



TEAM **LEADER** TOOLS

Team Role Clarification Tool

Team Role Clarification Tool

Overview

What and Why

Teamwork requires that team members are clear on their own role and that of their associates. Clarity of team roles provides the foundation for collaboration and enables team members to identify with each other, trust each other, and be accountable to each other.

How

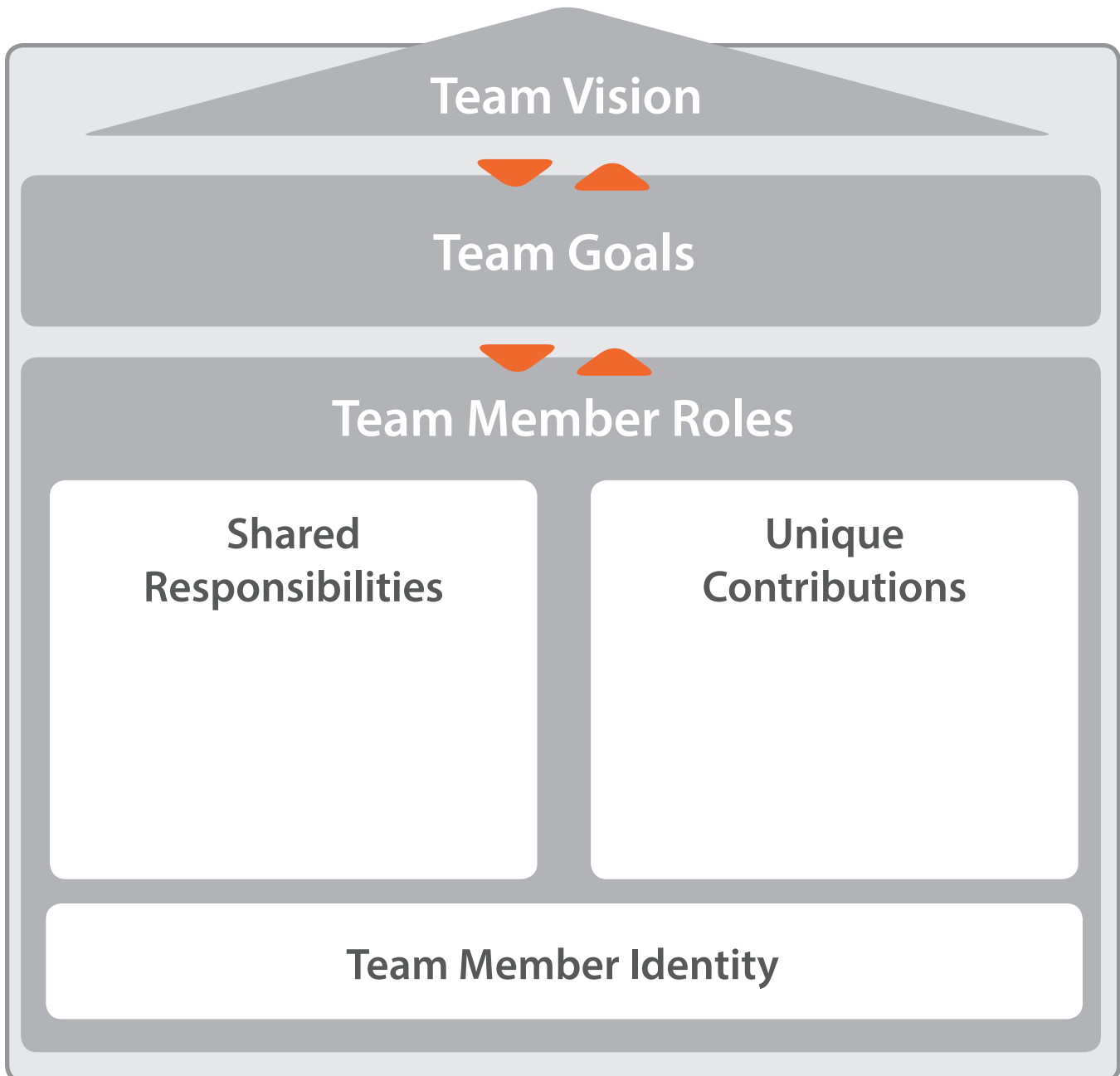
The following key actions can help you use the Team Role Clarification Tool.

