

# What It Takes to Develop Self-Directed Employees

MANAGERS		EMPLOYEES	
1.	Have a position description that defines performance expectations. Be sure to include what success looks like and how it will be measured.	1.	Understand what is expected of you to be successful in your position and at the company. If you don't understand, ask questions and verify/clarify your understanding with your manager.
2.	Identify the core competencies (skills, attitudes, behaviors and knowledge) necessary to be successful in each position and encourage and provide employees opportunities to develop themselves.	2.	Understand how your position contributes to the organization's success.
3.	Connect how each position in the organization contributes to the achievement of the Company's Vision, Values and Goals.	3.	Learn what the organization's values are and how you can model them in your position and behaviors.
4.	Don't just train employees what to do; teach them how to think!	4.	Take initiative to learn skills that increase your value to the organization even if it is on your own time.
5.	Check in with employees regularly so that performance conversations are not an "event" but demonstrate "my commitment to your continued success."	5.	Understand what you can expect from the Company and your manager.
6.	Expect your employees to be self-directed and give them the tools they need to do it.	6.	Keep a journal or file on your success, mistakes, lessons learned, awards/letters of recognition, results, classes you take, books you read, and anything else you want to remember to mention during performance conversations.
7.	Establish how and when you want to be kept informed of their progress and results.	7.	Ask for feedback and be open and receptive when you get it.
8.	If you want a specific result or change in behavior, be specific about what you want. Teach employees how to create their own SMART goals with input from you. If you always come up with the goals, an employee never has to think for himself.	8.	Get comfortable and good at setting your own performance goals. Go to meetings with your manager prepared with what you think you need to do to meet or exceed performance goals.
9.	Monitor your own behavior. Are you consistently enabling employees to be self-directed? What signs do employees send that turn you into a micromanager? How do you communicate a lack of trust in your employees? Knowing yourself and your tendencies is essential to developing self-directed employees.	9.	Don't assume your manager knows all you do — develop a way to communicate your contributions frequently (not boasting, just good PR).
10.	Recognize and reward self-directed behavior!	10.	Pay attention to when you are feeling like a victim or wanting your manager to rescue you or fix a problem. Managers are not your parents; they are there to help you be successful. It's your job to ask for what you need and want and it is theirs to provide what they can within the limits of their position. Knowing yourself and your tendencies is essential to being a self-directed employee.



To find out more about creating a self-directed employee culture, email us at [info@transforminc.com](mailto:info@transforminc.com)  
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