



REMOVING **ROLE AMBIGUITY**

"Ambiguity is often the most efficient form of communication." - Mason Cooley

This course is designed to equip participants with the tools and methods needed to create effective job descriptions. We will cover the fundamentals of job role definition, including developing a thorough understanding of the scope of work, setting clear expectations and defining measurable objectives. Additionally, we'll explore the role of job analysis, as well as how to effectively communicate roles and responsibilities to employees. Through engaging activities and interactive scenarios, participants will gain the knowledge and skills to ensure job roles are clearly defined and understood throughout their organization.

Key Course Content:

- Set aside 10 mins every day to plan the day's activities
- Review key purpose and outcome of senior leadership roles
- Identify key tasks and responsibilities of own role
- Distinguish between accountability as a virtue and as a mechanism
- Distinguish between people, technical and resourcing tasks
- Evaluate current mix of tasks of own role
- Identify and assess the level of their own role



Target Audience:

The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.



Duration:

This course is available as a 1-day course or a truncated half-day course.



Delivery:

This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.



Group Size:

We recommend a group size of 4-10 people.