
ROLE CLARIFICATION WORKSHEET

PURPOSE: To clarify/strengthen working relationships by sharing information about ourselves. Our current task assignments on the CPT team detail WHAT we do. The role clarification assists us to reach understandings and agreements about HOW we both may carry out our responsibilities more effectively in the future.

This process is designed to clarify the working relationship between:

_____ ***and*** _____

Our face-to-face conversation will occur on _____

at _____ ***o'clock*** ***am*** ***pm***

OUTLINE FOR REFLECTION:

1. Reflection on my style profile:

CALM

STORM
2. Comments (how do I function differently in stress, what pushes me toward excess, what do I need to stay in my strengths, etc.):
3. What are my current task assignments on this team? What parts of these tasks are easy for me and what parts am I still learning or stretching to grow into?

PREPARATION FOR SHARING:

1. Hopes – in this meeting I hope that . . .

2. Fears – if I worry about anything it would be that . . .

3. Appreciation – some thing(s) I value and appreciate about the person(s) involved in this are . . .

4. Needs – fill out at least three of the following:
 - The truly most important things I need from the other person in order to do MY JOB WELL are...(e.g. information, assistance, resources, feedback, etc.)

 - I seek clarity regarding . . .

 - I felt excluded when . . .

 - I felt disappointed when . . .

 - I would like more . . .

 - I would like less . . .

 - If I had a magic wand and could change anything, I would . . .

