

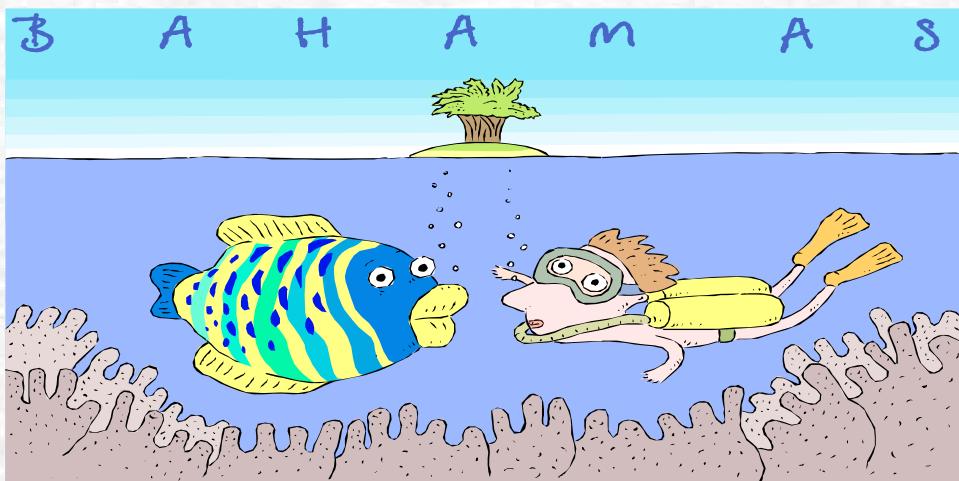
ROLES & RESPONSIBILITIES



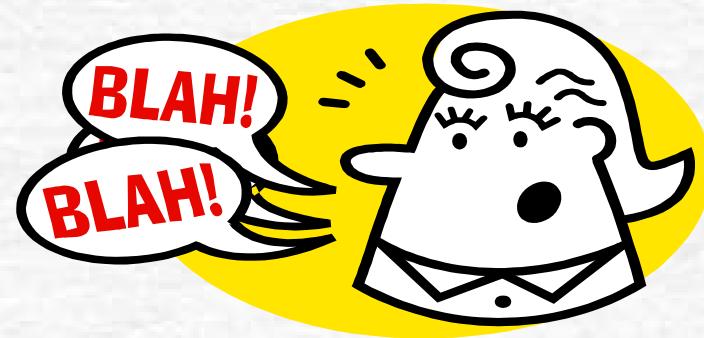
As a group, list and define all the qualities or skills you feel would be an asset or necessary to complete your circle project.

Most common ones are:

Communication Skills



Able to communicate with a variety of personalities

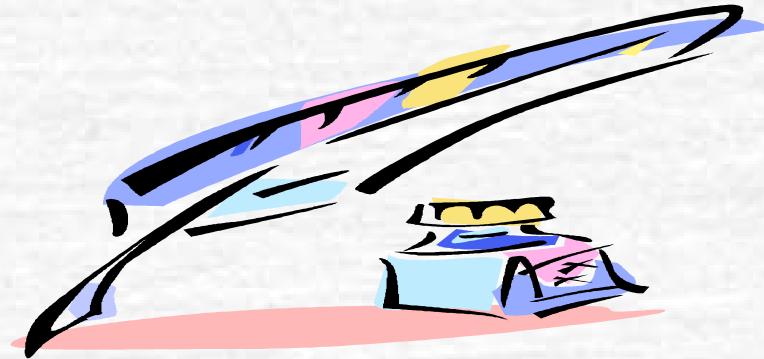


"Gift of Gab"

