

Empowerment

Topic at a glance

This session focuses on using empowerment to support sustainable performance — where small shifts in how we lead can create conditions for both quality outcomes and well-being.

This month's leadership practice

Participants held one structured conversation with their team. They identified an opportunity for greater ownership in a routine task, workflow, process, or decision, then explored four mechanisms that support thriving: decision-making discretion, information sharing, performance feedback, and civility and respect.

Suggested session flow

Welcome & check-in · 5 min

Confidentiality reminder, then a quick opening question: "What is one thing from last month's conversation that stayed with you?"

Discussion · 20–30 min

Read the prompts below, then let the group choose one or two to explore.

Open conversation · 30–60 min

Shift into open conversation over the meal.

Wrap-up · 5 min

Confirm the next date, time, and location. Record attendance. Submit for reimbursement.

Discussion prompts

1. Which of the four mechanisms did you address? Which were harder to implement?
2. When did you find it difficult to share ownership or decision-making? What factors influenced your thinking?
3. How did sharing information and creating opportunities for feedback affect people's engagement, ownership, and focus?
4. How did the interpersonal climate influence people's willingness to contribute ideas, ask questions, or take initiative?

Tip of the month

Listen actively. Show the group you're following what they say:

- Reflect, paraphrase, and validate what you hear
- Notice verbal and non-verbal cues, and adjust the pace or energy
- Acknowledge emotions and experiences without judgment
- Summarize from time to time to build shared understanding
- Ask open-ended questions

Session checklist

- Confirm the date, time, and location — and make a reservation where possible
- Review this month's topic and discussion prompts
- Host the session
- Record attendance
- Submit for meal reimbursement

Meal reimbursement

1. **Group leader pays for the meal** — P-Card or personal credit card.
2. **Submit the following to the group leader's department:**
 - Full list of faculty attendees (no guests or spouses)
 - Discussion agenda or topic
 - Itemized receipt
3. **Department creates a Concur report** using SpeedType **63506636**.
 - Report title format: **LEADERTHRIVECIRCLE[LastName FirstInitial]**
4. **Department reimburses the lead faculty member** in accordance with guidelines.

Fiscal guidelines

- **Reimbursement limit is \$125 per meal.**
- One meal per participant per month may be reimbursed during the six-month program.
- Maximum of six reimbursed meetings per six-month program.
- **Alcohol is not reimbursable.**
- Maximum allowable tip is 20%.
- Limit gatherings to consented participants assigned to your group — no guests or spouses.
- Meetings may include coffee or meals, and venues are chosen by the group.
- Non-meal activities (bowling, for example) are paid personally by participants.