



Activity: *Defining My Responsibilities*

List your responsibilities:

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Review these for understanding with your supervisor. The following checklist may help define the scope of your job.

- job direction
- scheduling of staff
- hours of work and overtime
- planning work
- measurement of results
- staffing - hiring, assignments, etc.
- training
- evaluation of performance
- budgets and costs
- counselling and discipline
- other.....

Responsibility implies the willing acceptance of a task or function.



Facilitator's Notes:

This activity gives the participants the chance to develop a working definition of these terms.

Discuss each term with the group.

Each supervisor should review responsibilities with management. This is intended as a follow-up to the class discussion.