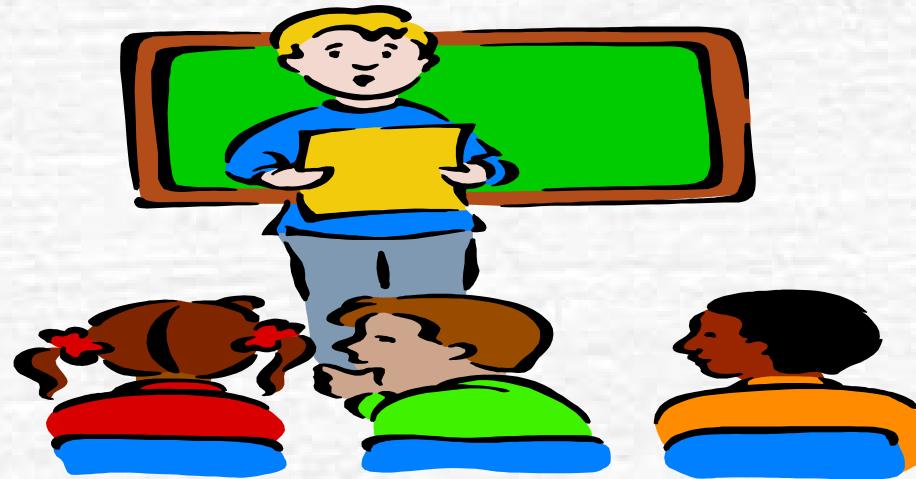


Interpersonal skills

Communication Skills



Writing / Reports expertise



Public Speaking / Presentation skills

Organizational & Administrative Skills



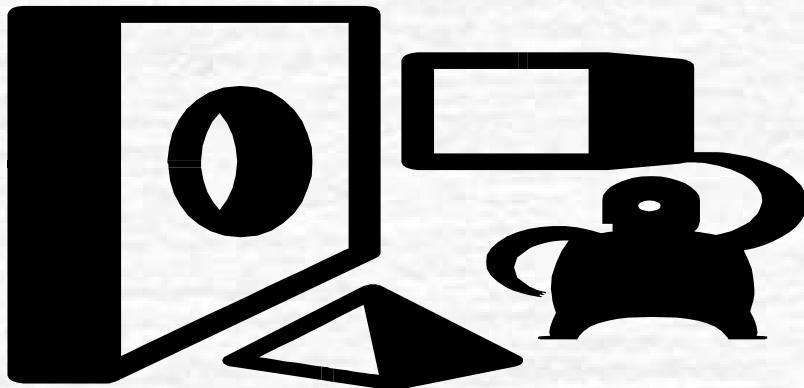
Administrative Skills

Highly organized – multi-tasking



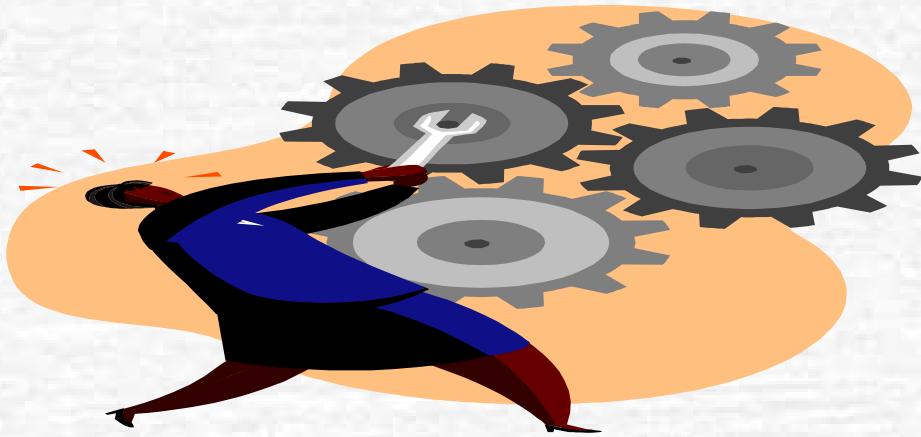
Formal Training

Experience / Trade Skills



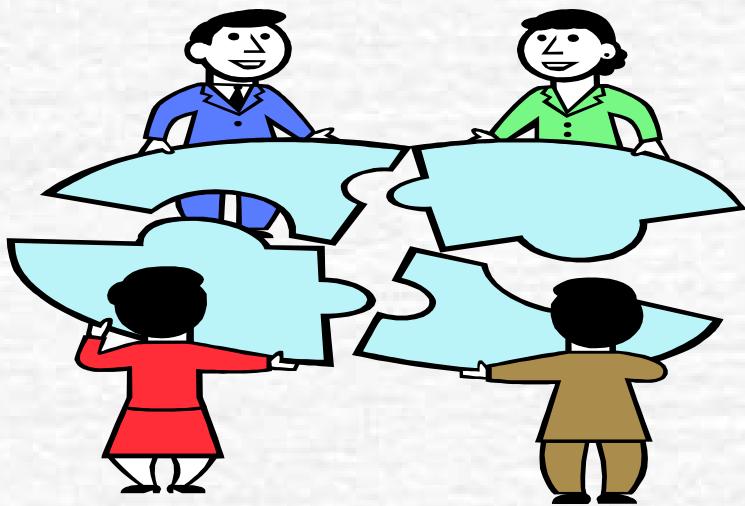
Length of Service

Troubleshooting capabilities



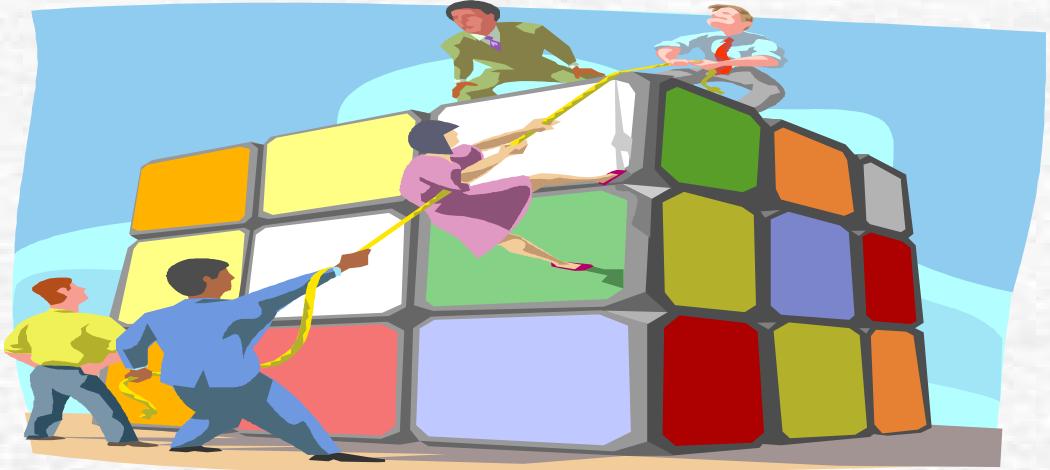
Technical skills

Team Player

