

ACTIVITY GUIDE

Organizational Development & Learning

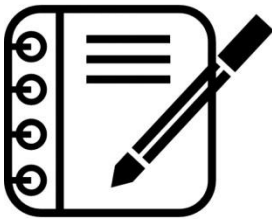
Cross Training Team Activity

When you look around at the work that your team or department does, how much of it could you confidently say you know how to do? There is always an opportunity to ensure all members of a team are cross trained. This activity will help participants identify opportunities for cross training. This will also help staff develop new skills and stay motivated and interested in their work. Cross-training also benefit the organization by having a versatile group of employees with a better understanding of how all the separate parts come together.



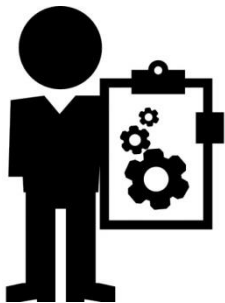
TIME

30 Minutes



MATERIALS

Page 2 of this guide



DIRECTIONS

Each participant should complete page 2 of this guide (10 minutes)

Participants should discuss their top 5 current role responsibilities and at least 3 things that they would like to learn more about as it relates to their work or department work. (15 minutes)



DEBRIEF

Spend the last 5-10 minutes asking each participant to use their list to come up with one specific action that they would like to explore over the next 90 days.

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List your top 5 role responsibilities:

List 3 things that you would like to learn (something your department or team already does)

Pick one of the three opportunities for learning. How will you achieve this new knowledge?
