

TASK ENABLING: At a Glance

Task enabling is a mutual investment process where both people benefit. Be attentive to your colleague's¹ needs and alert to opportunities to help them improve and grow. Give something of yourself to invest actively in their success.

Strategies	<i>Pledge & Skills for Building Task Enabling</i>	Tips
3 main ways to create task enabling	<p><i>As professionals we promise to enable our colleagues to work more effectively</i></p> <ol style="list-style-type: none"> 1. Share work resources 2. Communicate positive regard and affirmation 3. Transform the task-enabler's self-image 	<p>Share time, advice, experience, motivation, organization, or money with colleagues.</p> <p>Simple acts of helping make a colleague's job easier. Communicate an awareness of and valuing of a colleague's work.</p> <p>Build the task-enabler's sense of self-worth and identity to further efforts to build connection.</p>
5 strategies to create task enabling	<ol style="list-style-type: none"> 1. Teaching 2. Designing 3. Advocating 4. Accommodating 5. Nurturing 	<p>Training, coaching, and political assisting</p> <p>Select and arrange job features to make it more interesting and appealing to your colleague: break tasks into doable parts, add variety, reallocate tasks so colleagues can focus on what they do well, enhance the level of autonomy, frame the significance of a job in a meaningful way, and improve the effectiveness of a job process.</p> <p>Help colleagues navigate organizational politics and facilitate connections that help to shape your colleagues' networks.</p> <p>Alter the substance, timing, or process of what you are doing to enable colleagues' success.</p> <p>Attend to colleagues' developmental needs to help them perform more effectively by role modeling and encouraging.</p>

¹Colleagues refer to everyone we have an interaction with – coworkers, supervisors, managers, customers, patients, students, faculty, staff, etc.

Task Enabling Challenges and Strategies

Some challenges are minimized by being in an organization that focuses on building HQCs. Like any competence, building HQCs takes practice and requires a change of mindset.

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| 1. Difficulties of timing | Communicate a desire to do task enabling.
Arrange for a regular schedule for task enabling.
Get regular feedback on how task enabling is working. |
| 2. Barriers to asking for help | Emphasize the importance of seeking help to grow, to learn, and to improve.
Reward help seeking when it happens. |
| 3. Devaluing of Task Enabling in our culture | Create explicit recognition and rewards for doing task enabling.
Promote conversation and dialogue about effective task enabling. |

Strategies for Improving Your Task-Enabling Skills

Consider each strategy from three perspectives: as a boss (in relation to people who report to you), as a subordinate (in relation to people you report to), and as a coworker (in relation to colleagues at the same level as yourself inside or outside your immediate work group). Assess each strategy in terms of the questions listed.

To what extent do you currently use each means of task enabling?	As a Boss	As a Subordinate	As a Coworker
• Teaching			
• Designing			
• Advocating			
• Accommodating			
• Nurturing			
How well is each task-enabling strategy working in each of these roles?	As a Boss	As a Subordinate	As a Coworker
• Teaching			
• Designing			
• Advocating			
• Accommodating			
• Nurturing			
What strategies do you want to use more of in each role?	As a Boss	As a Subordinate	As a Coworker
• Teaching			
• Designing			
• Advocating			
• Accommodating			
• Nurturing			