

●●●●● Outline of a 2-Hour Job Crafting Exercise Workshop ●●●●●

*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.

1. 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.

2. Before Sketch (20 minutes): Participants complete the Before Sketch part of the exercise.

3. Discussing the Before Sketch (10 minutes): In pairs, participants discuss the Reflection Questions on page 4 of the instruction booklet.

4. After Diagram (50 minutes): Participants complete the After Diagram part of the exercise. Before participants begin, give a brief summary of what creating the After Diagram will involve. Below are helpful points to emphasize:

- It's important to read all the instructions on creating your After Diagram (p. 6-8) before going back and doing each step with the big picture in mind.
- 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 motivating way.
- If you are having trouble thinking of your motives, strengths, and passions, the additional examples on pages 10 and 11 may help trigger ideas.
- 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 10 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.

5. Reflection on After Diagram (10 minutes): In pairs, participants discuss their After Diagrams and Action Plans (page 12).

6. 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?