

Enhancing Shared Responsibility

What is Shared Responsibility?

When all members of the team are engaged in, commit to, contribute to, and follow-through on team decisions and actions.

Make it real!

How would you describe the balance of participation and work on your team?



See *The Handbook for SMART School Teams* pages 41-46, 112-113, 115-117, 119-120, 128-140, 307 and 313-314

Tips for Enhancing Shared Responsibility:

1. Define and rotate roles and functions of all team members.
2. Create a charter that clearly identifies roles and responsibilities of the team and its members.
3. Use visible, interactive tools such as deployment flowcharts and responsibility matrices to document the interrelationships of roles and responsibilities.
4. Document work flow and timelines using group process tools such as detailed flow charts and Gantt charts.
5. Use inclusive processes such as the Affinity Diagram, Brainstorming and Decision Matrices that involve all team members in the process.