasing their intellectual and emotional capacity to make choices that transform decisions into actions. These actions in turn energize your team, turbo-charges personal performance and bolsters bottom line profits.

Whether your organization is comprised of three people, thirty, three hundred or three thousand, the most empowering tool you can create for your company is a manual that outlines your operating procedures. Naturally, the size, depth and detail of your company's operating manual will vary according to the size of your business, the products or services you offer, your current status within the life-cycle of your business as well as your long term goals

### **Policies and Procedures Manual**

Here are a few quick tips about the need and value of writing a policies procedure manual. First, write a comprehensive manual covering all departments within the organization defining in clear terms the optimal path in operations that are consistent in delivery from company to client. This should include your company's vision, mission statement, philosophies, as well as outlining departmental and interdepartmental procedures.

### **Training and Indoctrination**

New employees should be thoroughly indoctrinated into your corporate culture. Whether you run a small shop or a multinational corporation, new employees should have clear direction about all or as many aspects of the company as possible. The manual must be consistent and concise with regard to articulating the methods for handling all tasks.

This policies and procedures manual sets the tone and stage for all aspects of the company, it creates a platform of accountability while providing employees with clear guidelines about expectations, behaviors and performance.

Your policies and procedures manuals are not just the blueprint for how your organization runs, but provides a moral compass and the DNA for energizing your entire staff. In fact, enlist the aid of your staff or team members to even assist in creating this essential document and you'll see first hand the power of empowerment, then step aside and watch your employees and company become invigorated with a new sense of purpose and enthusiasm.

ElifeCounselors can and will provide you, your company, your managers and your staff with focus, direction and energy that is only possible through empowerment techniques and technologies that will take you, your staff and your business to entirely new levels.

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