



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

Sample Agenda for One-Hour Workshop

Pre-Workshop Prep

- Supervisor Identifies decision area(s) that would be appropriate for Responsibility Charting. Decision area should be a decision that is confusing, complex, or has disagreement among team members.
- If desired, the supervisor can draft a 'straw dog' RACI (Responsible, Approve, Consulted, Informed) chart for decision, getting input from a few staff members.

Day of the Workshop

Time	Agenda Item
15-20 minutes	Human Resources consultant or the Supervisor briefly summarizes Responsibility Charting, the key benefits and introduces the draft example (if completed ahead of time)
15-20 minutes	Break the team into small groups. Have each group develop a RACI for the selected decision(s) or review the draft 'straw dog' if completed ahead of time.
10-15 minutes	Bring the entire group back together and share feedback from each group, with goal of finalizing RACI chart for select decision(s).
5-10 minutes	Have the group identify other decisions that would benefit from this process for future workshops

Variations on the Workshop

- Instead of focusing on a specific decision, you can use the workshop to identify decisions that would benefit from Responsibility Charting and narrow down selection for future workshop.
- Instead of focusing on one decision, you can prepare 2-4 draft examples and have each group work on a different area.

Follow-Up Options

- Consider posting your RACI chart so that it is visible and referred back to by all employees.
- Check back with the team to see how the RACI chart is working on a regular basis. Does anything need to be changed?
- When faced with ambiguity in decision-making, bring up Responsibility Charting as a tool to help provide clarity.