



# The Power Hour Tool

Create the space for your team to grow.



The  
CharityLearning  
Consortium

This tool works best when used in conjunction with the other tools in this series

1. Needs Analysis Tool
2. Curation Decision Tool
3. Communication Plan Launch Tool
4. Cultivating Learning in Workplace Communities
5. L&D Playbook for Enabling Busy Managers
- 6. The Power Hour Tool**
7. Improving Impact Tool
8. Team Skills Mapping Tool
9. L&D Skills Prioritiser Tool
10. Change Journey Planner



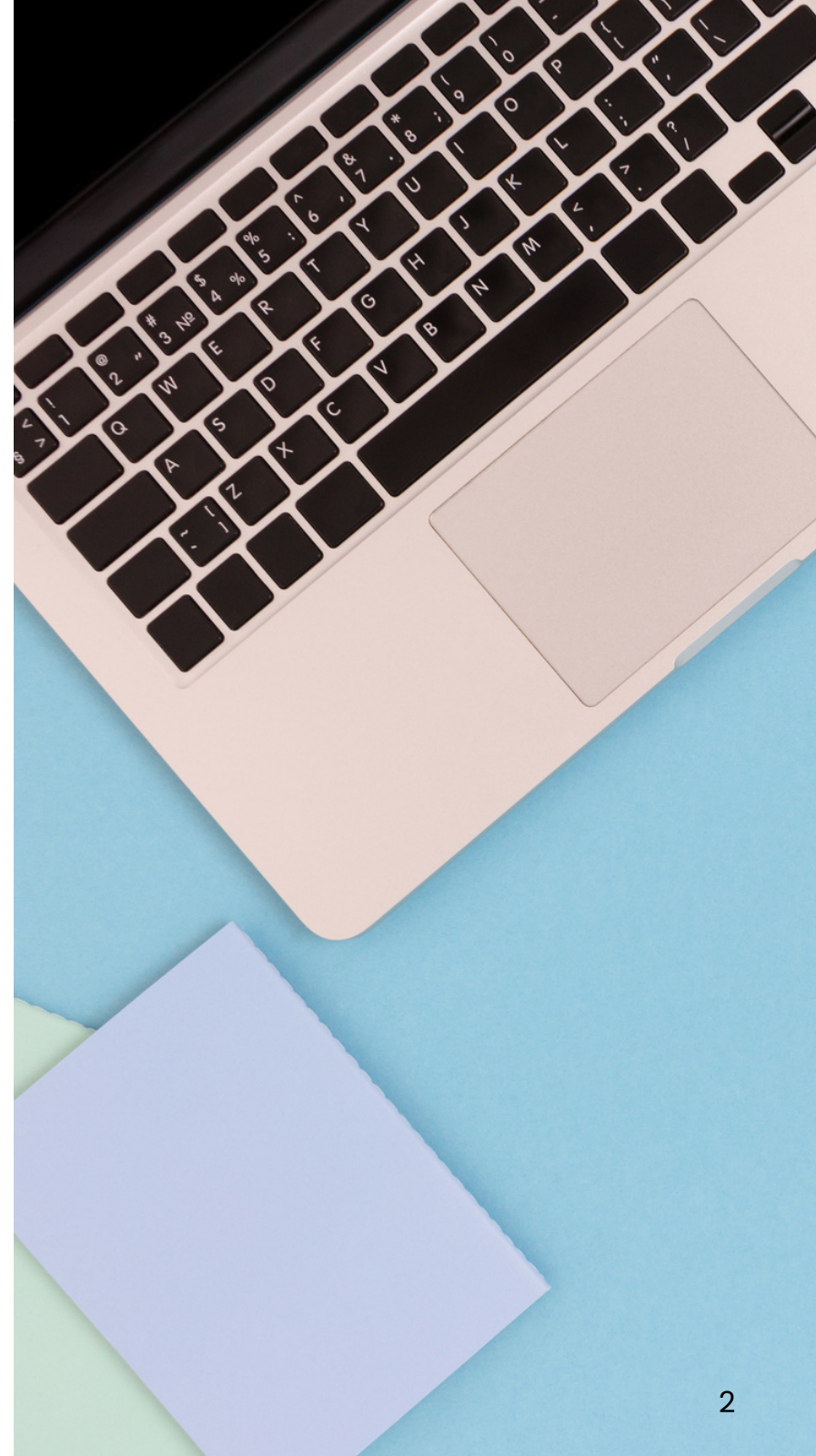
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# Introduction

