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Unlocking The Power Of Human Potential

In partnership with:

SKIBA ASSOCIATES

5 Factors for Enhancing Engagement

Self-Coaching Guide

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Introduction

According to Gallup's July 2020 employee engagement poll, 13% of employees are actively disengaged and 47% are not engaged. Actively disengaged employees "have miserable work experiences and spread their unhappiness to their colleagues." Not engaged employees "are psychologically unattached to their work and company" and "on the lookout for better employment opportunities." **The results are decreased company performance, higher turnover, and diminished profits.**

According to a Forbes article, the cost of a disengaged employee is 1/3 of their salary. This can easily be the difference between a thriving organization and one that is losing money.

The Covid economy adds complexity to keeping employees engaged, particularly when they work from home. Decreased in-person interaction makes it more difficult to communicate and maintain bonds. Innovation declines due to a lack of casual exchanges that spark ideas. Disruptions and stress at home negatively affect work performance.

The **5 Factors that Enhance Employee Engagement** can be summarized as follows:

1. **Purpose**: *Why do we exist? Who are we?*
   Includes mission, vision, values, culture, passion.
2. **Contribution**: *What value do I provide?*
   Employee fit in their role, i.e. skills, behaviors, training, and motivations.
3. **Team**: *Do I enjoy working with my team?*
   Includes culture, leadership, direct manager, team norms, interpersonal bonds.
4. **Energy**: *Do I have the energy to perform at a high level?*
   Includes stress management, sleep, nutrition, exercise, personal time off.
5. **Compensation**: *How am I rewarded for my efforts?*
   Includes salary, benefits, title, flexibility, work/life alignment.

How Engaged Are You or Your Employee?

Use the list below to determine whether you or your team member is fully engaged, partially engaged, or disengaged. Some attributes may fall into more than one category, but a pattern of behavior should emerge. Please note that difficulties at home can also impact work performance.

☐ **Fully engaged**
- ☐ Looks forward to each day of work
- ☐ Consistently meets project goals, or has good reasons why they didn't
- ☐ Willing to put in extra effort if needed for project success
- ☐ Volunteers to take on additional responsibilities
- ☐ Contributes proactively at group meetings
- ☐ Enthusiastically supports other team members

☐ **Partially engaged**
- ☐ Usually meets project goals
- ☐ Does what is required and no more
- ☐ Works within regular hours, but is reluctant to put in any extra time
- ☐ Contributes personal insights at meetings when called upon
- ☐ Grumbles about any additional responsibilities

☐ **Disengaged**
- ☐ Frequently late with work, poor quality
- ☐ Looks for ways to get out of work
- ☐ High absenteeism, long lunches, late to work & early to leave
- ☐ Minimal contribution at group meetings, even when called upon
- ☐ Negative impact on other team members

Score yourself on a scale of 1 to 3 to determine which factor has the greatest impact.
3 = Positive - Energizing; 2 = Neutral - Does not inspire; 1 = Negative - Diminishes energy

Purpose	_____
Contribution	_____
Team	_____
Energy	_____
Compensation	_____

For scores = 1 or 2, see sections below for self-coaching.

Purpose

What gets me excited about the upcoming workday, i.e. passion?

_____

_____

_____

Does my current role allow me to work in these areas of interest?

_____

_____

_____

Are there other opportunities on the team or in the organization that align better with my interests?

_____

_____

_____

What support will I need from my immediate manager/executive and the organization?

_____

_____

_____

What steps <u>will</u> I take in the next 30 days?

_____

_____

_____

Contribution

What skills and behaviors do I need to be more successful in my current role, and to grow into my next role?

_____

_____

_____

If I don't know which skills and behaviors I need to develop, how will I find out?

_____

_____

_____

How can I acquire needed training and experience?

_____

_____

_____

What support will I need from my immediate manager/executive and the organization?

_____

_____

_____

What steps <u>will</u> I take in the next 30 days?

_____

_____

_____

Team

Which team member or manager presents the greatest interpersonal challenge? Why?

_____

_____

_____

What actions will I take to improve that relationship?

_____

_____

_____

How can I help the team to improve relationships? (Available to all – not just team leaders)

_____

_____

_____

What support will I need from my immediate manager/executive and the organization?

_____

_____

_____

What steps will I take in the next 30 days?

_____

_____

_____

Energy

The following factors are insufficiently addressed and sap my physical and mental energy:

☐ Sleep

☐ Nutrition

☐ Exercise

☐ Personal time off/ Vacations

☐ Work/Life balance

☐ Stress

Which factor(s) have the greatest impact at home and at work? How?

_____

_____

_____

What can I do to improve my energy level?

_____

_____

_____

What support will I need at home and at work?

_____

_____

_____

What steps will I take in the next 30 days?

_____

_____

_____

Compensation

What aspects of my compensation are lacking? (Salary, Benefits, Title, Flexibility, Work/Life)

_____

_____

_____

What are the norms for my industry and role?

_____

_____

_____

How does my performance compare to others at the organization?

_____

_____

_____

With whom and how will I address the compensation shortcoming?

_____

_____

_____

What steps will I take in the next 30 days?

_____

_____

_____

Support

We can help you or your team member to enhance engagement, improve performance, and increase retention.

Purpose

- **Driving Forces Report** identifies a person's motivators.
- **Personal coaching** to clarify key motivators and utilize them at work.

Contribution

- **Personal coaching** identifies ways to improve job fit and contribution.
- **Engagement Report** provides insights that improve employee and team performance.
- **Job Benchmarking** defines the soft skills required for superior performance.
- **Job Matching** gets employees in the right seat on the bus, both current & new hires.

Team

- **Comparison Report** improves interpersonal understanding, communication and collaboration.
- **Team Alignment Workshops** improve understanding and collaboration within teams.

Energy

- **Personal coaching** to increase energy for work and home.

Contact us at info@hpisolutions.com