

Job Map

Contextualize your work in terms of the people you affect in the areas of responsibility that make up your job

Starting a new role can be overwhelming—and becoming a leader means you're adding a new set of people into the mix whose jobs you're directly impacting. Considering that only about 50% of the workforce strongly feel they understand work expectations, having an understanding of who one's job impacts helps provide clarity regarding one's roles and responsibilities within the organization. Being able to identify key stakeholders and their needs ensures that each employee is fulfilling their job requirements to meet those needs.

Arbinger's Job Map tool orients people to their work in a way that promotes an outward-mindset approach. You can use this tool with new hires, new members of your team, and current members of your team in order to help them rethink their work and prepare to engage with an outward mindset.



Job Map

When and With Whom Might You Use This Tool?

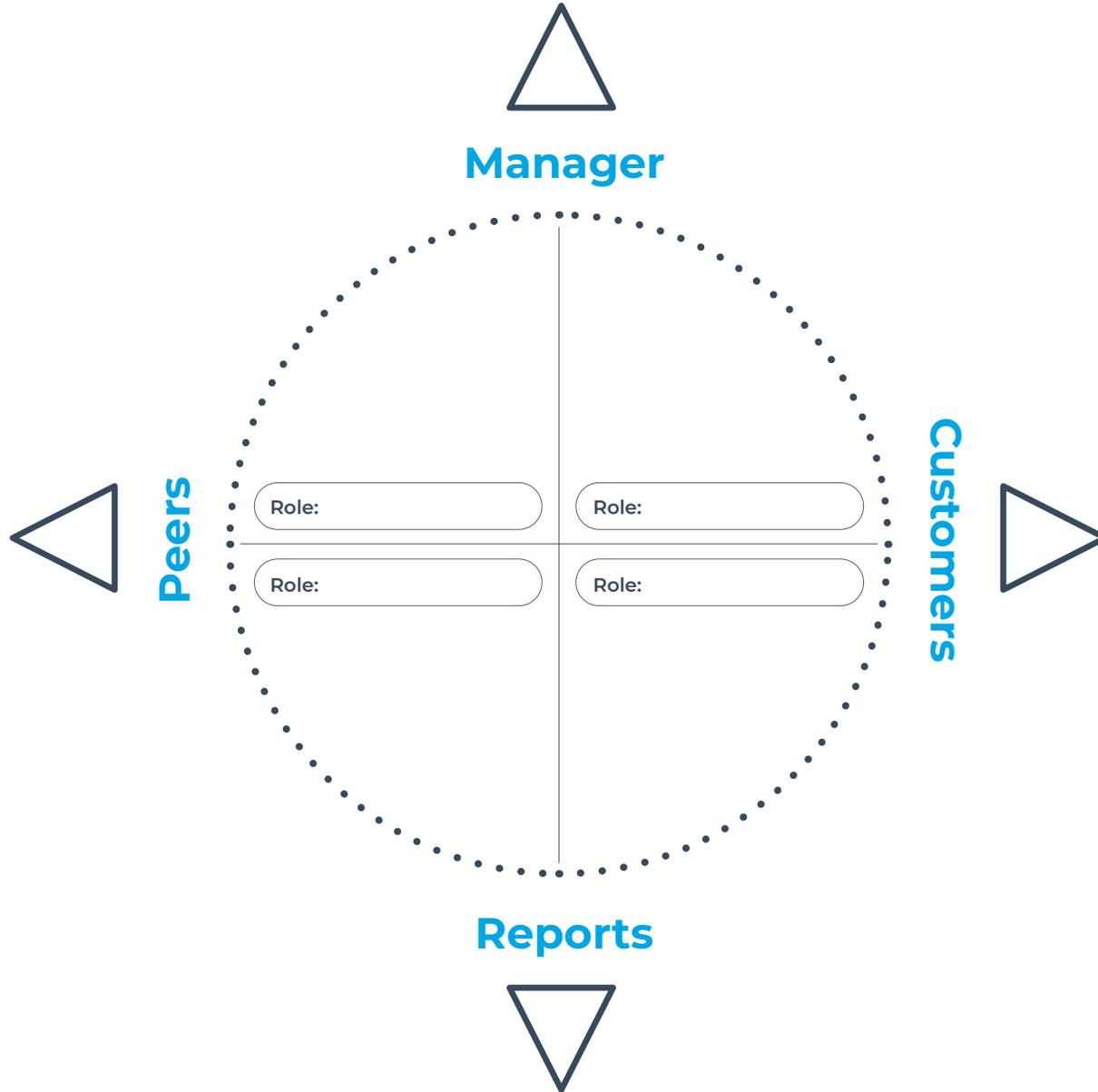
Use this tool to orient people to their jobs in a way that promotes outward-mindset working. The tool will help to contextualize people's work in terms of the people they impact and position them to think about the key areas of responsibility (or roles) that make up their job.

You can use this tool with new hires, new members of your team, and current members of your team in order to help them rethink their work and prepare to engage with an outward mindset.

How to Use It

1. **List up to four main roles** or areas of responsibility.
2. **List your key objectives** in the spaces next to each role.
3. **Identify the people you impact** in each direction.

Observation: Once a job map is complete, people have a view of their job responsibilities that positions them to hold themselves accountable for their impact on others. Other accountability tools will build upon this outward-mindset approach to a job.



This tool is just one of 50+ situational frameworks and tools available through the Arbinger Institute's robust training programs.

From selecting a new hire to making a key business decision, Arbinger has a tool for any business challenge you face. Get in touch today to learn more about Arbinger's *Outward Leadership*, our leadership development program that changes mindsets and improves organizational performance.

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Meet to Learn

A meeting template to uncover the objectives, needs, and challenges of others

Taking the time to meet with and learn about your coworkers can help you establish stronger working relationships, build trust, and improve communication within your team—all things that are especially valuable as a leader. This can result in a more positive and productive work environment, and ultimately lead to better outcomes for your team and organization.

Arbinger's Meet to Learn tool is designed to help uncover the objectives, needs, and challenges of others. It's a tool for increasing your curiosity that then positions you to be more helpful to those around you. You can use it individually to get to know collaborators, customers, your direct reports, or with groups that your team interacts with regularly.

