Role Clarification

What: This activity is designed to help team members and the team leader develop clarity about the roles and responsibilities on the team. Members also identify gaps and overlaps and make plans for dealing with them.

Why: One of the most common sources of conflict and dissatisfaction on teams stems from the lack of role clarity between team members and between the team and the leader.

When: This is a good teambuilding activity and is essential when the team is first formed. It can also help existing teams identify if lack of role clarity is an issue for them.

How: Have team members answer the questions on the “Role Clarification” Handout.

Have members share their answers to the questions with the rest of the team. Encourage members to seek understanding of each role as it is described.

Develop plans for addressing gaps and overlaps as they are identified.
Role Clarification

1. My responsibilities on this team are:
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

2. Areas I would like to have clarified about my role are:
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

3. My role overlaps with:
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

4. Areas where I am unclear about what others expect of me are:
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

5. Other roles for clarification are:
   ____________________________________________
   ____________________________________________
   ____________________________________________