In the new world of work, we expect more from our teams – more agility, more resilience, more innovation, more performance.

At the same time, teams are facing more challenges than ever before with hybrid working pressures, automation and a constant demand to reskill and upskill to keep up.

What's more

- As a team, we are learning all the time through our experiences, exposure to other ideas and through the courses and resources available.
- Rarely do we reflect on what we're learning, make time to apply new ideas and share with others.
- Taking time to learn from each other doesn't have to be onerous but it does need to become part of the rhythm of the team and the way we do things around here.

When we talk about learning, we're not talking about initiatives that take time away from work but surfacing the opportunity to continually grow so that as a team we work smarter and at our full potential. As a line manager, you play a critical role in providing permission and space.

So where do you start?

# Introducing the Power Hour tool

This simple tool provides a framework for you to conduct a regular check in session with your team to help you celebrate and build your team's true power. This tool is designed to help you unlock your team's true:

**Potential** – by honouring the effort and interest of the team as we each take steps to improve

**Outcomes** – by encouraging sharing in pursuit of progress

**Wisdom** – by surfacing what we know so that we can become smarter in addressing challenges

**Exploration** – by providing permission and visibility to experiment and try something new

**Relationships** – by building relationships and trust as we help each other grow

It is a simple conversation planner for you to use in a regular team meeting that will help you to:

- Carve out time and create rhythm
- Build trust and create permission to learn and explore
- Understand interests and create opportunity to practice
- Accelerate results and create new pathways of success
- Support self directed learning – and create new habits for growth

## Unlock your team's

- P Potential
- O Outcomes
- W Wisdom
- E Exploration
- R Relationships

# When to use this tool

This tool is designed as a regular, repeatable meeting template that builds up habits of reflection, sharing and team accountability for learning and growth. Whilst the format stays the same, it can be adapted to support the critical goals of your team over time for example:

## Scenario 1

Use the Power Hour to reinforce new skills required to roll out a new process or system within your team (as part of a formal learning or change management initiative)

## Scenario 2

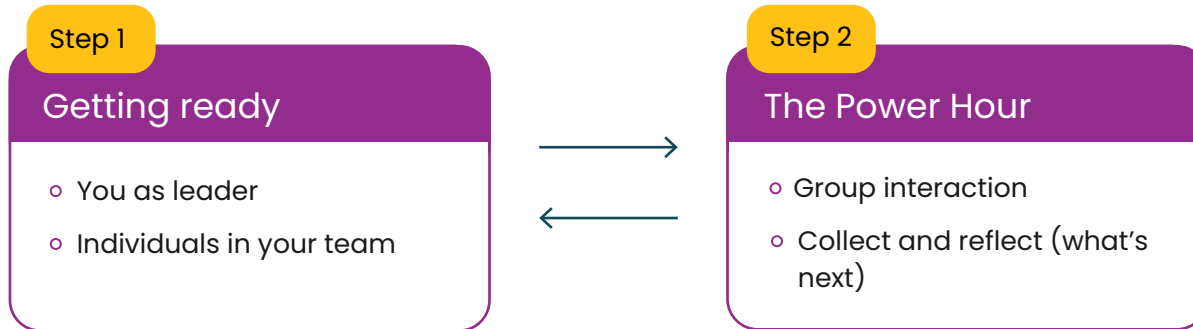
Use the Power Hour to encourage exploration of new ideas to stimulate innovation and problem solving

## Scenario 3

Use the Power Hour to surface and harness interests and provide peer to peer support for individual and self-directed learning

# How to use this tool

The Power Hour has two steps – Getting ready & the Power Hour.



