Arbinger Institute

Job Map

Contextualize your work in terms of the people you affect in the areas of responsibility that make up your job

Only about 50% of the workforce strongly feel as though they understand work expectations. An employee having a clear picture of what their job roles are, in addition to who they impact and what their needs are, is essential to that employee's performance.

Arbinger's Job Map tool orients people into their jobs in a way that promotes outward-mindset working. You can use this tool with new hires, new members of your team, and current members of your team in order to help them rethink their work and prepare to engage with an outward mindset.

Job Map

When and With Whom Might You Use This Tool?

Use this tool to orient people to their jobs in a way that promotes outward-mindset working. The tool will help to contextualize people's work in terms of the people they impact and position them to think about the key areas of responsibility (or roles) that make up their job.

You can use this tool with new hires, new members of your team, and current members of your team in order to help them rethink their work and prepare to engage with an outward mindset.

How to Use It

1. **List up to four main roles** or areas of responsibility.
2. **List your key objectives** in the spaces next to each role.
3. **Identify the people you impact** in each direction.

Observation: Once a job map is complete, people have a view of their job responsibilities that positions them to hold themselves accountable for their impact on others. Other accountability tools will build upon this outward-mindset approach to a job.

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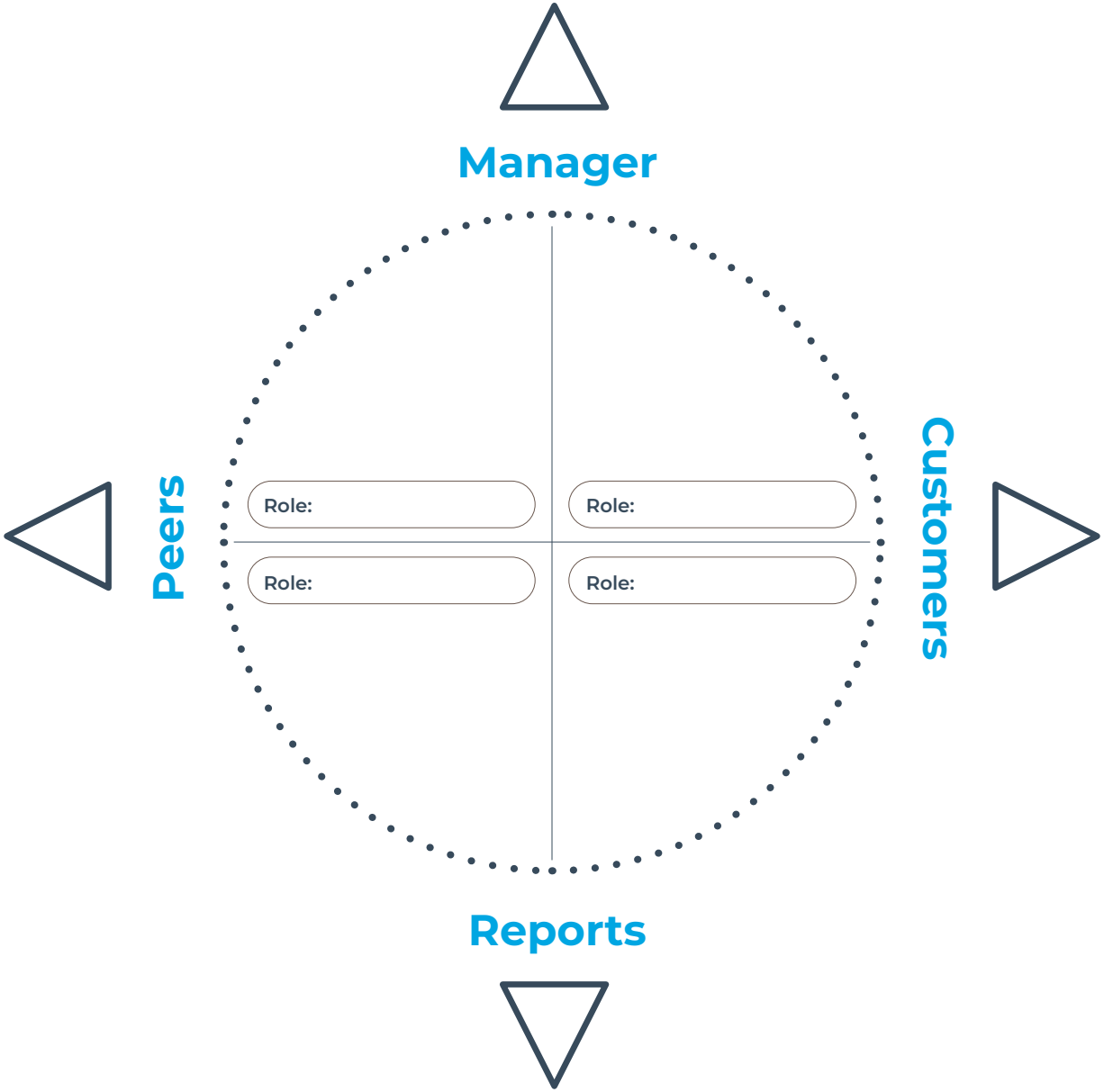

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This tool is just one of 50+ situational frameworks and tools available through the Arbinger Institute's robust training programs.

From selecting a new hire to making a key business decision, Arbinger has a tool for any business challenge you face. Get in touch today to learn more about Arbinger's *Outward Leadership*, our leadership development program that changes mindsets and improves organizational performance.

Chat with an Expert