

# EMERGE

with RUBIN

## 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 2-3 below from the book, *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 2-3. 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.

From Chapter 2 of *Wait, How Do I Lead My Team?*

## **HOW TO ASSIGN ROLES/RESPONSIBILITIES**

The best leaders understand the power of delegation.

For one, you divide up the work. Why put everything on yourself?

Plus, delegation empowers your employees. The approach shows you believe in your team members and makes everyone more capable.

When it's time to delegate, the email template that follows will help you strike the right tone.

### **Subject line: Assigning tasks for [name of project; for instance, "the Alpha project"]**

Hi everyone,

[Set up the discussion; for instance, "As we move ahead with the Alpha project, I need all of us to take on different roles to make sure everything stays on track."]

*Note: The use of "I" shows you are confident and in charge. The use of "us" underscores how everyone on the team will work hard on the project — including you.*

I know if we all do our part, the project will be a success.

[Then, explain your role and what you need from others; for instance, "I will kick off conversations with the top brass at Alpha; we have an introductory video conference on Tuesday at 11 a.m.

In the meantime, please look for your name and make a note of what you need to do.

- **Damian:** Manage the research component and report back to us on the survey findings by July 12.
- **Jess:** Be the front-facing team member to the Alpha folks. Please schedule an initial meeting for some time next week.
- **Martin:** Review the current Alpha website to understand the company's philosophy and recent history.
- **Dan:** Develop a contact list for all Alpha employees engaged on the project."]

[Finally, share any next steps; for instance, "We can recap all of our efforts at the next staff meeting on July 8."]

If you have questions, give me a call.

Thanks,

– Leader's first name

Email signature

### **Deeper Insight**

Be straightforward but strike a tone that conveys you also have a role on the project. In that way, you delegate but claim responsibility too. You're in the fight with the rest of your team, and the employees will take notice.

Also consider using bold and even yellow highlight on employees' names so the words jump out.