

Worksheet

The Edge Team Training

Module 2 – Session 2

Step 1: How do I fit in?

Create a one line job description for each person.

This creates clarity and simplicity so that everyone knows what each person does.

EXERCISE 1. Ask each team member to write down their one-line job description. Write a list below of each team member, their title and their one-line job description. Some guidelines:

- It should not have their title in that description.
- Be creative – have fun with it.
- Use as few words as possible.

(Example: Team Brilliant: “Wiring Expert” instead of systems manager. “Remover of friction” instead of administrator. “Take everything off {leader’s name} to-do list to free them up to do what only they can do.”)

Step 2: Make it Permanent

Ask your team to memorize the final sentence or phrase:

- What are we doing?
- Why are we doing it?
- Their one-line job description.

EXERCISE 2. Ask each team member to share these 3 statements with the whole team. This is important because:

- They need to hear themselves say it.
- Create a list of all the team members:

EXERCISE 3. Create a table of all the team members. Here is a simple template to do so:

NAME	ONE-LINE JOB DESCRIPTION	THE BUSINESS FUNCTIONS THEY OWN	TITLE