

## TOOL DESCRIPTION

# Job Crafting



**Job Crafting is a method that enables employees to proactively adjust and personalize their job tasks, relationships and perceptions to align with their strengths, passions and preferences, ultimately enhancing their job satisfaction and sense of well-being.**





This tool can be used to help employees understand how they allocate their attention, time and energy while carrying out day-to-day tasks and establishes a link with the employees' passion, motives and strengths. It may be used in different scenarios:

- Onboarding employees in new roles
- Increasing employee motivation and engagement in existing roles
- As an employee (and team) development tool
- Making the workplace more attractive both for new hires (attracting talent) and existing employees (keeping)
- Allocating work more effectively by expanding/diminishing the scope of tasks
- Implementing strategies to shape roles based on new necessities, increasing job adaptability and allowing organizations to react to changing demands by providing agile roles

Job crafting can achieve a purpose not only by allowing people to accomplish their goals by doing what they love but by relating their tasks to the bigger picture in the organization.

<b>Duration</b> 1.0 –1.5 h	<b>Participants</b> unspecified	<b>Facilitation</b> printed templates
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# Job Crafting | Process

<b>Status quo</b> 10 min 	<b>Strengths, passions &amp; mission</b> 15–30 min 	<b>Ideal state</b> 15 min 	<b>Exchange</b> 15 min 
<p>Introduce the exercise and lead participants into a self-reflection activity in 3 stages starting with the following questions:</p> <p>Looking back over the last 6 months:</p> <ul style="list-style-type: none"><li>• What kind of tasks did you do and how is your total working time divided between them?</li><li>• Who do you work with when performing these tasks?</li><li>• How much energy does this task give you (little, medium, a lot)?</li></ul>	<p>Next, encourage individual reflection by asking the following questions: Looking at your life in general, what are your strengths and passions and what is your personal mission? Consider:</p> <ul style="list-style-type: none"><li>• What gives you energy/brings me joy?</li><li>• What skills do you have?</li><li>• What is your 'personal' purpose?</li></ul>	<p>Next, encourage individual reflection by asking the following questions: What would a dream job look like within the strategic direction and guidelines of your organization? Consider:</p> <ul style="list-style-type: none"><li>• What tasks do you do?</li><li>• How much time do you devote to these?</li><li>• Who do you work with when accomplishing these tasks?</li></ul>	<p>Participants exchange in pairs and discuss the insights they have gained during the exercise, asking:</p> <ul style="list-style-type: none"><li>• What insights have you gained?</li><li>• What could be steps could bring you further towards the ideal state?</li></ul>

# Job Crafting | **Template**

## CURRENT STATE

My tasks	% of working time	Relationships	Energy

# Job Crafting | Template

## PASSION

- XXX



## STRENGTHS

- XXX



## PERSONAL MISSION / PURPOSE

- XXX



# Job Crafting | Template

## IDEAL STATE

My tasks	% of working time	Relationships