

## Tool 7: Job Responsibilities or Competencies and Tasks Worksheet

**Suggested Use:** Use this worksheet to identify the job responsibilities and major job tasks that should be INCLUDED in the learning intervention and to EXCLUDE other content.

**Instructions:** Use a separate sheet for each job responsibility. List the job responsibility in the box labeled **A**. Break down the job responsibility into major tasks and fill in each column according to the column heads.

**Other Related Tools and Resources:** Step 4: Determine job responsibilities and major job tasks; Box 9: Sample job responsibilities and related job tasks; Tool 4: Learner Characteristics Worksheet

**Resources Used:** List data sources used in completion of this worksheet. (Refer to Tool 1.)

**A. Job Responsibility or Competency.** Use a separate sheet for each job responsibility or competency.

<b>B. Major Job Tasks</b> <i>List the Major Job Tasks for this Job Responsibility.                      Review the list and remove any job tasks that:</i> <ul style="list-style-type: none"> <li>• are not necessary to do the job</li> <li>• learners already know how to do</li> </ul> <i>Check (✓) the remaining job tasks. These are ones for which a learning intervention is needed.</i>	<b>C. Learners<sup>1</sup></b> <i>(who the learning intervention is for)</i>	<b>D. Performance Support</b> <i>List any other interventions needed. Consider performance factors and long term human resources for health issues.</i>	
	<i>Check</i>		

<sup>1</sup> Make sure the learning intervention is directed to the right workers. For example, in task shifting, it may be appropriate to compare the roles and skills of several cadres. (See the introduction to this document for additional resources on task shifting.) Tool 4 contains more information about the specific learners identified on this sheet.