

GENERAL DESCRIPTION FOR THE MODULE

Module
Building responsibility for assigned tasks
Number of participants
10-14
Main goal
Educating participants in responsibility for the assigned tasks they have to perform

WORKSHOP SCENARIO – S1

Subject	
Teddy Bear and Clown	
General description	
During the workshop, participants will experience effects of an uncoordinated work.	
Materials needed for the workshop	Duration time
- art materials (A4 sheets, newspapers, markers, crayons, glue, string, sticky tape, scissors, others) - small pieces of paper with topics of work	70 min

EXERCISE 1 – S1

Type of activity	
Art activity	
Division of participants	
Individual work	
Materials needed for the workshop	Duration time
- art materials (A4 sheets, newspapers, markers, felt-tip pens, glue, string, sticky tape, scissors, others) - small pieces of paper with topics of work	20 min
Detailed results	
<ul style="list-style-type: none"> • awakening participant's activity • preparation of work for the next exercises 	

Instruction for participants

In a moment you will receive a small piece of paper with a topic of work to be done. It will be an individual work, which aim is to reflect your vision of a given topic. You can use prepared art materials and anything else, what will come into your mind.

Excercise description

After you have given the instructions to the participants, share the art materials with them. Give the participants the pre-cut and mixed-up strips with the subjects of their work. If there are more participants than topics for work, indicate who is to work in pairs. And if there are not enough participants, you can choose not to work on the Clown, or give additional topics to those participants, who will finish the work first. Remember that all participants must be involved and all the elements of the Teddy Bear/Clown figure have to be distributed and presented.

Do not provide the participants with additional explanations, let them work on their own. Any working form is good: drawing, sculpture, pantomime, story, etc. The greater the variety, the better, but try to not make any suggestions. Answer all questions with "do as you feel".

After all participants have finished their work, go to exercise 2.

Subjects of work:

Teddy bear's head
Teddy bear's right hand
Teddy bear's left hand
Teddy bear's waist
Teddy bear's right leg
Teddy bear's left leg

Clown's head
Clown's right hand
Clown's left hand
Clown's waist
Clown's right leg
Clown's left leg

EXERCISE 2 – S1

Type of activity	
Art activity	
Division of participants	
Two groups	
Materials needed for the workshop	Duration time
- string, sticky tape, scissors, glue	20 min
Detailed results	
<ul style="list-style-type: none"> participants experience the effects of an uncoordinated work, where the single elements of the work have been created separately from each other participants notice possible problems and conflicts that may result from performing tasks without feeling responsible for the final work 	
Instruction for participants	
<p>Build two teams now. Team I: this team will compose the teddy bear Team II: this team will compose the clown</p> <p>and put together your individual parts in such a way that the whole figure is created. Then you will have to present your figure to other participants, additionally telling its story.</p>	
Excercise description	
<p>Using the prepared materials, the participants combine their individual parts, finally creating the entire figure of a Teddy Bear / Clown. The more mismatched the parts of a figure are, the better!</p> <p>Leave space for participants to be creative and overcome difficulties on their own.</p> <p>After completing work, ask participants to present their figures. Ask about their stories. Let the group have fun and be creative.</p>	

EXERCISE 3 – S1

Type of activity
Discussion
Division of participants
None

Materials needed for the workshop	Duration time
- none	30 min
Detailed results	
<ul style="list-style-type: none"> participants notice possible problems and conflicts that may result from performing tasks without feeling responsible for the final work 	
Instruction for participants	
<p>Question 1: Tell me, what did you feel, when you found out, that you had to combine your part with others into the whole figure and how the process was going?</p> <p>Question 2: Have you ever worked on a project of which the individual elements/parts did not fit together or did not meet your expectations? Have you ever worked on a project that other team members didn't care about and did their job carelessly and without commitment? Tell us about it.</p> <p>Question 3: Imagine that you are working on a project in which each team member delivers a singular part, but in the end the parts do not match each other - what would be needed to complete the work with success?</p>	
Excercise description	
<p>Lead the discussion in such a way, that the participants can talk about their experiences in working on projects, where team members/subcontractors did not care about the end result of the project. Feel free to change commands and ask additional questions. Try to get as many people as possible involved into the discussion.</p>	