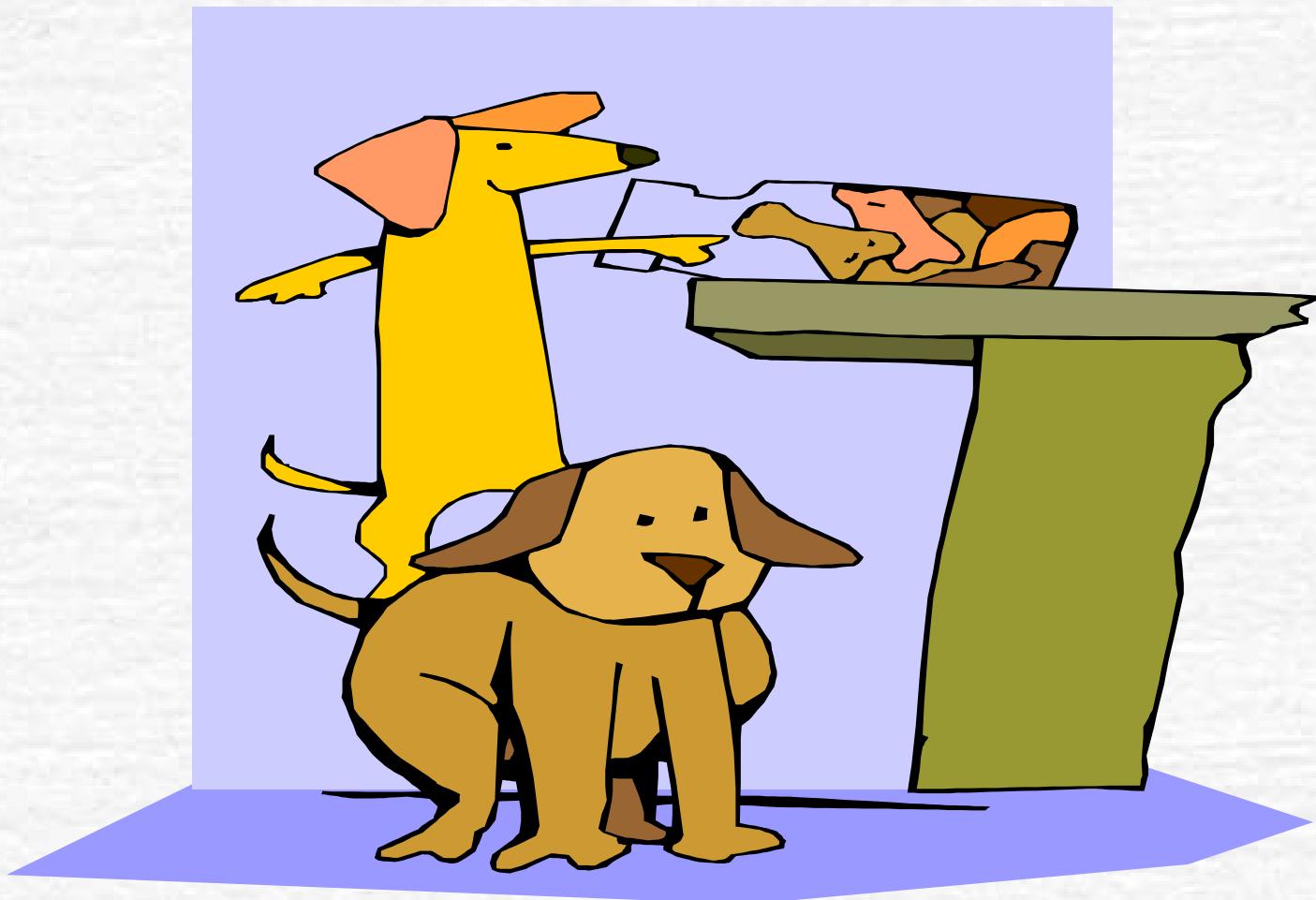


Sharing

...Teamwork



Creativity



After you have chosen the most desired/important qualities for your team, your next step is to define the roles and expected performance required of the team members.

Most common are:

Leader, Sub-Leader, Recorder, Technical Support, Team Players

Create a scoring matrix to help evaluate which team player will be best suited for the various team functions.

Most common is a numeric scoring system:

5 pts – high skill

4 pts – good skill

3 pts – average skill

2 pts – low skill

