Exercise: Building Trust With Your Team

To build trust we need to invest in the work relationship and build on our understanding of

each other. Sharing a little about yourself will help me understand how you like to work and what is important to you which, hopefully, will allow me to support you better as a manager.

# About you

Help me understand you as a person.

## Name

1. When did you start with the company?
2. Tell me about a unique experience you have had in your career.
3. What is something you are passionate about outside of work?
4. When do you feel most comfortable sharing in a group environment?

About how you work best

This section is aimed at your strengths and preferences at work.

A little about me: I prefer to communicate via email or with pre-scheduled meetings. I don't like impromptu phone calls where we spend our first five minutes preparing for the conversation we are about to have. I like big-picture projects where I am synthesizing lots of information, but get bored poring over the details. I like to present in front of peers and clients alike -- it gives me energy to see people engage with my work.

## What is your preferred method of communication?

* 1. Meeting
  2. Email
  3. Phone
  4. Ping
  5. Other

## How frequently do you like to have check-ins with a supervisor?

1. Daily
2. Weekly
3. Monthly
4. As needed (when I ask)
5. Other

## In what areas of your work do you feel strongest? What do you see yourself as an expert in?

1. What areas we work in do you have less expertise/confidence?
2. How comfortable are you presenting in front of our team?
   * 1. Very comfortable
     2. Somewhat comfortable
     3. Neither comfortable nor uncomfortable
     4. Somewhat uncomfortable
     5. Very uncomfortable

## How comfortable are you presenting in front of our clients?

1. Very comfortable
2. Somewhat comfortable
3. Neither comfortable nor uncomfortable
4. Somewhat uncomfortable
5. Very uncomfortable

# About how you feel.

This section is aimed at increasing empathy in a working relationship. --to better understand what gives you energy and what takes it away.

A little about me:

I need to feel heard. I can't stand when I feel like I have something important to say or a question I need answered and the person I am talking with is distracted or not giving me the attention, I feel I deserve. I feel heard when people give me direct eye contact and when they ask questions and make suggestions. If there is something that I really need someone's attention on, I am usually comfortable asking for it at the beginning of the conversation.

## How have past managers made you feel valued and important?

## What is something a manager has done in the past that has made you feel unappreciated or untrusted?

1. How can I demonstrate to you that I am present and engaged?
2. Are you comfortable asking for my complete attention when you need it?