

Knowing Me The Advisor

“Let’s investigate the problem!”



ME, MY TEAM, MY COMPANY

Worksheet



How to use this worksheet with your team



For Team Leaders planning a workshop:

1. Download and print the "Knowing Me" worksheets for your team.
2. Introduce the activity, explaining that the aim is to delve deeper into each person's work personality to promote understanding.
3. Ask each participant to reflect on their unique qualities.
4. Have everyone fill in the worksheet.
5. When everyone is done, facilitate a sharing session.

This is a fantastic opportunity to understand each other better and foster a more cohesive work environment.

For individuals completing this worksheet:

1. Be yourself. You are adding your own colour to this canvas.
2. Reflect on your work personality.
3. Be unapologetic in crossing out the examples that do not resonate with you, and add your responses in the space provided.
4. Once done, be ready to share your insights with the team.

Knowing Me: The Advisor

	These are examples are a starting point. Cross out the ones that don't resonate with you.	Make this worksheet all about you. Add your own responses in the spaces below.
My contributions to a team	<ul style="list-style-type: none"> Adapt easily, keeping the team flexible. Promote harmony with empathy and understanding. Encourage collaboration and ensure everyone's voice is heard. 	
What I tend to overdo	<ul style="list-style-type: none"> Spend too much time exploring options. Accommodate others at the expense of taking action. Over compromise to maintain harmony. 	
What I might overlook	<ul style="list-style-type: none"> The need for urgency in time-sensitive situations. Logical analysis, prioritising feelings over facts. Taking a firm stance in conflicts. 	
What I need to be at my best	<ul style="list-style-type: none"> Flexibility to explore ideas. Access to information and resources. Opportunities to guide others. 	
What others do that can annoy me	<ul style="list-style-type: none"> Enforce strict rules or rigid structures. Dismiss feelings and emotional dynamics. Rush decisions without considering emotional impacts. 	
What I typically look like under stress or pressure	<ul style="list-style-type: none"> Overthink and hesitate to make decisions. Become overly accommodating to avoid conflict. Struggle to focus on priorities. 	
How I tend to deal with conflict	<ul style="list-style-type: none"> Seek compromise and understanding. Avoid confrontation by staying neutral. May take too long to decide on a resolution. 	
My communication style	<ul style="list-style-type: none"> Collaborative and open-ended. Focus on sharing ideas and insights. Diplomatic and accommodating. 	





Knowing Me: The Advisor



Situations your personality shines through.	How my personality typically shines through. Cross out the ones that don't resonate with you.	What you want others to know about your personality. Reflect on these situations and add your insights below.
My contributions to a team	<ul style="list-style-type: none">• I adapt easily, keeping the team flexible.• I promote harmony with empathy and understanding.• I encourage collaboration and ensure everyone's voice is heard.	
What I tend to overdo	<ul style="list-style-type: none">• I spend too much time exploring options.• I accommodate others at the expense of taking action.• I over compromise to maintain harmony.	
What I might overlook	<ul style="list-style-type: none">• The need for urgency in time-sensitive situations.• Logical analysis, prioritising feelings over facts.• Taking a firm stance in conflicts.	
What I need to be at my best	<ul style="list-style-type: none">• Flexibility to explore ideas.• Access to information and resources.• Opportunities to guide others.	
What others do that can annoy me	<ul style="list-style-type: none">• Enforce strict rules or rigid structures.• Dismiss feelings and emotional dynamics.• Rush decisions without considering emotional impacts.	
What I typically look like under stress or pressure	<ul style="list-style-type: none">• I overthink and hesitate to make decisions.• I become overly accommodating to avoid conflict.• I struggle to focus on priorities.	
How I tend to deal with conflict	<ul style="list-style-type: none">• I seek compromise and understanding.• I avoid confrontation by staying neutral.• I may take too long to decide on a resolution.	
My communication style	<ul style="list-style-type: none">• I am collaborative and open-ended.• I focus on sharing ideas and insights.• I am diplomatic and accommodating.	