

Sharing Your Role

- Purpose:** This team activity is intended to give each of your team members the opportunity to share their role and responsibilities with the rest of the team during a staff meeting. The activity will help your staff members to understand the roles of others on the team, will encourage teamwork, and can help begin the documentation of your team's workflow processes.
- Materials:** Make copies of the second page of this worksheet for each person on your team.
- Preparation:** Each team member should be given a copy of the worksheet and time to complete it at work. It is important that you schedule at least a half hour for each person to complete their worksheet in advance of the staff meeting.
- You might ask each person to make a copy of their completed worksheet for you so that you can use it to create workflow processes for the team. If you plan to do this, let your team know before you ask them to complete the worksheet.
- Time:** Plan to spend up to 20 minutes per person: 10 minutes for the presentation, and 10 minutes for discussion.
- If you have a team of more than 5 people, try letting 3 staff members present at every staff meeting, until your entire staff has presented. If you choose to do this, schedule your staff meetings weekly until everyone on the team has explained their role.
- Instructions:** Each person on the team will explain their role and responsibilities to the rest of the team. It is not necessary for the presenter to stand up to address the group, but they may if they would like to. You might also give team members an option to make copies of their worksheet for others to follow along with. It might be helpful to make a flip chart, easel, and markers available to help team members explain their role.
- Have the rest of the team hold their questions until after the presenter is finished.
- After each presentation, spend time as a group discussing the challenges and opportunities that the team sees with the role and the process that was discussed. Where is there overlap with other members' roles? What were the points of confusion? Make sure this discussion is not a critique or criticism of the presenter or their role, but an opportunity to openly discuss each role.
- Assign a team member to document any issues that are brought up. Be sure to review the issues, attempt to find resolutions, and follow up on each issue with your staff.

Sharing Your Role

Write down your answers to the following questions about your role. In upcoming staff meetings, every person will be asked to share their answers with the group to gain a better understanding of the roles and responsibilities of our team.

A. What is your job title? _____

B. Describe your role. What are the duties you are responsible for? Be as specific as possible.

C. Describe your typical day at work.

D. What is the most important responsibility you have as part of your job?

E. What other team roles overlap with yours?

F. What other role(s) do you work with most often?

G. What other role(s) do you work with least often?

H. What do you like best about your job?