WORKSHOP SCENARIO – S2

Subject	
My responsibility	
General description	
<p>During the exercises, the participants will characterize themselves as responsible persons and will also develop a general definition of a person, who is responsible for the assigned tasks.</p>	
Materials needed for the workshop	Duration time
<ul style="list-style-type: none"> - A4 sheets - felt-tip pens - flipchart sheets - flipchart markers 	50 min

EXERCISE 1 – S2

Type of activity	
Working in pairs	
Division of participants	
Pairs	
Materials needed for the workshop	Duration time
- A4 sheets - felt-tip pens	15 min
Detailed results	
Preparing a description of a person, who is responsible for the assigned tasks.	
Instruction for participants	
Get in pairs, and then on the A4 sheets, describe how do you behave, when you are responsible for an assigned task.	
Excercise description	
<p>If the participants ask for it, you can ask them some guiding questions:</p> <p>How does the person, who is responsible for an assigned task, behave? What does the person, who is responsible for an assigned task, feel? How does the person, who is responsible for an assigned task, work? How does the person, who is responsible for an assigned task, communicate with the team? What does the person, who is responsible for an assigned task, do when she/he needs something? Ect.</p>	

EXERCISE 2 – S2

Type of activity	
Quick exchange of statements	
Division of participants	
None	
Materials needed for the workshop	Duration time
- none	5 min

Detailed results
Presentation of the characteristics of a person, who is responsible for the assigned tasks.
Instruction for participants
Starting with the person sitting on my left side, each of you should name one of the traits or behaviors of a person, who is responsible for the assigned tasks.
Excercise description
If it is possible, sit in a circle. You can freely choose the order of statements, just make sure that the session doesn't last too long. Everyone should say at least one feature.

EXERCISE 3 – S2

Type of activity	
Working in small groups	
Division of participants	
Three groups	
Materials needed for the workshop	Duration time
- flipchart sheets - flipchart markers	30 min
Detailed results	
Participants create three definitions of a person, who is responsible for the assigned tasks.	
Instruction for participants	
In a moment you will divide into three groups. Your task is to write down the definition of a person, who is responsible for the assigned tasks on the flipchart sheets. After completing the work, each group will present its own definition to other participants.	
Excercise description	
Divide the participants into three groups and equip them with the necessary materials. After completing the work, each group has to present the developed definition to the other participants.	

WORKSHOP SCENARIO – S3

Subject	
The Code of Responsibility	
General description	
Participants define the needs of employees and the duties of superiors, of which implementation is necessary to obtain responsibility for the assigned tasks.	
Materials needed for the workshop	Duration time
- flipchart sheets - flipchart markers	50 min.

EXERCISE 1 – S3

Type of activity	
Working in groups	
Division of participants	
Two groups	
Materials needed for the workshop	Duration time
- flipchart sheets - flipchart markers	25 min.
Detailed results	
<ul style="list-style-type: none"> Defining of the employee's needs in terms of responsibility for assigned tasks. Defining, what the supervisor must ensure to keep the employee accountable for his tasks. 	
Instruction for participants	
<p>Divide into two groups (the trainer can also divide the participants).</p> <p>The task of group I is to develop a list of: What do I need as an employee to be responsible for the tasks assigned to me? For example: freedom in action, right to error, etc.</p> <p>The task of group II is to develop a list of: What do I as an employer have to provide my employees with, in order to engage them and encourage them to take responsibility for tasks?</p>	
Excercise description	
After completing the task, the groups present the results of their work to the other participants. Make sure that the flipchart sheets are titled appropriately e.g. employee's needs / employer's obligations.	

