

A decorative graphic on the right side of the slide. It features a large solid green circle in the top right corner. A thin white circle overlaps its left side. A white rounded rectangle overlaps the bottom right of the green circle and the bottom of the white circle.

our simple work design tool

a practical approach to designing job
and gig-based work

werkling

A simple approach to **work design**

This quick and practical Work Design Tool will help you break down the work that needs to be done and turn it into well-designed gigs and jobs. These are the four speedy steps.

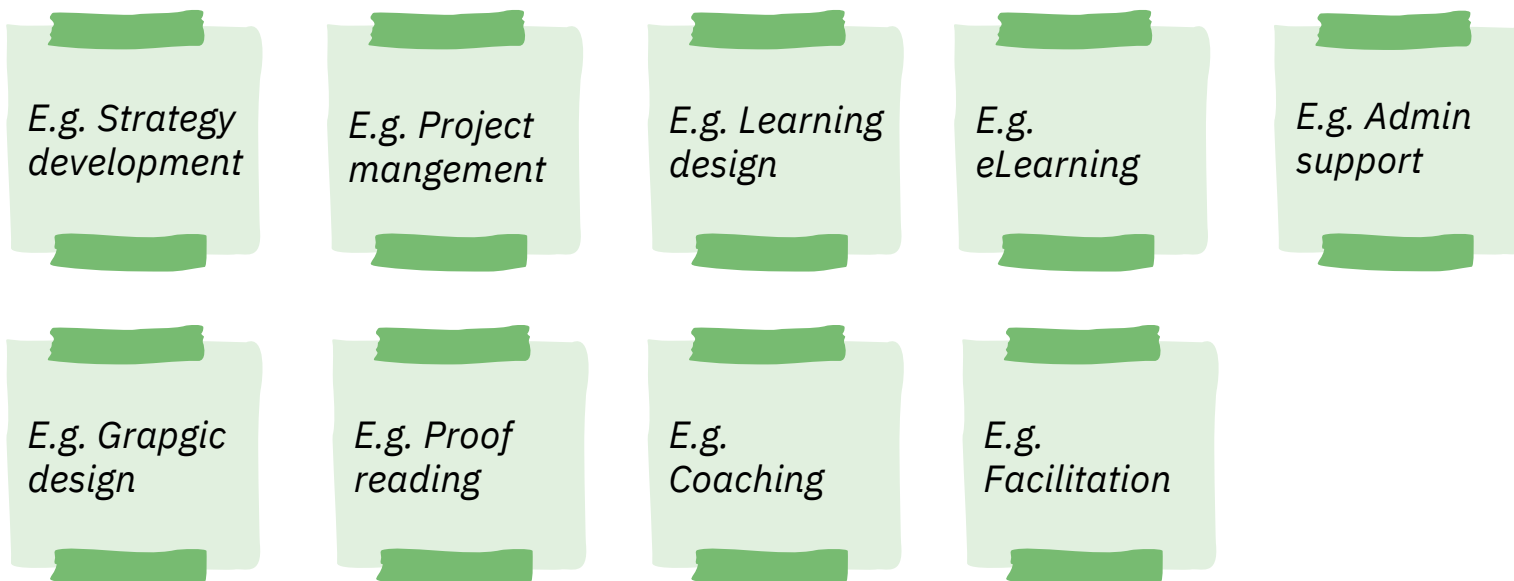
- 01** Identify the capabilities you need in your team
- 02** Consider the capacity you need for each capability
- 03** Bucket it together in a sensible way
- 04** Design your Core Team and Talent Bench

01 Consider the **capabilities** you need

Capture the key programs of work and 'always on' services that your team delivers. For each program of work and service, write the capabilities or skillsets that are needed to deliver on physical or digital post-it notes.

