

Role Clarity Team Activity



The role clarity team activity is designed to help team members to better understand the key responsibilities of others in their team. Prior to reading the instructions and running this activity, make sure you have completed the Providing Clarity Learning Moment.

INSTRUCTIONS

Step 1: Begin the activity by explaining to your team (in your own words) why it is important to have role clarity. Describe the benefits for the individual and for the team

Step 2: Hand out the role clarity cards presented on the next page.

Step 3: Ask each team member to spend 10 minutes listing each person in the team, then ask them to note down what they think the key responsibilities are for each person in their roles.

Step 4: Once your team is complete, as a group ask each person to describe their role and key responsibilities, as well as how these responsibilities support Myer's purpose and priorities. Make sure you encourage others to ask questions to better understand too.

Step 5: The last step is to ask team members to spend 5 minutes writing down the actual key responsibilities of each person in their team.

Step 6: Debrief the activity with your team by asking the following questions:

1. Whose role did you correctly describe the responsibilities for?
2. How much time do you spend with that person...Do you think this helped?
3. Which people were you surprised by when they described their key responsibilities?
4. Why was this?
5. What could you do in the future to better understand their role?
6. How do you think better understanding the key responsibilities of others will help you with your own work?

Don't forget to think of other questions to ask too!

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NAME	WHAT I THINK THEIR KEY RESPONSIBILITIES ARE:	WHAT THEIR ACTUAL KEY RESPONSIBILITIES ARE:
1.		
2.		
3.		
4.		
5.		
6.		
7.		