Role Clarity

A tool to help you get clear about your role, what's expected of you and how you get things done.

You will need:
Big sheets of paper
Pens

1. Hand out a big sheet of paper to all present.
Ask everyone to write down on the sheet everything they do in the role, organising and grouping the activities into relevant themes.

2. Next ask them to step back and reflect.
What is the purpose of your role? What is it in reality and what would you like it to be? Is there a gap between what it is and your understanding of it?

3. Confer with your peers.
See what you're each doing, do you have the same assumptions about the purpose of each other's role?

4. Stand back again.
What are the bounds of your authority in each area of focus?
What are you able to decide?
What do you need to get approval for?
Are those appropriate?

5. In small groups, discuss and reflect on what ways do we as a group and you as individual operate to get things done?
What are your default modes? For example, when with your team, how much are you choosing the way you operate, and how much is it being imposed on you?

What options, or what questions does this raise for you about whether you want to operate in a different way?