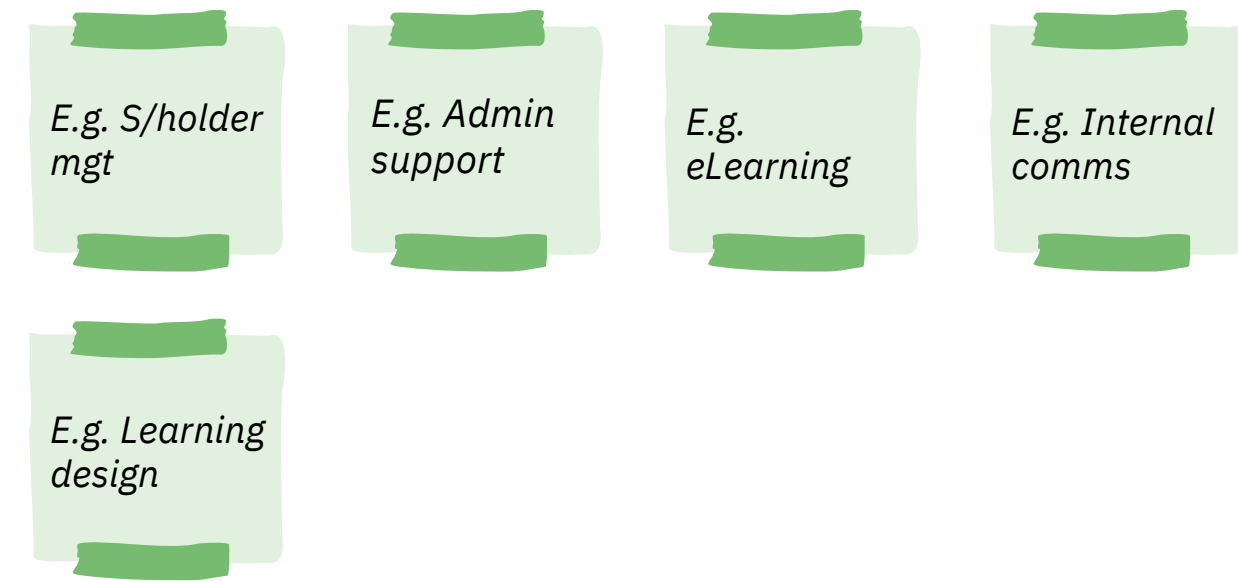
PROGRAM OF WORK: NEW LEADERSHIP PROGRAM

Our existing leadership programs are not addressing the capability uplift required for business strategy execution and are not aligned to the current hybrid work model (contextually or in delivery method)



ALWAYS-ON SERVICE: COMPLIANCE TRAINING

Maintain and manage enterprise wide compliance training and track completion.



02 Consider the **capacity** you need

Think about how frequently you need access to each of the capabilities you've listed. Some capabilities will be required consistently and other capabilities will be needed more at some times and less, or not at all, at other times.

HOW OFTEN IS THE CAPABILITY NEEDED?

All the time, consistently

- Work activities using this capability are performed on a daily or weekly basis
- Is a core function of the organisation/team with a steady workflow
- Required on an ongoing basis for foreseeable future

Sometimes more, sometimes less

- Work activities using this capability fluctuate
- Is a core function of the organisation/team but has a variable workload
- Required at different capacities on an ongoing basis for foreseeable future

Some of the time

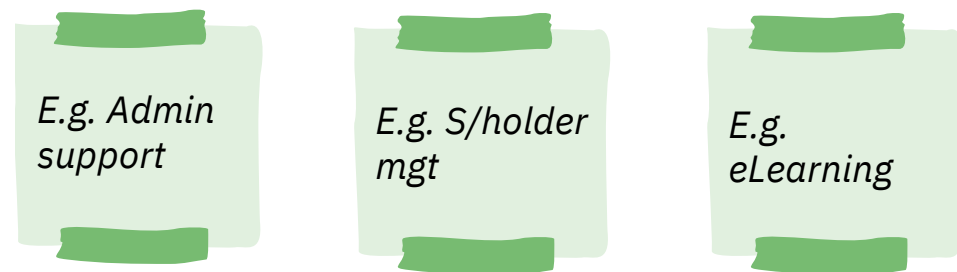
- Work activities using this capability are performed occasionally
- The need for this capability will change over time (e.g. at certain points in projects)
- Required only some of the time, not all of the time

