

# Start-up

## Conversation Guide for team members

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Effective working relationships are a two-way street. Both you and your manager have important needs and expectations. The more this is a partnership, with give and take on both sides, the more successful you will be.

**PURPOSE:** To set the foundation for a successful working partnership

**HOW LONG:** 20 to 30 minutes

**HOW OFTEN:** Once, then refreshed whenever needed

### To prepare

Before your conversation, it can be helpful to consider:

- What do you need from your manager so that you can deliver your best work?
- What two or three personal values matter most to you (see examples overleaf)?
- What are your boundaries or non-negotiable elements in taking this role?

### To explore what works

### Say something like

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Use these questions to support your discussion with your manager:

#### Question 1: What does a great relationship look like?

- Explore what works best for you both e.g., how often to catch up, how to get feedback, etc.
- What constraints might your manager be under?

*In my past working relationships, what has helped me to deliver my best work is...*

*What works best for you as my manager?*

#### Question 2: What values are important to us at work?

- Explore the top two or three values that you hold, plus the two or three that your manager holds.
- Explore how these values influence your approach.

*What are two important values for you as my manager?*

*Two of my most important personal values are...*

*What do these mean in the way we work together?*

#### Question 3: What boundaries are helpful to know about?

- Explore any boundaries that might be important for you to know about from the start.
- Explain any non-negotiable elements of your role from your side (some examples are overleaf).

*What important boundaries should I be aware of as a member of this unit?*

*The most important boundaries for me are...*

### To follow up

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This is a great start but it's also an ongoing conversation. Let your manager know if you have any suggestions about how to keep improving the way you work together.

Remember, managers have challenges too. Keep in mind their positive intentions and help *them* to help *you* achieve your best results.

## Examples of Values

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Values play a huge part in what makes us tick and, therefore, how we act. They influence our behavior in almost every way, including our choice of goals, the way we make decisions, our to-do lists. Here's a few examples (there are more online at [www.oilintheengine.com/resources](http://www.oilintheengine.com/resources)).

<i>Accountability</i>	<i>Empathy</i>	<i>Insightfulness</i>	<i>Respect</i>
<i>Adaptability</i>	<i>Energy</i>	<i>Integrity</i>	<i>Risk-taking</i>
<i>Agility</i>	<i>Enthusiasm</i>	<i>Kindness</i>	<i>Safety</i>
<i>Authenticity</i>	<i>Environment</i>	<i>Learning</i>	<i>Security</i>
<i>Autonomy</i>	<i>Equality</i>	<i>Legacy</i>	<i>Social connection</i>
<i>Big-picture thinking</i>	<i>Excellence</i>	<i>Logic</i>	<i>Spirituality</i>
<i>Beauty</i>	<i>Fairness</i>	<i>Loyalty</i>	<i>Status</i>
<i>Calm</i>	<i>Faith</i>	<i>Meaning</i>	<i>Stewardship</i>
<i>Challenge</i>	<i>Family</i>	<i>Nature</i>	<i>Success</i>
<i>Confidentiality</i>	<i>Financial security</i>	<i>Optimism</i>	<i>Teamwork</i>
<i>Courage</i>	<i>Fitness</i>	<i>Orderliness</i>	<i>Timekeeping/management</i>
<i>Creativity</i>	<i>Fun</i>	<i>Patience</i>	<i>Tradition</i>
<i>Curiosity</i>	<i>Giving back</i>	<i>Patriotism</i>	<i>Travel</i>
<i>Decisiveness</i>	<i>Growth</i>	<i>Power</i>	<i>Trust</i>
<i>Diplomacy</i>	<i>Honesty</i>	<i>Purpose Recognition</i>	<i>Variety</i>
<i>Discipline</i>	<i>Independence</i>	<i>Reliability</i>	<i>Vision</i>
<i>Diversity</i>	<i>Industriousness</i>	<i>Resilience</i>	<i>Wealth</i>
<i>Drive</i>	<i>Initiative</i>	<i>Resourcefulness</i>	<i>Wellbeing</i>

## Examples of Boundaries

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Boundaries may range from day-to-day expectations to essential standards of behavior such as:

<i>Attitudes and accountability</i>	<i>Opportunities to develop</i>
<i>Work-life balance</i>	<i>Social media use</i>
<i>Dress code</i>	<i>Support</i>
<i>Ethics</i>	<i>Transparency and openness</i>
<i>How mistakes are handled</i>	<i>Wellbeing</i>