

FROM REPORT TO ACTION

Workbook Job Content & Meaning

Four tools to make tasks fit people better — more strengths in use, less working-to-rule.

4 tools

9 pages

30-day action plan

0 jargon

BEFORE YOU START

Why job content — and how to work with this workbook

People rarely quit because of the work itself — but often because they cannot use their strengths, don't see the point of their tasks, or have been doing the same thing for years. If "Job Content & Meaning" is amber or red in your report, part of your team is working below its potential — and your customers can feel it too.

The best part: job content can be changed without restructuring positions. Often it is enough to redistribute 20 percent of the tasks — from the person who endures them to the person they suit.

HOW TO WORK WITH THIS WORKBOOK

- **Who:** the manager, alternating between one-to-one conversations (tools 1, 3, 4) and one team exercise (tool 2).
- **Order:** baseline check (page 3) → tool 1 with each person individually → then 2, 3 and 4.
- **Rule no. 1:** don't rebuild everything at once. ONE noticeable change per person in the first month is enough.

Link to your report:

Look at the "Job content" detail page. Low values on "using strengths" → tools 1+2, on "meaning" → tool 3, on "autonomy" → tool 4.

BASELINE CHECK

Where does your team stand today?

Answer the ten statements honestly for your team (1 = strongly disagree, 5 = strongly agree).

- | | |
|---|---|
| 1. I know what each person in the team is really good at. | ☐ ☐ ☐ ☐ ☐ |
| 2. Tasks are assigned by strengths, not just by availability. | ☐ ☐ ☐ ☐ ☐ |
| 3. Everyone can explain how their work benefits the customer. | ☐ ☐ ☐ ☐ ☐ |
| 4. Routine tasks are shared fairly — not always by the same people. | ☐ ☐ ☐ ☐ ☐ |
| 5. My employees decide themselves HOW they do their work. | ☐ ☐ ☐ ☐ ☐ |
| 6. In the past year, everyone took on or learnt something new. | ☐ ☐ ☐ ☐ ☐ |
| 7. Nobody in the team mainly does things they loathe. | ☐ ☐ ☐ ☐ ☐ |
| 8. Successes are made visible — people see what their work achieves. | ☐ ☐ ☐ ☐ ☐ |
| 9. I talk with each person at least once a year about their tasks — not only about targets. | ☐ ☐ ☐ ☐ ☐ |
| 10. Working-to-rule is the exception here, not the norm. | ☐ ☐ ☐ ☐ ☐ |

Scoring: 40–50 points = maintain · 25–39 = sharpen selectively (tools 1+3) · below 25 = build structurally (all four tools, in order).

Mark now:

the two statements with the lowest values are your building sites. Note them in the 30-day plan (page 8).

END OF PREVIEW

What follows in the workbook

Tool 1: the task portfolio (energy givers & energy drains) · Tool 2: the team strengths map · Tool 3: the meaning conversation · Tool 4: the job-crafting agreement · 30-day action plan · Success check

Full version: CHF 39 · Order: lyntharis.ch or info@lyntharis.com