

Fire Up! Your Employees

Chapter 8: Activate Owner Thinking – Customized Roles and Performance Expectations

Exercises: This chapter will review the Fire Up! Incite component of millennial management by using the *Business Review* worksheets, *Employee Talents, Values and Interests* worksheet, *Job Sculpting* worksheets and *Performance Expectation* worksheet. All of these worksheets are included in this PDF.



Step 1:

This activity will ask you to complete the *Business Review* for your team, department or organization. You will find the *Business Review* worksheets in this pack. Complete this activity before moving on.

Step 2:

Access the *Employee Talents, Values, and Interests* worksheet and the *Job Sculpting* worksheets included in this pack. Select one of your current employees. Be sure that you have an *Employee Talents, Values, and Interests* worksheet completed or updated for this employee. Next, update your *Business Review*. Now complete the *Job Sculpting* worksheets for this employee that looks to address business needs with the talents and skills of the employee. Brainstorm options with the employee if possible. Create one or two customized or sculpted job components. Complete this activity before moving on. We will use this information next to create performance expectations.

Step 3:

Using the employee you selected in the job sculpting exercise, review the employee's standard job description and select one responsibility for which a performance expectation can be created. Complete the *Performance Expectation* worksheet. Then, select one of the sculpted additional responsibilities for the employee. Create a second *Performance Expectation* worksheet for the sculpted responsibility. Host this with an employee if possible. Complete this activity before moving on.

Creating an Action Plan is a critical component of implementing the Fire Up! Process. To access the Action Plan that has been created for *Fire Up! Your Employees and Smoke Your Competition*, click on the Action Plan link from the Beyond the Book page. You will add your action items from each chapter to this master Action Plan.

Add action items as necessary for each of the presented components of the “INCITE” portion of the Fire Up! Process.

Business Review (Strategic Update)

Incomplete important issues, events or activities that affect performance and results:

Summary:

List the five most critical events/issues/opportunities facing the business:

1.

2.

3.

4.

5.

Talents, skills and resources within the organization to address business and strategic update: to be used for Job Sculpting, Performance Expectations and Career Development:

Employee Talents, Values, and Interests Worksheet

Employee name: _____ Date: _____

Department or location: _____ Manager: _____

(Completed by employee)

Primary quadrant(s) and top four talents per Talent and Thinking Style Assessment™:

Circle primary quadrant: Chairman Professor Friend Emcee

1. _____
2. _____
3. _____
4. _____

Values (what is important in the workplace?):

Values (what is important in life?):

Favorite way of learning:

Interests (in the workplace in addition to current role):

Interests, hobbies (in life):

Favorite aspect of role (job):

Least favorite aspect of role (job):

Job Sculpting Worksheet

Areas for job sculpting that match employee interests and talents, and business needs (circle selected areas):

Employee Job Sculpting Action Plan

Additional responsibilities or activities and implementation plan:

1.

2.

3.

4.

Performance Expectations Worksheet

(Completed by Manager and Employee; complete one page for each specific performance expectation)

Employee: _____ Role _____
Manager: _____ Dept/Location: _____

_____ Performance Expectation (completed by manager):

Financial expectation of this Performance Expectation (completed by manager):

Employee talents and skills that will drive this performance (completed by manager):

Action items for missing skills:

Employee ideas to achieve the performance expectations (completed by employee):

Circle the idea to implement as the method(s) to achieve the performance expectation.

How will this performance expectation be measured and managed?

How will the employee be encouraged and coached to achieve the performance expectation?

Performance Expectations Worksheet

(Completed by Manager and Employee; complete one page for each specific performance expectation)

Employee: _____ Role _____

Manager: _____ Dept/Location: _____

_____ Performance Expectation (completed by manager):

Financial expectation of this Performance Expectation (completed by manager):

Employee talents and skills that will drive this performance (completed by manager):

Action items for missing skills:

Employee ideas to achieve the performance expectations (completed by employee):

Circle the idea to implement as the method(s) to achieve the performance expectation.

How will this performance expectation be measured and managed?

How will the employee be encouraged and coached to achieve the performance expectation?
