

WORKING WELL TOGETHER BUILD ENGAGEMENT & COLLABORATION

This exercise will help clarify needs and expectations, increasing the chances of a productive, enjoyable and growing experience working together.

Once you've completed it, it can be a tool to use to discuss with your line manager, team or colleagues. Needs and expectations can change over time so it is a good idea you revisit them together periodically at regular one-to-ones. **Please answer as honestly and comprehensively as you can.**

1. The one thing I most need from a working relationship is:
2. Many things motivate me, but my personal top three are:
3. I try to be easy to get along with, but like most people, I have a few "triggers". Briefly, my personal top three are:
4. If you have the opportunity of working with me, you can realistically expect me to:
5. The following personal/professional goals are important to me:





6. I have the following personal/professional strengths to help me achieve my goals:

7. I could use improvement in the following personal/professional areas to further help me achieve my goals:

8. Colleagues and team-mates can support my work performance, as well as my progress toward personal/professional goals, in the following ways:

9. The types of recognition I like best are:

10. Something else you should know about me is:

