SharePoint Tips & Tricks to Better Engage and Empower your Workforce

The HR landscape is changing rapidly and now more than ever, organizations are recognizing the need to focus on dramatically improving employee engagement as they face an imminent crisis with retention. In fact, the 2015 report on Global Human Capital Trends (Bersin Deloitte) reveals that culture and engagement was rated the most important challenge, edging out leadership in the top position.

According to a study conducted by Dale Carnegie Training, 71 percent of employees are not fully engaged with their work. Once considered a secondary priority, has now taken center stage as HR managers look for new ways to lead, manage, develop and inspire people. Because, without a positive, meaningful environment, employees will disengage and look elsewhere for work.

Many leading experts in training voice that empowerment is a key driver of engagement. Workers want to feel they have all the tools they need to learn and grow, connect with colleagues and others throughout the company, make their own decisions, be leaders and contribute to the success of the business.

Here are a few tips and tricks that will demonstrate how to utilize SharePoint in order to engage and empower your workforce.

Learn & Grow

- **Clearly defined roles and paths.** Providing employees with clear job descriptions and paths for growth empowers them by showing where they are now, where they have the ability to go in the future, and what they need to do to get there. This creates a plan and vision for their potential and growth.

  Creating a SharePoint HR Portal is a great place to house this information for employees. Not only will employees be able to easily access the information they need in one central location, but with strict version control, there is never a fear that old information will be posted.

  Succession planning is another area to foster with your employees to guide them in their career path. Consider creating a SharePoint site specifically for talent development. Not only is it a great tool to host content, but it provides a collaborative atmosphere complete with a calendar that syncs with Outlook so leaders can schedule regular mentoring meetings and/or job shadowing with potential successors. The discussion section also enables lively conversation between manager and employee.

- **Communicate clearly, openly and often.** In order to learn and grow, it's important to establish regular communication in order to create a meaningful bond. It's well documented that employees that have a healthy relationship with their manager tend to be more engaged.

  SharePoint makes it easy to create career path goals and stay connected with a manager all along the way. By utilizing employee MySites in SharePoint, employees can post their goals document as well as any other links and/or useful content that they arranged with their manager. A task list and calendar keeps them accountable and ensures they're making progress with their goals.

Connect with Colleagues

Long gone are the days when workers all clocked into the same building every day and reported to their assigned cubicle. Now, they're working with team members across the globe at varying hours of the day. As a result, disconnect can easily happen within teams.

The latest version of SharePoint has upped the ante with social collaboration. If you're not utilizing these features, now is the time. Employees can introduce themselves via a personal MySite that shows their skills, interests, area of expertise, current projects and colleague relationships. Team sites allow for groups to cohesively work on a project together – documents, discussions, polls/surveys, events, tasks and more. Got a question? Community sites in SharePoint are great to find out information and discuss ideas. Active participation is highly encouraged through a reward system that recognizes members for their level of activity and quality of engagement.

Make Decisions

One way to give empowerment to workers is by giving the autonomy to make their own decisions. Practice sharing some control. For example, implementing self-reviews as part of the evaluation process and conducting (and acting upon) employee surveys provide a voice for the workforce.

Surveys in SharePoint provide many benefits including customization, different options to capture results, ability to export results to exce and save user data. The best part is that all this info is saved right in your own environment and not linked to an outside vendor.

Be a Leader

Go ahead and encourage independent thinking. Let employees express their views and share in certain leadership tasks. Often, managers fail to delegate where possible. But communicating well and allowing for mistakes to generate learning creates a culture of proactive behavior in which employees feel liberated to dream big, solve problems and do their best work.

With all the experts in your organization, have you considered letting them collaborate on training material or other company materials? With SharePoint permissions, it's easy to allow certain workers access to provide feedback on important documents.

What about utilizing the SharePoint badge system that provides a visible way to recognize "leaders"? Badges can reflect the role a member plays, such as MVP or moderator, or a contribution level achieved, such as expert or top contributor. Badge titles are completely customizable to suit the culture and flavor of your organization. When a community member receives a badge, it's prominently displayed along with a special icon in the members list and in every discussion and reply where the member is a participant.

We hope you enjoyed this eBook and found the information we provided helpful. If you would like to learn more about ShareKnowledge, please click on the link at the bottom of this page.