

# My Manual



Name:

Role:

Phonetic pronunciation:

Pronouns:

Fun fact:

## What would I like from this role?

*Things to consider:*

- *My learning and development opportunities*
- *How this role fits with my personal objectives*
- *My strengths and capabilities*
- *Anything else?*

## How do I like to work?

*Things to consider:*

- *My current working pattern*
- *How I prefer to communicate*
- *How I prefer to receive feedback*
- *How often I like to have check ins*
- *Anything else?*

## What would I like you to know about me?

*Things to consider:*

- *Things I'd like to share about my background and personal life*
- *Things I'd like others to be mindful of*
- *Anything else?*

# My Team

## What is the purpose of our team?

*Things to consider:*

- *How we know if we're successful*

## How should we work together?

*Things to consider:*

- *How often we meet and why (virtual, physical, and hybrid)*
- *Our preferred meeting hours for collaboration*
- *Our preferred meeting length*
- *The technology we use to communicate and collaborate*
- *How we share meeting agendas, materials and actions*
- *Anything else?*

## How should we support each other?

*Things to consider:*

- *How we look after our team's wellbeing*
- *How often we have check-ins with the team lead*
- *How we onboard new team members*
- *Anything else?*

## How should we respect each other?

*Things to consider:*

- *Helping each other recognise unconscious bias, respectfully*
- *Reporting non-inclusive behaviour, like microaggressions*
- *Anything else?*

We will revisit our My Team on #INSERT DATE#