

## Tools and templates



### How to get employees involved in decision making

Decision making is one of the toughest parts of running a business, so it makes sense to use all the insights and information at your disposal.

Giving employees the chance to participate in decision making has a number of benefits:

- Leaders can make better informed decisions
- Employee motivation and interest in their work increases
- Costs are reduced by eliminating poorly thought out projects
- Employees feel empowered in their roles

Follow the below checklist to start involving employees in decisions.

#### Setting the foundations for employee involvement

In order for employee involvement to be effective, it's a good idea to lay foundations first. Make sure:

- Employees have the authority to participate in substantial decisions
- Employees have some training or experience with decision making
- There are incentives for employees to participate, whether implicit or explicit

#### How to get employees involved right now:

- Send out a brief survey to staff that includes open-ended questions about specific improvement ideas
- Review every response you receive
- Communicate the results and the ideas to the rest of the staff
- Create a team to implement the ideas that will have the biggest impact

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### Sample questions to ask:

- If you were in charge, what steps would you take to make our organisation even better?
- What are two actions we can take to improve our services?
- How could the company generate additional revenue?
- How can costs be reduced or eliminated?
- What processes could be streamlined to save time and resources?
- How could we better meet customers' needs?
- How could other employees help you do your job more effectively?
- What ideas do you have for new products or services?
- How could we better improve employee teamwork and morale?
- What is one change you would like the business to make in the next year?

If you're asking employees for input on decisions, make sure you're ready to act on what they tell you. It's often better to not ask for employee feedback rather than asking and not acting on the results.