

Personal User Manual

1. **My style:** this is a description of the kind of person you are. You can refer to your personality profile, describe your leadership style, your views on formality, etc.

2. **What I value:** describe what you appreciate in and from others, what is important to you, what you appreciate from and in other people, your views on personal vs work life.

3. **What I don't have patience for:** these are the things that you find annoying, irritating or unacceptable from adult colleagues.

4. **How to best communicate with me:** how do you like to meet; how do you feel about Whatsapp and other messaging; how much detail do you like; what should colleagues lead with; email or telephone?

5. **How to help me:** what makes you easier to work with and what makes work easier for you; your weaknesses and how the team (or your manager) can help you with these.

6. **What people misunderstand about me:** what do you do that is misunderstood; what does it really mean; how can your real meaning be checked with you?