

PATH TO THE PERFECT PUZZLE

Clarifying Roles and Responsibilities

Clearly defined roles and responsibilities create a stable foundation for organizations so that people can work well together. If roles and responsibilities are unclear, conflicts or misunderstandings can arise that will harm the team's work. Hence, it is crucial for teams to reflect upon these issues.

In your analysis, you have identified roles and responsibilities as an issue to work on. This Path provides you with tools and methods for discussing who is in the organization, what they are doing, and how they do it.

Let's find out what your problem is and how it can be resolved.

WHO SHOULD GET INVOLVED?

Everyone in the organization should be involved.



AT THE END OF THIS SESSION YOU WILL HAVE:

- A shared understanding of who is a volunteer.
- A shared understanding of who is in the organization.
- A discussion about the ways knowledge is shared.
- New methods and models of communication.



PREPARATION

No preparation is needed.



MATERIALS

- Markers
- Flip Chart
- Moderation Cards
- Colored Dots
- Post-it Notes
- Small Sheets of Scrap Paper
- Figures (3 Green & 3 Red per Person)



TOOLS

Method Cards:

Common Understanding of Volunteering (12)

Organizational Mapping to Reflect on Responsibilities (19)

Pathways to Knowledge Sharing (40)

Reformatting Communication (09)

Action Planning for Next Steps (02)

Background Papers:

Knowledge Sharing (25)

Meeting Model Gallery (08)

Worksheets:

Roles and Responsibilities (09)

Interaction Map (08)

Action Plan (02)



ORIENTATION 80MIN

HOST / PREPARATION GROUP: Introduce Path and day program.

First round and discussion:

Think about what you need to address. Then explore **Common Understanding of Volunteering (12)** ■■■ before diving into a discussion on roles and responsibilities in your organization.

INPUT TO PATH CANVAS: 3 most important rights and responsibilities of a volunteer in your organization.



GROUNDWORK 120MIN

Create a map of who is inside the organization (people, commissions, bodies etc.) using **Organizational Mapping to Reflect on Responsibilities (19)** ■■■

* This is an important step. Take as much time as you need and adapt the Path accordingly.

INPUT TO PATH CANVAS: 3-5 ideas how you want to work on which interactions in your team.



SUMMIT 60MIN

If your organizational mapping needs more time, continue with it in this session. Otherwise, wrap up your results and continue with the Outlook session.



OUTLOOK 80-100MIN

Depending on your needs, take time to discuss either:

- your culture of knowledge sharing in the organization, using **Pathways to Knowledge Sharing (40)** ■■■ or
- your internal communication with **Reformatting Communication (09)** ■■■

INPUT TO PATH CANVAS: A new method for Knowledge Sharing or a new Meeting Model which you would like to use.



ACTION PLAN 30MIN

Discuss your results and note down your next steps by doing the **Action Planning for Next Steps (02)** ■■■

CLOSING 30MIN

Final round / Check Out