

Role Clarity Co-Lab

Staff-leader-manager collaboration to redefine job roles, clarity, and purpose.

Synopsis

In this workshop, employees progress through an interactive process to transform their current job description into an 'action-lead' document that outlines specific 'do & say' accountabilities and expectations. The aim is for employees to implicitly understand what their role is and what success in their job 'looks like'. Outcomes include:

- establishing the main 'pillars of importance' - the essence of their current job role,
- the expansion of each 'pillar' into specific 'do & say' statements,
- identification of overlapping responsibilities,
- unclear tasks and/or reporting lines,
- elimination of conflicting or frequently changing expectations and work standards,
- identification of work priorities, standards and policies,
- a completed 'role clarity statement' which will guide employees to understand what their job is, what is expected and how to succeed at it.

How is it relevant?

The course addresses the new SafeWork Australia laws in managing the risk of 'Psychosocial Hazards'* in the workplace.

A lack of role clarity for employees has been identified as a psychosocial hazard which needs to be managed in the workplace. The role clarity co-lab course is an effective risk control measure which, at its completion, clearly outlines employees' key tasks, responsibilities and expectations in more detail than a standard position description.

**It is preferred that workshop attendees have a similar or same role within council. *As set out in the Model Workplace Health & Safety Regulations, Safe Work Australia.*

Course Details

Delivery: Inhouse

Structure: Interactive Workshop

Time: 3 hours / half-day

Class Size: Max 20

Cost: On request

The Trainer

David Contarini is a dynamic and accomplished facilitator. David's career started from humble beginnings as a physical education teacher to delivering engaging content in the leadership, events, sports management, road safety education & health and wellness sectors. David holds a master's degree in Management and Diplomas in Teaching, Events Management and professional Counselling.

