How to Work With Me Guide: *TEMPLATE*
by Spring Up

About this document

This guide is to help colleagues get to know each other better and to support in onboarding. Feel free to skip any sections you do not feel comfortable answering, or to reach out to us if you have any questions or feedback about this template. We encourage you to adapt these questions or sections to align with the norms, tools, and relevant questions for your team. If you come up with innovative ways to use this tool, or integrate it into other systems - let us know! We love to see how tools adapt and evolve over time.

The goal of this tool is to shift away from normative expectations that often align with white dominant culture - this creates the expectation that everyone is different and prefers to communicate and work in their own way. We know that informality breeds bias, so formalizing this should destigmatize having your own boundaries and communication needs. This tool provides information about each person's drives, values, and conflict styles in order to support the growth of generative conflict.

Instructions for filling this out

Please **make a copy of this document and save it with your name in the title**. Answer the question on the following line and format your responses as normal text (i.e. not bold or italics). The current text is formatted in order to differentiate the questions and categories from the responses.

General about me

How and when to contact me

Managing feedback and conflict

Get support working on this through coaching or Spring Up consultation, and learn how to use this tool to navigate conflict at the Conflict Analysis Retreat.

General about me

- *Name:*

- *Additional information about my name (i.e. nicknames people may call me, meaning of my name, pronunciation, etc.):*

- *Pronouns:*

- *Location & Time Zone:* Shakori/Occaneechi/Eno Land (Greensboro, NC)

- *Astrology (sun / moon / rising):*

- *Title; Projects & Roles:*
    -

- *My major commitments outside of this workplace (can share links if desire):*
    -

- *Some things that bring me joy (this may include parts of my work that I truly love and/or personal hobbies and interests):*
    -

- *Core identities that shape how I see the world (can be formal identity like race, or experience like survivor):*

How and when to contact me
We find that this section of the worksheet is what ends up needing the most adaptation for each workplace
As you fill out the following questions, please name what in your responses is a **preference** (as in you like for it to be done like this but it is not necessary) versus what is a **requirement** (as in you expect it to be done in this way in order for you to do your job well).

- *General hours of availability (these may be different from the general hours you work since some of those hours may be focused on completing tasks and are not times that you are responsive to messages or available for meetings):*
    -

- *More information about my calendar (this may be a space to share more about what your workflow tends to look like over the span of the year or based on the season, or to share more about what days of the week or month you may be on site visits out of the office, etc.)*
    -
        - *Specific dates that I will not be available to keep in mind:*
            -

- *Outside of email I prefer to stay in contact via (please list the following from favorite to least favorite):*
    - Signal
    - Slack
    - Text or phone call

- *Meetings (please share a little about how you feel about meetings - would you prefer to coordinate via email, do you want a clear POP - purpose, outcome, process - for a meeting beforehand, do you like scheduling meetings just to catch up and brainstorm on a project, how frequently do you imagine yourself meeting with the team outside of your mandatory monthly project check in / evaluation?)*

- *I prefer to A) be included in emails and document / strategic plans just to be aware of what is happening and the context for my project OR B) only be included on something that requires my action or input? Feel free to share more about this.*

Managing feedback and conflict
- *Values & Strengths:*
    - *Some core values that shape my life and work are:*

    - *If I had a superpower (associated with work) it would be:*

    - *In collaborative relationships, I value:*

- *Feedback:*
    - *When sharing critical / constructive feedback with me please keep in mind:*

    - *When sharing positive / affirming feedback with me please keep in mind:*

    - *My tendency is to provide feedback in these ways:*

    - *Optional: What is a negative story you tell yourself and what activates it?*

- *Conflict & Disagreement:*
    - *What is your approach to conflict? (i.e. do you tend to be very direct with conflict, or tend to avoid, or accommodate? Do you prefer written back and forth or a conversation? Do you need time to process after receiving feedback and then can circle back to address)*

    - *I can respond negatively to conflict when:*