



ENABLE EXERCISE #27

Understanding My Responsibilities

Success in our job is related to being clear about the different kinds of responsibilities and authority for your position.

Exercise: Interview your manager or human resources consultant. Consult with your direct report and peers about your actual responsibilities and use of decision making authority. Use these interviews to clarify the boundaries of your use of authority and current responsibilities using the three columns below.

Sole Responsibility	<ul style="list-style-type: none">• Things I can decide on my own and have the authority to do include.....
Shared Responsibility	<ul style="list-style-type: none">• Things I can decide but others have to be included in coming to it or it is a joint decision I can veto include.....
Responsibility Elsewhere	<ul style="list-style-type: none">• I need input from someone else and my authority is limited in the following situations.....