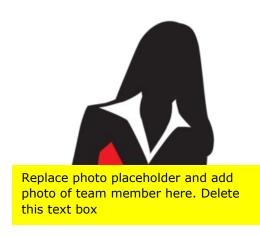# Top Tips to Working With…

Our Team

Insert Your Center Name & Logo Here

How to Use This Tool

The Top Tips for Working With…, is a communication tool designed to provide teams with key information about how its members prefer to work, learn, engage and interact with others in the workplace.

Existing Team:

- Have each team member complete the template with their own top tips for working with them.
- Explain Top Tips list is a tool to improve communication, interaction and engagement and helps to create an environment of understanding which can reduce misunderstandings and conflict.
- Consolidate all tips into one document and share with the team. Ideas for sharing: post to your internal team site, share and discuss in a team meeting or team building event and include in New Hire/Onboarding packet.

New Hires:

- Have new hires complete Top Tips and update the Team's Tip List by adding new members info as they are onboarded.
- Explain to new members how information benefits organization, team and themselves.

Newly Formed Team:

- Have each team member complete the template with their own top tips for working with them.
- Utilize the Top Tips to establish a collaborative working environment.
- As teambuilding activity you can engage members in dialogue to identify and explore the similarities and breadth of diversity in how members prefer to work and engage.
- Generate discussion on how recognizing and honoring one another can enhance and improve the team environment.

Be sure to:

Delete this page from your final document!

Insert Name

1. I have a very fast internal clock speed – go for the short version of the story and the recommended solution.

2. I am a visual learner – if it's on paper, I'm much more likely to absorb it and remember it; If you tell me something (auditory), I may or may not remember it.

3. Don't be afraid to interrupt me or hunt me down if you need me or need a response from me – I will find time for you when it is important.

4. However, I'm not big on having a meeting or a conversation when a note in email would suffice.

5. Tell me what you need from me and when – if you don't hear from me, remind me; I absolutely adore strong upwards management.

6. I appreciate initiative and "can do" attitude – people who are always telling me why something can't be done make me crazy.

7. I have anywhere from 2-3 hours per day in a car – I'm always happy to talk to people during that time, as long as I don't need to take notes.

8. If you tell me something is bothering you or another team member, I will definitely want to hear about it – don't put off telling me.

9. I bond with people through shared experience and humor (and I can find humor in pretty much anything).

10. Part of my life balance effort is getting home and using flex time – I have a very long commute, so anticipate a number of calls with me; I don't expect you to work when I work.