This tool provides guidance notes for each step in the Power Hour process, including conversation starters/prompts, ground rules and meeting guidelines. These notes are followed by templates to guide the conversation and collect the output.

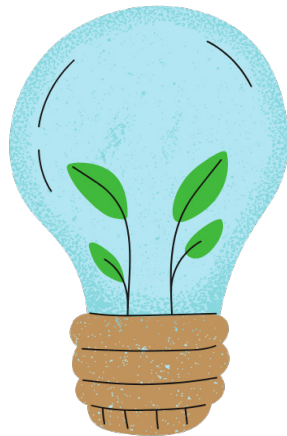
A worked example is provided to show you what a completed template might look like and we've included some variations.

!

Read through this tool fully before using it for the first time. Feel free to refer to the guidance notes during your conversation.



# Power Hour ground rules



**Psychological safety is essential for the success of the Power Hour as this may be the first time your team has heard that it's okay to learn, grow and ask for support. Because of this it's important you are consistently sharing ground rules messages every time you have a Power Hour.**

The Power Hour is about helping each other learn and grow. In our Power Hour together we believe:

## It's OK

to be curious & not to be an expert (even in the things we are supposed to be expert in!)

to keep learning through new conversations, new experiences and new insights from your Emerging Stronger library, or other resources and courses

to have tried something new, even if it didn't work - there is always something to learn

to ask for more support or opportunity to practice

to offer support to your team

# Getting ready for the Power Hour

Team Leader

## Power Hour conversation:

1. What's new since last time?  
What did we learn and how?
2. What have I done differently? What worked? What didn't?
3. What do I need from the team to keep on growing?

### a. Set goals:

Be clear on what you want to achieve – sometimes it will be specific, at others it will just be an opportunity to create space for reflection.

### b. Team preparation:

To ensure everyone is prepared ahead of the Power Hour, share:

1. Power Hour template
2. Ground rules
3. Goals for the Power Hour
4. The three Power Hour questions

### c. Lead by example:

It is important as team leader that you are prepared. How will you answer these questions?

### d. Ask for help:

See the comments on variations for the Power Hour. Ask for help from your HR and/or L&D team

