

# User *manual*

This tool is designed for team members to understand how to support each other's ideal conditions for getting their best work done.

## HOW TO USE THE USER MANUAL

Each person on the team should be asked to complete this one pager document.

The document could then be "presented" in a meeting, on a rotational basis and/or saved in the online team folder so that all team members can access it. Variations on presentation could include everyone sharing their reply to the same question.

Newcomers to the team could be invited to complete and present their manual

No one should be pressured to share anything they're not comfortable sharing. However, everyone should be repeatedly invited to share, and as soon as they feel they can trust the space, they will most likely share. It's important to note that to the team that nothing they share will be used against them.

# User manual

Simply download the template, personalize and save in a communally accessible folder.



PEPSICO



Download the PowerPoint template here



**1** Replace example text prompts in the following slides with your own answers. Feel free to add additional bullet points and your own images.


**2** You don't have to answer every prompt! Sharing any prompts with your team will give them helpful information about working with you. Example answers can be found on slides 4-12

**3** When you're done, delete this slide, save in your team folder – ensure you add your name to the file name. Have fun!


## HOW TO USE THIS TEMPLATE

## [Name]'s User Manual

Optional Subtitle / Favourite Quote or Song / Nickname



DATE | TITLE



<b>Times I am most productive</b> Type your answers here	<b>Conditions I like to work in</b> Type your answers here	<b>How I best receive feedback</b> Type your answers here
<b>Things I struggle with</b> Type your answers here	<b>Ways to communicate with me</b> Type your answers here	<b>How I learn best</b> Type your answers here
<b>My insights profile</b> Type your answers here	<b>Things I love</b> Type your answers here	<b>Things I need from the team</b> Type your answers here



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