EXERCISE 2 – S3

Type of activity	
Working in groups	
Division of participants	
Two groups	
Materials needed for the workshop	Duration time
- flipchart sheets - flipchart markers	25 min.
Detailed results	
Developing a Code of employee's and employer's Responsibility.	
Instruction for participants	
<p>After completing Exercise 1 – Exchange now the papers with your work as a source of inspiration. Based on the developed lists and your experience, work out now the Code of Responsibility containing of 10 points/rules followed by the employee and the boss.</p> <p>Group I: develop the boss's Code of Responsibility including i.e. clear guidelines or prohibitions for the superior. Write down, how the boss should behave, what conditions should be created, so that employees engage in the assigned tasks and feel responsible for them.</p> <p>Group II: develop the employee's Code of Responsibility including 10 guidelines, how an employee should act, so that it is noticeable, that he is committed and responsible for the tasks assigned to him.</p>	
Excercise description	
The groups prepare the lists of 10 do's / don'ts according to the instruction and write them down on the flipchart sheets. After completing the work, the participants make a presentation.	

WORKSHOP SCENARIO – S4

Subject	
Pulling the rope	
General description	
During the workshop the participants will make a role-play and then exchange their observations.	
Materials needed for the workshop	Duration time
- small pieces of paper with instructions for participants - flipchart sheets - flipchart markers	75 min.

EXERCISE 1 – S4

Type of activity	
Role-play	
Division of participants	
4 volunteers + audience	
Materials needed for the workshop	Duration time
- small pieces of paper with instructions for participants	25 min.
Detailed results	
Participants observe the difficulties associated with the realization of tasks, when colleagues do not engage in their work.	
Instruction for participants	
<p>I need 4 volunteers to do a role-play. Who would like to play?</p> <p><i>After choosing the actors, assign the roles to them.</i></p> <p>Your task is to play in such a way that the other participants cannot recognize your role.</p> <p>I am asking the observers to prepare a place for the stage and the audience, and to take your seats. We're about to start the show.</p> <p><i>Before starting the show, say:</i></p>	

Your team has 6 weeks/6 meetings to complete the assignment. After each meeting, get up and walk around your chair. I will watch the time and inform you, when the time is over (in case, the meeting will be going to last too long).

Excercise description

Encourage the participants to volunteer participation in the activity. Give them necessary advices and support their perseverance.

Tasks for participants:

coordinator	Your task is to coordinate working on a new company website. To complete the task you must rely on the work of external specialists, who you are not a supervisor of. Use the power to persuade to complete the task. You have 6 weeks / 6 meetings to complete the task.
graphic designer	You are the company's graphic designer. Making a website is an additional task for you and it is not your priority. Before starting work, expect written guidelines. You need a week to create the website's layout.
programmer	You are a company's programmer. You don't have time for additional assignments. However, you cannot say "no", so you often say "yes" and then you miss the deadline. You need two weeks to develop the website, but despite the earlier declarations to start work, you will start implementing the website only after the 4th meeting.
Copyrightier	You are responsible for writing articles and marketing content. You don't understand, why you should improve something that is good, because you actually like the current site. However finally you agree to develop the new content. You need a week to get the job done, but you can do it only after the third meeting.

If you see that the meeting has stalled, end it (the participants have then to go around their chairs and start a new meeting). After the role-playing ask the actors to throw off the role - to shake it off by jumping or as if they were brushing off the dust of their clothes. Then invite everyone to take its place in the circle.

EXERCISE 2 – S4

Type of activity
Discussion
Division of participants
None

Materials needed for the workshop	Duration time
- none	25 min
Detailed results	
<p>The participants learn to understand the difficulties associated with the lack of colleagues' involvement in common tasks. They also understand that all employees must have a sense of responsibility to complete their tasks smoothly.</p>	
Instruction for participants	
<p>Please share your feelings with regards to the course of the role-playing. Let's start with the actors: what did you feel during holding the meetings?</p> <p><i>After the actors have spoken, invite others to participate in the discussion as well.</i></p> <p>And what did you (the audience) notice about the whole process and how do you evaluate the attitudes of the individual actors?</p>	
Excercise description	
<p>Conduct a discussion. Let the actors speak first. Ask participants additional questions, what they have noticed and ask them about similar life experiences.</p>	