# Getting ready for the Power Hour

Team Member

## a. Goal for this month's Power Hour is

## b. Review the ground rules for our Power Hour together

This is a space for all of us to learn and grow

## c. Getting ready

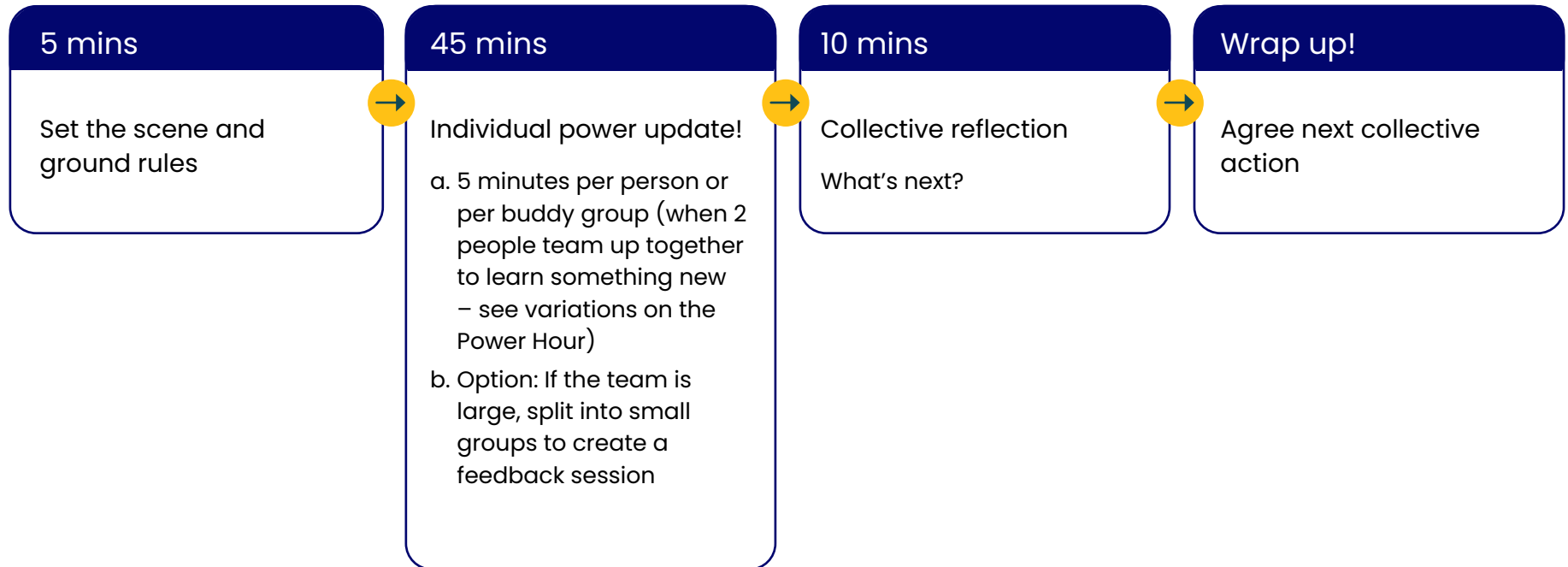
Check out the 3 questions that we will be reviewing in this month's Power Hour

1. What's new since last time? What did we learn and how?
2. What have I done differently? What worked? What didn't?
3. What do I need from the team to keep on growing?

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# Running your Power Hour



# The Power Hour template

Keeping track of the conversation

Keep the conversation going



What's new since last time? What did we learn and how?	What have I done differently? What worked? What didn't?	What do you need from the team to keep growing?
<ul style="list-style-type: none"> <li>○ What did I learn?</li> <li>○ A new feature on a tool?</li> <li>○ A new model to try?</li> <li>○ Why was this important to you? How did you learn?</li> <li>○ A stretch assignment</li> <li>○ A new subject from your online library</li> <li>○ A new conversation</li> </ul>	<ul style="list-style-type: none"> <li>○ Be specific - how did you practice this?</li> <li>○ Small is good</li> <li>○ Repeating something from last time is good (we like building new habits)</li> <li>○ Experiments are good - whether they work or not</li> </ul>	<ul style="list-style-type: none"> <li>○ A buddy or mentor?</li> <li>○ An opportunity to practice?</li> <li>○ Regular encouragement?</li> <li>○ Feedback?</li> <li>○ A challenge?</li> <li>○ What do you need from your manager?</li> <li>○ What do you need from your peers?</li> </ul>

Name	What's new since last time?	What's been tried and learned?	What do you need from the team?

# Variations of the Power Hour

## ! Set goals

- Sometimes your team will be journeying together through a specific program (e.g. on customer service, a new tool, wellbeing). Use the Power Hour to encourage key behaviours that you are looking to achieve through the program
- If you are looking to encourage more ownership of self development within the team, set your goal of the Power Hour to discovery – what are people passionate about and how can we develop their passion?

## ! Team up

- If a number of individuals are interested in the same goal encourage them to buddy up for the next month, to encourage each other and create accountability. Ask the buddy group to report in the next Power Hour
- Work with your L&D/HR team to set goals related to important company wide programs

## ! Keep track, maintain momentum

- Use the feedback from last month's Power Hour to set the goals for next month
- Celebrate successes beyond your team (check in with your L&D team to work out how to do this)
- Map the data – capture the small changes within your team and celebrate success

## ! Keep growing

- This simple template encourages your team to have a healthy rhythm of conversations to encourage growth
- Explore the concept of coaching to dig deeper
- Never forget that you lead by example as a leader. Share your Power story regularly with your team

# The Charity Learning Consortium

[Find out more](#)