

UNDERSTANDING ROLES & RESPONSIBILITIES



ecube

engage • empower • energise

www.ecubetraining.com

1

Understanding Roles and Responsibilities

- Introduction
- Roles and Responsibility worksheet
- Importance of understanding roles and responsibilities
- Impact of misunderstanding roles and responsibilities
- Conclusion

2

Introduction

The most successful teams not always have the most talented teammates, right combination of their skills, trust and understanding makes them successful. To achieve organizations success, as a leader or a manager they need to delegate roles and responsibility to their people.

Delegating responsibilities is not an easy task; it is harder than completing the task by their own. Break down the boundaries between the individuals and get the most out of them. Winston Churchill a famous English writer said “**Responsibility is the price of greatness**”. Taking responsibility means the person has to make it happen satisfactorily.

3

Roles and Responsibility worksheet

The first question to post is who is responsible for what?

The leader has to choose the team members who will be responsible to complete the work on time. First of all, the leader has to be clear in his role to delegate the responsibilities. While delegating the tasks, assign tasks little more than what could be possible for them, because it will challenge them to strive continually.

Clarify about the tasks assigned with each individual by proper communication. Once if the responsibility is assigned to a person, then there shouldn't be any alterations further because altering a single person's task requires a complete rework. Make sure the resources are sufficient for them to complete the task. Constantly check whether the tasks beginning completed as per the delegation.

4

Roles and Responsibility worksheet

Worksheet to be maintained by everyone after delegation of tasks:-

1) What is my role? – Whatever position you may be in today, but for a particular project remember what is the role and responsibility assigned.

2) Do I need more resources? – Don't hesitate to ask for additional resources if required.

3) What is the progress right now? – After start working on the tasks check your progress constantly.

4) Am I working on the task delegated to me? – Don't go jump over the next tasks in some other project before completing the task assigned for the current project.

5) Do I need additional support to complete the task? – The task you are working is unable to complete on time due to any contingencies then immediately seek help from the person who has completed the task.

6) Am I done? Check finally before the task submitted.

5

Importance of understanding roles and responsibilities

- Everyone will have a clear idea about their own responsibility
- Everything gets done in an organized manner
- Better transparent teamplay
- The work will be completed efficiently
- No more reworks

6

Impact of misunderstanding roles and responsibilities

- Lack of task significance
- Repetition of tasks
- Incomplete tasks
- Lack of discretion
- Rework of tasks
- Late completion of task
- Missing essential task
- Freelancing of Team members
- Conflicts arises due to perception
- Completion of ineffective tasks

7

Conclusion

The better understanding of roles and responsibility is a key factor for the success of an organization. Decide the action to take in the response of tasks delegated and do it in the best way to take part in the pride of a grand success.

Michael Korda, an English-born writer and novelist said

"Success on any major scale requires you to accept responsibility In the final analysis, the one quality that all successful people have is the ability to take on responsibility."

