Tasks-Skills-Responsibilities

In order to bring clarity to the various dimensions of one's own tasks and to the interaction with colleagues, this section deals with three categories:

Tasks:

In order to fulfill my duties in accordance with our mission statement and strategy, I perform the activities listed below.

Skills

In order to fulfill my duties in this sense, I have the authority, skills, and powers listed below.

Responsibilities:

I am responsible for the following duties and objectives as assigned.

The tasks can mostly be classified under different headings

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Theme | Task | Skills (Authority) | Responsibilities (Duties) | Available hours/week |
| **Stable work** |
| Milking |  |  |  |  |
| Mucking out |  |  |  |  |
| Feeding |  |  |  |  |

Tasks-Compentencies-Responsibilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Theme | Tasks | Skills (Authority) | Responsibilities (Duties) | Available hours/week |
| **Theme 1** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Theme | Tasks | Skills (Authority) | Responsibilities (Duties) | Available hours/week |
| **Theme 2** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Theme | Tasks | Skills (Authority) | Responsibilities (Duties) | Available hours/week |
| **Theme 3** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |