

## Outline of a Two-Hour Workshop on the *Job Crafting Exercise*\*

- **Introduction (15 minutes):** Give background information on job crafting and set up the *Job Crafting Exercise*. If the participants do not already know one another, have them turn to a neighbor and share their name and what they consider to be the most energizing element of their job. Below are the key points that you should include in the introduction.
  - What is job crafting?
    - Job crafting: Actively changing your own job design to better fit your motives, strengths, and passions.
    - Job crafters: People who engage in job crafting.
  - Why does job crafting matter?
    - Influences how, when, and with whom work is done.
    - Is linked with several positive outcomes (e.g., enhanced engagement, satisfaction, resilience, and quality of work).
  - Key Aspects of the *Job Crafting Exercise*:
    - Focuses you on resourcefully using and altering elements in your job that make your life at work more engaging and fulfilling.
    - Challenges you to think about and experience your job in a new way.
    - Visual nature of the exercise unlocks insights.
  - Summary of the *Job Crafting Exercise*:
    - Part 1: *Before Sketch* (20 minutes)
      - Helps you take a step back and gauge how you spend your time, energy, and attention at work.
      - Eases you into thinking about your job in a visual way.
    - Part 2: *After Diagram* (50 minutes)
      - Helps you create a diagram of a more ideal (but still realistic) version of your job.
      - Provides an image of possibilities that you can work toward in the future.
  
- **Before Sketch (20 minutes):** Participants complete the *Before Sketch* part of the exercise.
  
- **Discussing the Before Sketch (10 minutes):** In pairs, participants discuss the *Reflection Questions* on page 4 of the instruction booklet.

\*If you have more than two hours, you can add more time to the small group discussions and the whole group debrief at the end.

- **After Diagram (50 minutes):** Participants complete the *After Diagram* part of the exercise. Below are helpful points to tell participants before they start creating their *After Diagrams*.
  - It's important to read all the instructions on creating your *After Diagram* (p. 5-9) before going back and doing each step.
  - Your *After Diagram* should depict a more ideal version of your job than your *Before Sketch*. But it should be realistic and include all the responsibilities you need to uphold in your job – the goal is to create a version of your job that you can actually make into a reality. So you may have tasks in your *After Diagram* that you do not like or want in there, but the exercise might help you look at or approach these tasks in a new, more positive way.
  - The perforation on both pages of stickers is easier to tear if you remove the whole page from the booklet first.
  - *Role Frames* are a tool within the exercise to help you mentally re-vision, re-group, or re-label tasks in a meaningful or strategic way. In other words, *Role Frames* are a way to infuse a task or groups of tasks with a new meaning or purpose. A common approach to *Role Frames* is illustrated in Example 2 on page 11 of the instruction booklet. This involves separating the tasks you dislike from the tasks you like, and reframing the tasks you dislike in a way that reminds you that you must do these tasks in order to be able to pursue the tasks you like. Also, your *After Diagram* does not have to be a neat and tidy “Venn Diagram” like the examples in the booklet. If you wish, you can have some tasks that are not in any *Role Frame*.
- **Reflection Questions on After Diagram (10 minutes):** In pairs, participants discuss the *Reflection Questions* on page 13 of the instruction booklet.
- **Whole group discussion and debrief (15 minutes):** Lead a whole group discussion on the exercise and job crafting more generally. Below are several possible questions to spark the group discussion.
  - What did you learn from doing the exercise?
  - What insights did the exercise or thinking about job crafting reveal?
  - What opportunities for action does it uncover?
  - What do you anticipate would be some of the challenges of crafting your job? How might you overcome these challenges?
  - When would it be most useful to think about job crafting?