



Classroom Activity: How to Assign Roles and Responsibilities

The best leaders understand how to give clear instruction to people on their team. The action requires concise writing so everyone can locate their roles and know what's expected.

Instructions:

Step 1: By yourself or as a group, read pages 25-27 of *Wait, How Do I Lead My Team?* to understand the proper way to assign roles and responsibilities through an email.

Step 2: Draw upon a project you manage right now as a leader. Determine the roles or responsibilities you need at least two team members to complete.

Step 3: Write your email and follow the template on pages 25-27. Give direction to at least two team members. Be sure to put their names **in bold**.

Step 4: Read your email out loud to look for any typos or awkward phrases.

Be ready to share the email with the instructor or your group.