JOB HACKATHON PLANNING WORKBOOK

At **Passion Pioneers**, we help teams find their feet and find their futures during restructures. Especially when it's due to technology change. We stand out from the crowd of other consultancies and outplacement service, by tapping directly into the hearts and minds of your people with a blend of 3 unique disciplines: Neuro-Linguistic Programming, Coaching and Change Management.

We've developed this workbook to help you plan your
job hackathon event to support your next technology-driven restructure.

Follow the steps and answer the questions
to create the optimal strategy and plan for your organisation.

Lata Hamilton
Founder & Head Coach - Passion Pioneers

Then – contact us at Passion Pioneers to help you deliver your best change yet!

www.passionpioneers.com.au

JOB HACKATHON PLANNING
WORKBOOK

*"A **job hackathon** is a design sprint-like event where team members impacted by a restructure, project managers, business leaders, business Subject Matter Experts, and HR professionals, collaborate intensively on designing new job titles, job descriptions, and job skills matrixes, with the goal of creating a future-focused functioning team structure by the end of the event."*

1. INVOLVE TEAMS EARLY

What is the earliest you can engage team members about the change?

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Who is REALLY impacted by the change? (List all groups)

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Are there reasons you need to keep the change confidential at this stage? (If yes – you may need to pick some champions instead of engaging the whole team!)

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What qualities would you need in your champions to have an incredible hackathon event? (Remember – your greatest adversaries can become your greatest advocates!)

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2. DESIGN YOUR JOB HACKATHON EVENT

Describe what success will look like. What measures and targets do you need to hit? How will people feel? What will people say about the event?

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Who needs to approve your event? Who is the best person to be your sponsor? (Hint: Pick someone senior, interested, passionate and has good influence in the organisation).

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How can you run the event? What ideas do you have about how to facilitate it?

a. Will it be a one off event, or will there be several stabs at it?	
b. How many people will be invited to participate?	
c. Will everyone work together or will there be teams focused on a specific business function or need?	
d. What logistics do you need to solve for the venue and rooms?	
e. Will it go for a set length of time (i.e. 24 hours straight) or be short bursts (3 hours each week for 4 weeks)?	
f. Who will judge the ideas that come out?	
g. What are the rules and judging criteria?	
h. What counts as a finished "product"? A new team structure? Job descriptions? Skills matrixes? Job ads?	

What will need to be booked and arranged? (Hint: Venues, facilitators, audiovisual set up)

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What channels can you use to announce it? (Circle all that apply):

Email	System pop-ups	Presentations
Posters	Hands-on trials	Events
Flyers	Message walls	Information booths
Face to face conversations	Videos	Social media posts
Websites	Demonstrations	Information packs
FAQs	Town halls	
Q&A sessions	Briefings	

How can participants register their participation for the job hackathon event?

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How and when will you allocate out participants to the job hackathon format?

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What channels can you use to announce the participants? (Circle all that apply):

Email	System pop-ups	Presentations
Posters	Hands-on trials	Events
Flyers	Message walls	Information booths
Face to face conversations	Videos	Social media posts
Websites	Demonstrations	Information pack
FAQs	Town halls	
Q&A sessions	Briefings	

Any other ideas/actions?

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3. DESIGN YOUR JOB HACKATHON EVENT

Will your brand or theme or your event to get the creative juices flowing and switch on all 5 senses? What ideas do you have?

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What items can you give to groups to help them feel part of a unique team? (Hint: Uniforms)

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Don't let people get hangry!! What kind of food and catering can you offer to show you are taking care of your people through this event?

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Solving problems can be hard work! What entertainment or special activities can you offer in breaks or at the start or end of the event to keep people energised and motivated?

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4. DELIVER IT

How will you describe the problem and purpose of the job hackathon to your participants?

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They're giving their time, effort, ideas and trust to you. What can you say to thank them?

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Outline the instructions, rules and judging criteria:

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What will you provide through the event to support the magic? (Hint: Team coaches, check ins, instruction booklets etc)

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How will you collect all the new "products"?

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Who will judge the new "products"? How will they judge them? When will they judge them?

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Judging criteria:

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How will you celebrate the results of the event with your wider team or organisation and introduce the accepted "products"?

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5. LOOP BACK

How will you share the longer-term plans and outcomes with the participants?

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How can Passion Pioneers help?

At Passion Pioneers, we can support your change strategy, planning, or delivery with our Change Management services (including workshop facilitation), our leadership and emotional intelligence trainings and workshops, or our flagship _Reimagine You Program._

The Reimagine You Program from Passion Pioneers is a change management training designed to keep your staff motivated through your restructure and maximise Return on Investment until the end of the change. The program rebuilds the engagement and wellbeing of your staff after the initial shock of announcement, when stress and anxiety often impacts short-term and long-term team performance. Change confidence is created in each employee as they experience individual emotional and behavioural transformations, using hands-on activities that teach them who they are, what they have to offer, and how to take the next step in their future career journey (whether that's with your company or beyond).

Contact us at Passion Pioneers today for a complimentary 20-minute Change Clarity Session.

PASSION PIONEERS
CAREER CHANGE COACHING

#PASSIONPIONEERSAU
@PASSIONPIONEERSAU

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