Chapter	3
Activity name	Role Acumen
Version	1.0
Activity Objective	Raise awareness about the clarity of what skills and attributes are required to execute a logical set of accountabilities.

Activity Instructions

To document two roles in your business to improve clarity about them and to make them more obvious. Imagine you wanted to get someone else to do this role. How would you make it clear what is expected to be delivered?

Activity Hints

1. Begin with a typical story of what goes on in this role. The story will give indications of what accountabilities there are and the commensurate skills and attributes to execute effectively.
2. Document accountabilities. Accountabilities are timeless ways of describing tasks. An example of a task is: *send a proposal to John on Tuesday*". Accountability is: *prepare and communicate proposals*.
3. Define the skills. This is the required training and education and previous experience.
4. Attributes. E.g.: Studious, detailed. Character traits.

Role One

Role Name	
Role Story	
Role accountabilities	• • •
Skills	• • •
Attributes	• • •

Role Two

Role Name	
Role Story	
Role accountabilities	• • •
Skills	• • •
Attributes	• • •

