

Empowerment Grid

This is a guide for a quality conversation between manager and direct report that clarifies responsibilities and accountability,

while spelling out what it will take for the employee to increase responsibilities in the future.

INSTRUCTIONS FOR DIRECT REPORT

BLUE BOX

List what decisions you can make relying on your own knowledge, judgment or with input from peers that do not require approval from your supervisor.

This includes areas of responsibilities for which you are held accountable.

GRAY BOX

List decisions you face on the job that require your supervisor's approval before it is executed.

This includes decisions that only your supervisor makes but you represent or explain to others.

GREEN BOX

What decisions are you interested in taking responsibility for;

what training or knowledge would you need to do so;

by when would you like to take on this responsibility?

INSTRUCTIONS FOR MANAGER

BLUE BOX

List what decisions you depend on your report to make on their own, without your approval as supervisor.

Include areas for which you hold this employee accountable.

GRAY BOX

List decisions you expect to make as supervisor that overlap with your report's job or that you feel the responsibility to approve.

GREEN BOX

What decisions do you want your report to take responsibility for; what training or knowledge would they need; by when would you like them to take on this responsibility?

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Purpose: To gain clarity between manager and direct report around authority, responsibility and the path to gaining more of each. The process is simple. 1. Each person fills out there own; 2. They exchange forms; 3. They meet to reconcile any differences.

PERMISSION & CONSULTATION
Decisions made only with supervisor's approval

AUTHORITY & RESPONSIBILITY
Decisions I can make on my own; Areas of responsibility

ASPIRATIONAL AUTHORITY & RESPONSIBILITY

HOW

BY WHEN

What areas of authority and responsibility would you like to take on; how and when?
