

# Can I See the Bigger Picture?

## Aim

This exercise is designed to help you understand the real purpose of your role and make sure your efforts underpin the aims and objectives of your organisation.

Alignment of goals and objectives is important to ensure efficiency of effort and high performance. Knowing how your personal endeavours contribute to wider goals will help you play a more effective part.

## What to Do

To understand where your personal role and personal objectives fit in, it's usual to look at the purpose and aims of those at the levels above you. Often, dependent on size, organisations will be structured as shown below (from top down):

***Organisation/Group***

***Division/Service/Business Unit***

***Department/Function***

***Team***

***You***

This exercise is in two parts. First, in order to see the bigger picture, you need to collate some key pieces of information about two of the levels above you. Then, you will look at how well aligned your role is in supporting the achievement of the aims and objectives of those parties.

To find the information you need you might:

- visit your organisation's website and/or intranet
- read in-house literature, e.g. company brochures, reports, magazines, service agreements, leaflets, job descriptions, etc.
- have discussions with your colleagues, manager or people from other areas of the organisation
- attend events where organisational messages are being conveyed, e.g. exhibitions, presentations, open days, etc.

## Task

- Work through the questions below, answering the ones you can and making notes in the accompanying boxes.

- Once you have collated as much information as possible, consider how your role and personal objectives underpin and support those of the bigger picture.

## **Understanding the Bigger Picture - 2 levels up**

What is your organisation's mission (its purpose)? Do you have a mission/vision statement?

What are your organisation's values (its guiding principles)?

What are your organisation's objectives (what it intends to achieve over the next year)?

## **Understanding the Bigger Picture - 1 level up**

What are the objectives of your department/team?

How are the values adopted by your department/team? How do they influence the way things are done?

## **Your role in the Bigger Picture**

What are your key responsibilities?

What are your personal objectives?

How do your organisation's values direct the way you do things?

Once you have collated as much information as you can to answer the above questions, complete the statements below. Wherever you answer 'no', note how you might take action to either find out more or rectify the situation (see next steps below).

### **Can you see the Bigger Picture?**

<b>Questions:</b>	<b>Yes/No</b>	<b>Action points</b>
Is your role aligned to support the objectives of the levels above you?		

Do the values help you focus on how to perform effectively?

Can you see the bigger picture?

### **Next Steps**

Consider how you might better align your role with aims and objectives of your organisation by:

- Revisiting your key responsibilities/job description and looking at where the focus and emphasis of your work might be readjusted.
- Considering any changes you might make to your role and discuss them with your colleagues/manager.
- Consider establishing a system of monitoring your role/responsibilities/objectives to make sure you continue to contribute in the most effective way.