EXERCISE 3 – S4

Type of activity	
Working in groups	
Division of participants	
Two groups	
Materials needed for the workshop	Duration time
- flipchart sheets - flipchart markers	25 min
Detailed results	
<p>Participants are able to identify the lack of colleagues' commitment. Participants know methods helping to deal with the lack of responsibility by colleagues for the assigned tasks.</p>	

Instruction for participants
<p>Divide into two groups. Answer two questions written on the flip charts: How can you recognize a lack of commitment among colleagues? How to prevent / deal with the lack of responsibility for the assigned tasks?</p>
Excercise description
<p>After both groups have finished their work, invite the participants to present their results.</p>

WORKSHOP SCENARIO – S5

Subject	
We're building a bridge	
General description	
Participants build a bridge, learning how to cooperate and be responsible for the tasks they are carrying out.	
Materials needed for the workshop	Duration time
<ul style="list-style-type: none"> - modelling clay - three packs of skewer sticks - A4 sheets 	45 min

EXERCISE 1 – S5

Type of activity	
Technical work	
Division of participants	
Three groups	
Materials needed for the workshop	Duration time
<ul style="list-style-type: none"> - modelling clay - three packs of skewer sticks - A4 sheets 	25 min
Detailed results	
Participants are able to collaborate working together on a project.	

Instruction for participants
In a moment you will be divided into three groups. Your task will be to build a bridge over the wider edge of the A4 sheet. Imagine that the paper sheet is a river - build a bridge over it. You have a packet of skewer sticks and modeling clay at your disposal. Good luck!
Excercise description
Divide the participants into three groups and give them the necessary materials. The bases of the bridge should be located outside the page. The bridge may have brackets resting on the paper sheet.

EXERCISE 2 – S5

Type of activity	
Presentation	
Division of participants	
Three groups – according to the previous exercise	
Materials needed for the workshop	Duration time
- none	20 min
Detailed results	
Defining conditions for a good cooperation in teams of multiple team members.	
Instruction for participants	
Show us your bridge now. Tell us about its story, discuss the process of its creation and the roles you took in this process.	
Excercise description	
Actively ask participants about the conditions for a good cooperation and the division of roles. Was everyone involved?	

WORKSHOP SCENARIO – S6

SUBJECT	
Angels and devils	
General description	
During the workshop, participants will register the pros and cons of being responsible and committed.	
Materials needed for the workshop	Duration time
- flipchart sheets - flipchart markers	45

EXERCISE 1 – S6

Type of activity	
Role-play	
Division of participants	
Three groups	
Materials needed for the workshop	Duration time
- none	15 min
Detailed results	
Practicing the pros and cons of being responsible and committed.	
Instruction for participants	
<p>We are going to play "Angels and Devils" now. In a moment you will divide into three groups.</p> <p>Group I: Angels - people, who will try to convince others, that it is worth to be responsible for your work.</p> <p>Group II: Devils - people who will try to convince others, that it is not worth to get involved.</p> <p>Group III: Participants to be persuaded.</p> <p>The goal of the Angels and Devils is to convince the participants of group III to come over to their side.</p> <p>You are not allowed to use your physical strength, you only can convince others with verbal arguments.</p>	

Excercise description
Group I should stand about 3 meters away from the group II, and the group III should be placed in the center (between group I and II).

EXERCISE 2 – S6

Type of activity	
Working in small groups	
Division of participants	
Three groups	
Materials needed for the workshop	Duration time
- flipchart sheets - flipchart markers	30 min
Detailed results	
Summarizing the pros and cons of being responsible and committed.	
Instruction for participants	
Divide into three groups and work out the following topics on the flipchart sheets: Group I: What are the characteristics of the people responsible for the tasks they perform? Group II: Is it worth being involved in your work? Group III: How does being responsible for assigned tasks affect your professional career?	
Excercise description	
Write down the topics to be worked out in a visible place. After completing the work, ask the participants to present their results.	