

***It's Your Job: Take Charge of It***  
**JUMP START DISCUSSION LEADERS GUIDE**

Jump Start Discussions are designed to be a simple and straightforward way to help people understand how to use *It's Your Job: Take Charge of It*. Special trainers are not needed to conduct a successful workshop. Discussions are designed so supervisors, managers, or human resource professionals can lead groups without any special training.

**Workshop Participants**

- This workshop is for all people in any organization.

**Discussion Objectives**

- Each participant should become conversant with the concepts of *It's Your Job: Take Charge of It*.
- Each person should leave with one thing to improve from each of the five parts of his or her job.

**Workshop Length**

The total of all segments is 3 hours and 20 minutes, including one 15 minute break.

This book is designed to be used without a workshop. But some organizations find a workshop helpful to get everyone “on board” with the same understanding of the book’s importance to each person and to the organization as a whole.

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## Suggested Discussion Outline

### 15 minutes Introduction

- The purpose of your job description (sometimes called requirements or responsibilities)—if appropriate in your organization
  - To tell you your specific duties
  - For the HR department to find people to fill positions
  - For the HR department or management to set salary grades
- The role of your work objectives (sometimes called goals, plans, targets or assignments)—if if appropriate in your organization
- Why use *It's Your Job: Take Charge of It?*
  - Review the preface and focus on taking charge of your job and doing all parts competently.
  - Review "Steps To Success" on page 105.
- The role of other performance-related reviews, such as performance reviews (if used in your organization)

### 30 minutes How Am I Doing on Knowing?

- Group Discussion: review the Fundamentals of Knowing on pages 30-33
- Group Discussion: What have you learned in the past few years and how did you learn it? Why was it important to learn these things?
- Participants should make a note for themselves of one Fundamental to improve.

### 30 minutes How Am I Doing on Deciding?

- Pair Discussions: Each participant shares a recent decision and discusses how many of the Fundamentals were used or should have been used. Review the Fundamentals of Deciding on pages 47-49.
- Report out in open discussion.
- Participants are to make a note for themselves of one Fundamental to improve.

15 minutes BREAK

30 minutes How Am I Doing on Assigning?

- ❑ Read the Camp Director's story beginning on page 66.
- ❑ Group Discussion: Which Fundamental applies to which part of the Camp Director's story?
- ❑ Group Discussion: Discuss examples from participants of situations where an assignment given or received was done well. Comment on where each fundamental was applied. The Fundamentals of Assigning are on pages 63-66.
- ❑ Participants are to make a note for themselves of one Fundamental to improve.

30 minutes How Am I Doing on Influencing?

- ❑ Trio Discussions
  - Share a situation where you accepted influence from another person.
  - Share a situation where some one else accepted influence from you.
- ❑ Report out and discuss.
- ❑ Participants should make a note for themselves of one Fundamental of Influencing that they can improve on. The Fundamentals are on pages 82-85.

30 minutes How Am I Doing on Coping?

- ❑ Small Group Discussion: What have you had to cope with and how did you do it?
- ❑ Report out.
- ❑ Open Discussion: Why is this part of each job so important to success?
- ❑ Participants are to make a note for themselves of one Fundamental they will use to better cope with a current situation at work. The Fundamentals of Coping are on pages 96-97.

20 minutes Next Steps and End

- ❑ Discuss the Steps To Success, page 105, as a way to chart a plan for success.
- ❑ List the messages participants would like to give to upper management.

## Tips for Jump-Start Discussion Leaders

### Prerequisites

- ❑ Distribute books and ask participants to Read *It's Your Job: Take Charge of It* before coming to the session.
- ❑ Ask the participants to review their job descriptions and any work objectives they currently have before they come to the discussion—if appropriate in your organization.

### Leader Preparation

- ❑ Read the book thoroughly.
- ❑ Anticipate questions or issues particular to the organization or group.

### Timing

- ❑ The minutes associated with each section of the outline are only suggested times.
- ❑ Special interest or size of the discussion group may require more or less time for each section. Recommended size for discussions is 10-15 people.

### Alternative Structures for Discussions

- ❑ A series of one-hour discussions, or
- ❑ One 4 hour meeting

### Supervisor/Manager Discussions

- ❑ Additional discussion on the relevance of the parts specific to managing (pages 42-44) could add an hour of discussion for supervisors/managers.

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