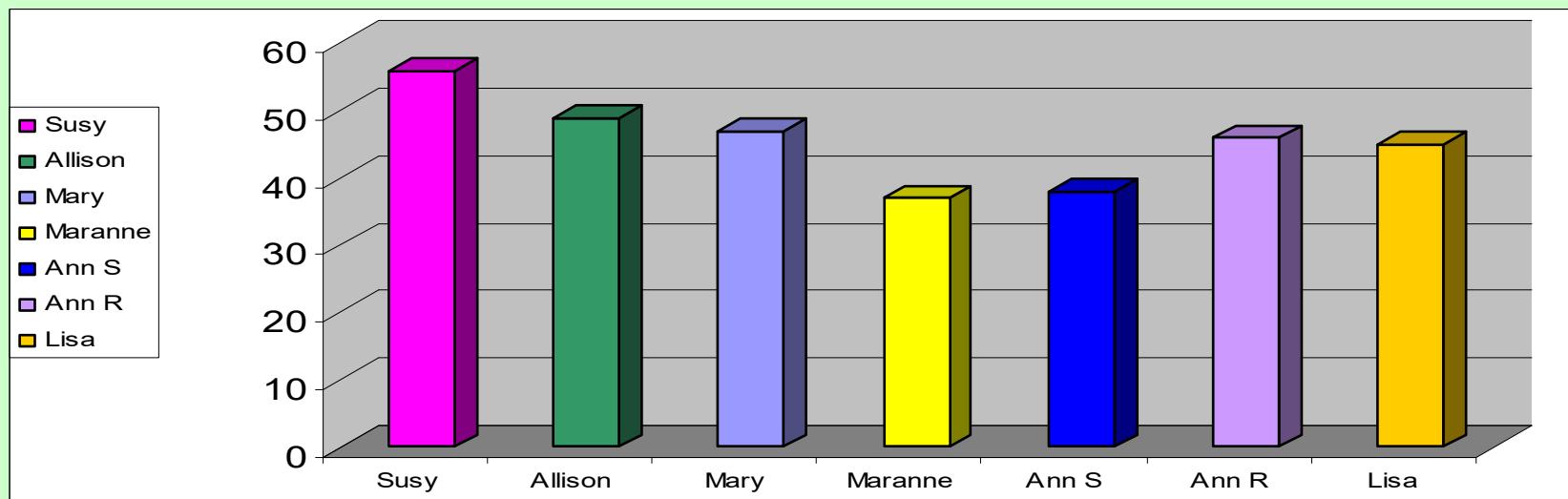
1 pts – light dusting

Officer Selection Chart

Rating Matrix

9-10 Highest in the group
6-8 Second highest in group
5 willing to learn

	S Special skills (writing, talking)	A Analise Problems (5 why)	F Formal Training (lead role)	E Experience with GF Circles	T Team Player	Y Years employed with F&P	
Members							Sum
Susy King	10	10	10	8	10	8	56
Allison Fowler	8	10	10	5	9	7	49
Mary Bonovento	7	8	9	5	9	9	47
Maryanne Damboise	5	5	7	5	8	7	37
Ann Schnack	5	5	5	5	9	9	38
Ann Richards	10	10	5	6	5	10	46
Lisa Devoe	10	10	10	5	5	5	45



