

Personal at Work User Manual

For working with: **EXAMPLE**



1. What gives me energy is?

Learning new things, seeing theories in action and collaborative working. Honesty (for both good and bad comments)

2. What depletes me is?

Meetings for meeting sake and a thousand words when ten will do

3. What drives you nuts?

Mainly the changing of the goals with no explanation/warning and a lack of feedback (both positive and negative).

4. What qualities do you particularly value in people who work with you

Honesty, a willingness to accept others ideas and thoughts and provide appropriate feedback

5. The best way for people to communicate and engage with me is?

In person or via telephone/Teams call

6. What are some things that people might misunderstand about you that you should clarify?

I sometimes come across as casual and that I don't care, but that's my way of handling situations and I promise you I do care

7. My most underused asset or skill is?

I believe my stakeholder engagement is my best skill, so this could be used more

8. Other key things it is important to let you the user know about me is?

I may not appear organised, but in my own way I am, and will get things completed on time

9. What days/hours do you work and where are you usually based?

8-4 Mon-Fri. And a complete mixture of home working or on site, it completely depends on the projects I'm working on

10. Any other user manual comments?

Ask me anything, I may not know, but I'll want to know the answer when we find out