03 Bucket the capabilities together

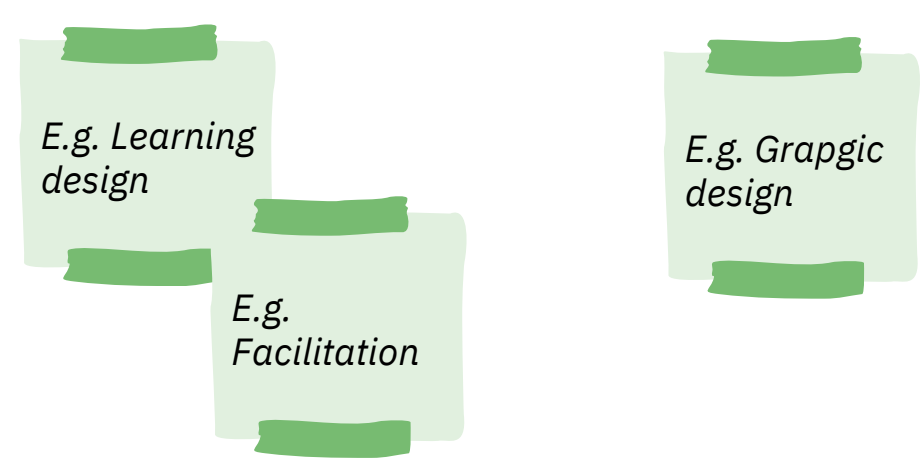
Work through the capabilities you've listed and sort them into three groups. Where it is likely that one person (whether that is an employee or on-demand talent) would hold multiple capabilities, start to move the post-its together.

HOW OFTEN IS THE CAPABILITY NEEDED?

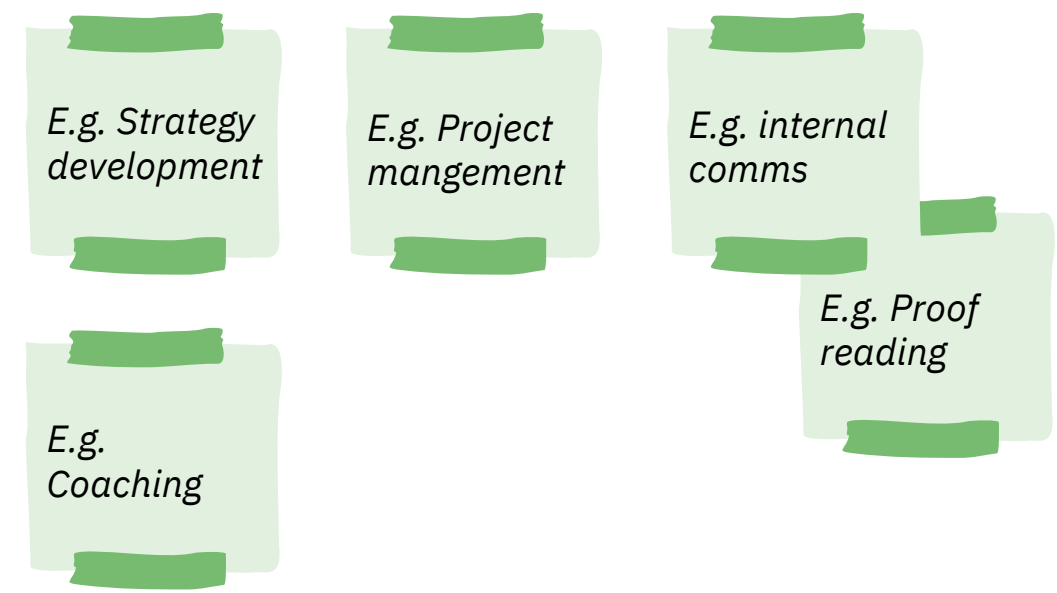
All the time, consistently



Sometimes more, sometimes less

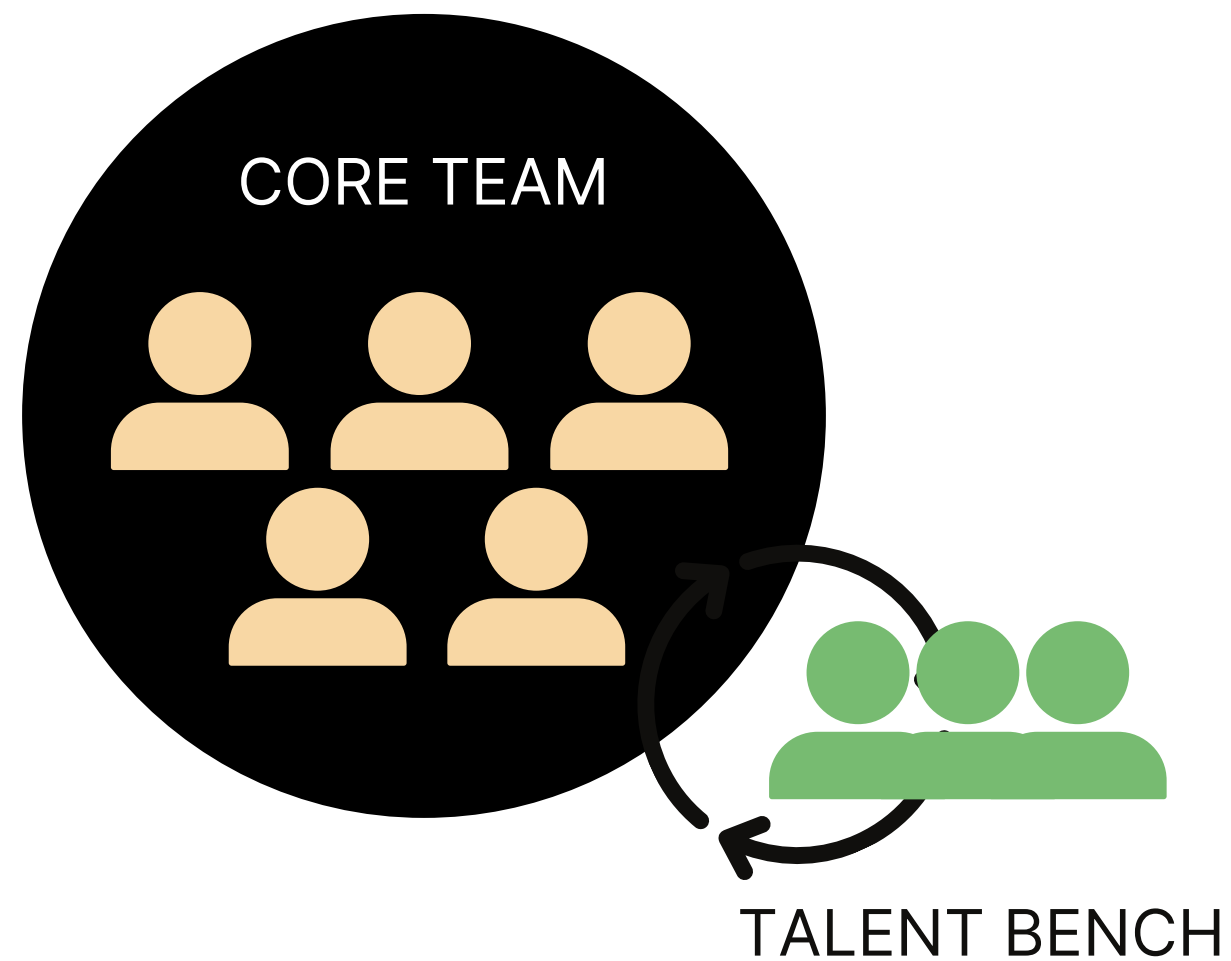


Some of the time only



04 Design your Core Team and Talent Bench

Once you have a clear picture of the capabilities and their capacity, you can start to see what capabilities are needed in your core team (jobs) and what capabilities you need on the talent bench (gigs).



CORE TEAM

- ✓ All the time, consistently
- ✓ Sometimes less capacity (flex down)

TALENT BENCH

- ✓ Some of the time only
- ✓ Sometimes more capacity (flex up)

Work designed into jobs

Delivered by employees and longer-term contractors

Work designed into gigs (projects or services)

Delivered by on-demand talent

Three considerations when designing jobs and gigs

1

When grouping capabilities into a job or a gig, **overlay the talent lens**:

- Is it likely that the one person could do it all (i.e. someone might be a great elearning designer but an average project manager)?
- It is likely that the one person would want to do it all? (i.e. someone might be a great leadership coach but not be interested in designing programs)

2

Where there is a **large variation in complexity**, avoid 'bucketing' the work into the one job or gig. You'll pay for a level of expertise that's not always needed and may not be able to access the best talent.

3

Where you have a clear picture of the capabilities you need on your Talent Bench, consider **curating this talent** and establishing the relationship ahead of a project or need emerging.

keen to learn more?

Book a free consultation with the Werkling team [here](#)

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