

TOP-BOX Sheet

For thinking through your involvement in events and activities, and moving to a more top-box role in them.

Name:

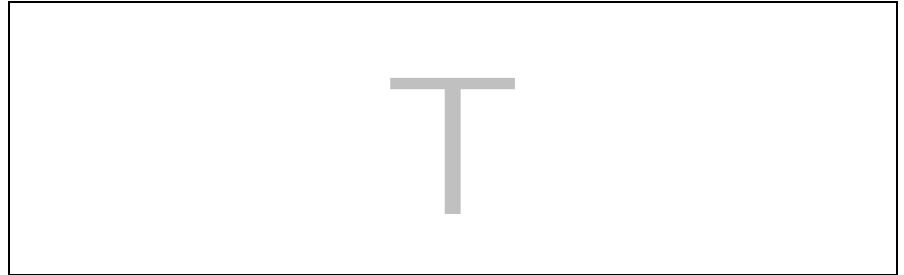
Event:

Test

Test why you need to be involved in this activity.

What precisely do you add to the achievement of its objectives?

What are the qualities, experience or skills you personally bring to it?



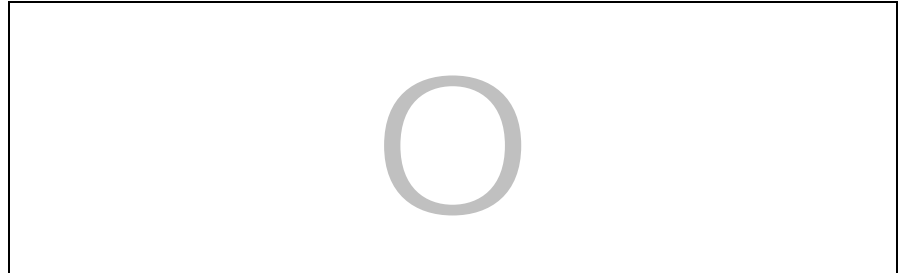
Opportunity

Identify the opportunity to develop others, or other mechanisms to fulfil this role. (Totally or in part)

Can the same result be achieved in other ways?

Who could develop these skills?

What would be the benefits?



Plan

Plan how you will bring this about.

What steps need to be taken to develop the relevant people and/or mechanisms? (Share this sheet?)

How will you do this?

How will you change your involvement to bring this about?

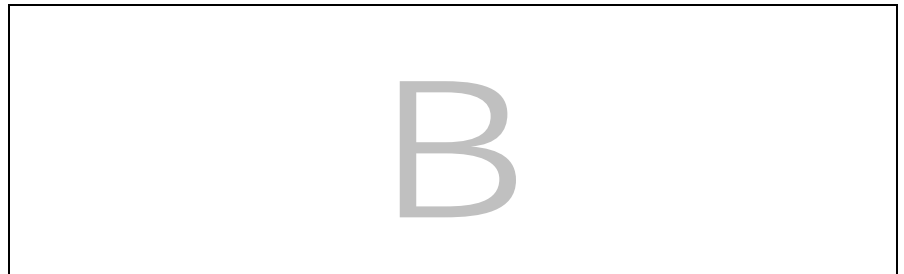


Back-off

Back-off to allow your people/ mechanism to develop and grow.

How will you monitor the development and potential of your solution?

How will you provide feedback and support?



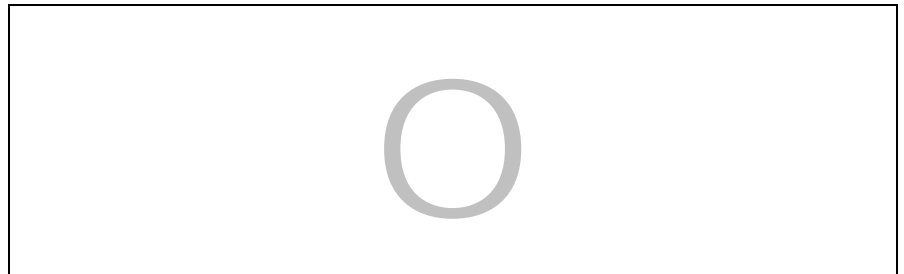
Officialise

Make the changes official.

What changes need to be made to job descriptions, etc.?

How should circulation lists and other relevant information be re-directed?

How should queries be channelled?



X-Check

Check that things are continuing to work out and the benefits achieved.

What means do you have to monitor the effectiveness of your solution long term?

How can you further develop its effectiveness? (From the Top-Box)