1. Help your team see the importance of discussing and clarifying team roles.
2. Review the team's vision and values as necessary to ensure that your discussion on team roles is focused and relevant to what the team is striving to accomplish.
3. Use the Shared Responsibilities Worksheet to discuss and clarify team responsibilities that all team members share and have in common.
4. Use the Unique Contribution Worksheet to discuss and clarify the unique responsibilities, skills, and expertise of each individual team member.
5. Use the Learn Each Other's Roles Worksheet to determine the degree to which team member should learn the roles of other team members.
6. Use the Team Member Identity Worksheet to help team members get to know each other and to see how each member can contribute to team success.



Team Role Clarification Model

Each team member plays an essential role in creating team success.





Shared Responsibilities

Team Discussion Worksheet

SHARED RESPONSIBILITIES

What responsibilities do all team members share to ensure team commitment, competence, and collaboration?

TEAM DISCUSSION

Here are a few questions to consider when discussing shared responsibilities.

- What shared responsibilities do we have to our customers, stakeholders, and sponsor?
- What responsibilities will we share to ensure that we stay focused on and aligned to our vision?
- What responsibilities do we share to ensure a high level of team trust and commitment?
- What responsibilities do we share to ensure a high level of team competence and execution?
- What responsibilities do we share to ensure a high level of team collaboration?
- What responsibilities do we share to ensure that we continue to learn and improve on the team?

TEAM NOTES



Unique Contribution

Team Discussion Worksheet

UNIQUE CONTRIBUTION

Use this space to discuss and record the specific and unique roles of each team member. What is the specific and unique CONTRIBUTION that each team member will make to the team? What specific SKILLS and EXPERTISE does each member bring to the team that will help them in their contribution?

TEAM MEMBER	CONTRIBUTION	SKILLS & EXPERTISE



Learn Each Other's Roles

Team Discussion Worksheet

LEARN each other's ROLES

Once you have specific roles defined, you may want to take time as a team to plan out how you will learn each other's roles and to what extent. Even if you will never perform the role of your team member, it may be beneficial for you to know their role.

TEAM DISCUSSION

Here are some guidelines for discussing and learning each other's roles.

STEP 1: Decide the degree to which you must learn each other's roles.

- *Level 1*
Simply learn the basic functions of the role.
- *Level 2*
Learn enough to understand and describe the intricacies of the role.
- *Level 3*
Learn enough to fill in when needed.
- *Level 4*
Learn enough to regularly perform the role.

STEP 2: Identify the most effective methods for learning each other's roles at each level.

STEP 3: Complete the learning process, verify, and follow-up.

TEAM NOTES

EXAMPLE: How to create a chart for Step 1.

Degree to which we will learn each other's roles.

	Mary	Jim	Caleb	Reuben	Vani	Brita	Perkins
Mary	NA	L1	L1	L2	L1	L3	L4
Jim	L2	NA	L2	L2	L2	L3	L2
Caleb	L2	L1	NA	L2	L3	L3	L3
Reuben	L1	L1	L2	NA	L1	L4	L2
Vani	L3	L1	L3	L2	NA	L3	L2
Brita	L3	L1	L1	L2	L1	NA	L1
Perkins	L3	L4	L1	L2	L1	L4	NA



Team Member Identity

Team Discussion Worksheet

TEAM MEMBER: _____

Use this worksheet to create a profile for each team member. The profile can help to introduce the team member to the team and foster a common understanding of who each team member is.

<p>Current Information</p> <p>Position</p> <p>Team/Work Unit</p> <p>Location</p> <p>Telephone</p> <p>Email</p>	<p>Photo</p>	<p>My Career Highlights</p>
	<p>Favorite Color</p>	<p>My Life Highlights</p>
	<p>Favorite Food</p>	
<p>My Current Projects</p>	<p>My Most Successful Team Experience</p>	
<p>One Thing People Probably Don't Know About Me</p>	<p>My Working Style</p>	
<p>How I See Myself Contributing to the Team</p>	<p>One Question I Have for the Team</p>	