Election Results

Team Leader Susy King
Sub Leader Allison Fowler
Secretary Mary Bonovento

Problem Investigator Ann Richards, Lisa Devoe
Data Collector Ann Schnack, Maryanne Damboise
Facilitator Chris Korzenko

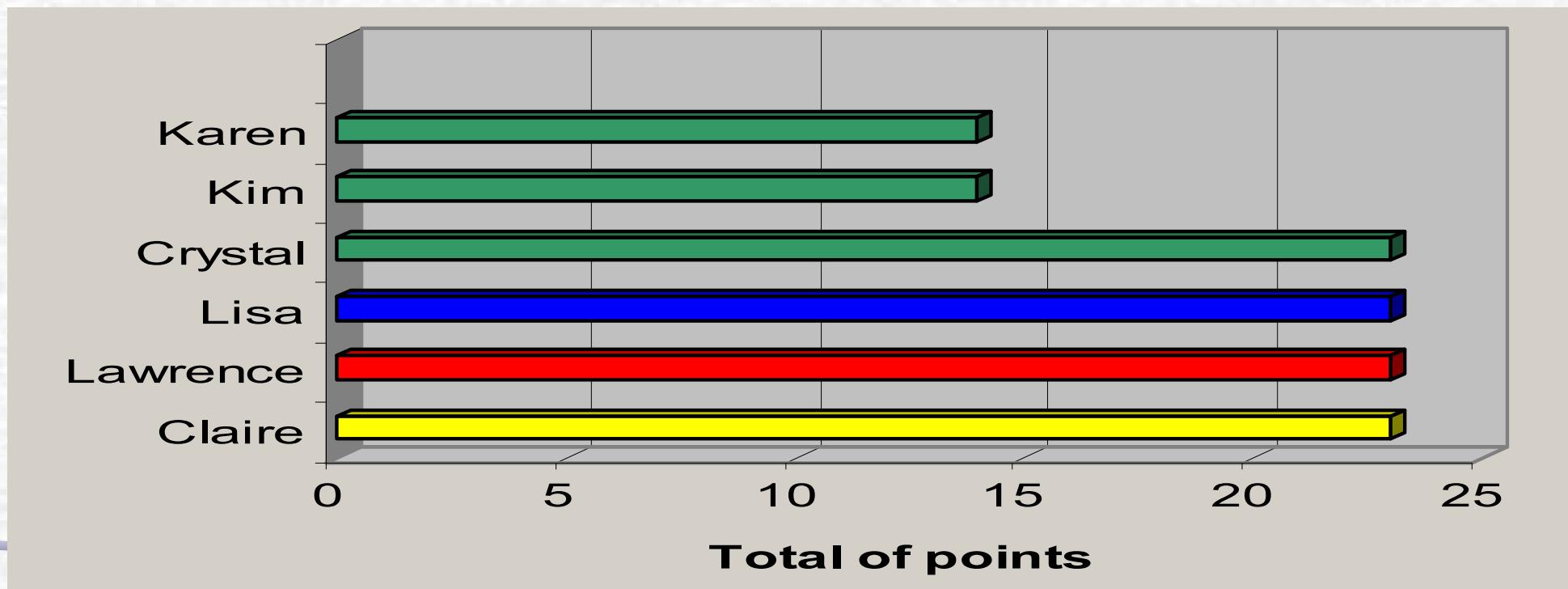
RESPONSIBILITY MATRIX

Name	Communication	Organization	Teamwork	Knowledge	Trouble Shooting	Total/25
Chris Strome	4.5	3.5	5	5	5	23
Rose Guibord	4	4	4	4	4	20
Jason Wright	4	3	5	3.5	4	19.5
Rick LeBlanc	3	4	5	4	4	20
Lisa Horan	4.5	5	5	4	4	22.5
Claudia Thornton	4	4	5	4.5	4	21.5
Dean Kendell	3	4	5	4	4	20

Table	Description
5	Exceeds expectations most of the time
4	Exceeds expectations some of the time
3	Completes expectations
2	Does not complete expectations some of the time
1	Does not complete expectations

Leader	Chris Strome
Sub-Leader	Lisa Horan
Recorder	Claudia Thornton

Skills	Claire	Lawrence	Lisa	Crystal	Kim	Karen
Team Work	5	5	5	5	3	4
Communication	5	5	5	5	4	4
Organization	4	4	5	5	3	3
Knowledge	4	4	4	4	3	3
Technical Skill	5	5	4	4	3	3
Total Of Points	23	23	23	23	16	17





THE
END

