

# JOB CRAFTING™ EXERCISE : TWO-HOUR WORKSHOP OUTLINE

\*If you have more than two hours, you can add more time to the group discussions.

\*Page numbers refer to the booklet version, but this outline also applies to the online version.

1. **Introduction (5 minutes):** Give background information on job crafting and set up the Job Crafting Exercise. Below are some key points that you can include.
  - Job crafting: Actively redesigning your own job to better suit your values, strengths, and passions, leading to greater enjoyment, meaning, and effectiveness.
  - Key aspects of the Job Crafting Exercise:
    - Based on cutting-edge academic research.
    - Encourages you to think about and experience your job in a new way, unlocking creative insights.
    - Helps you resourcefully use and alter elements in your job to make your work more engaging and fulfilling.
  - Summary of the Job Crafting Exercise:
    - Before Sketch (Part A): Helps you take a step back and gauge how you spend your time and energy at work.
    - After Diagram (Part B): Helps you identify opportunities to craft a more ideal—but still realistic—version of your job.
2. **Before Sketch (20 minutes):** Participants complete their Before Sketches (pages 1-3).
3. **Discussing the Before Sketch (10 minutes):** In pairs or small groups, participants discuss the Reflection Questions on page 4.
4. **After Diagram (50 minutes):** Participants complete their After Diagrams (pages 5-16).
5. **Action Plan (15 minutes):** Participants complete their Action Plans on page 17.
6. **Discussing the After Diagram (15 minutes):** In pairs or small groups, participants discuss their After Diagrams and Action Plans. Below are possible questions to spark discussion.
  - What insights did the exercise reveal?
  - What opportunities for action did the exercise uncover?
  - What challenges do you anticipate in crafting your job? How might you deal with or overcome these challenges?
7. **Whole group debrief (5 minutes):** Invite the pairs or small groups to share their insights, comments, or questions with the whole group.