



Outline your expectations and preferences

Being able to clearly communicate your expectations and preferences to your paid supports (and any external providers) is important for maintaining a positive and effective partnership.

Use this worksheet to brainstorm the principles or values that you would like to use to guide your professional relationships with paid supports.

It may be useful to refer to your previous worksheets, in particular:

- » **Define your values and priorities** (Stage 1, Chapter 2)
- » **Create a vision for your future** (Stage 1, Chapter 2)
- » **Define your decision-making preferences** (Stage 1, Chapter 3)

STEP 1

In the table below, use the prompts to brainstorm how you might like your paid supports to approach their role(s) and the values that should guide them in their work with you. Use additional paper if necessary.

	Your expectations and/or preferences
How will you treat each other? e.g. with respect, patience, care.	
How will you work together with your paid supports? e.g. by following a list of tasks and a set schedule, or should they be using their initiative and creativity? Will you be collaborating with them regularly?	

table continues on next page...

table continues from previous page...

Your expectations and/or preferences

How will you communicate with each other?

e.g. day-to-day communication, time-sensitive communication (such as calling in sick), communication between other paid supports and/or your support team.

How will you solve problems that arise?

e.g. should your paid supports speak to you directly, or to someone else that you designate? Should they raise any concerns in person, or in writing?

What does 'professional behaviour' mean to you?

e.g. what is and isn't OK in your house? What is and isn't appropriate behaviour with/from your paid supports?

table continues on next page...

table continues from previous page...	Your expectations and/or preferences
<p>To whom should these guidelines apply, and where?</p> <p>e.g. some paid supports or all of them? At home, or while out and about?</p>	
<p>What will happen if these guidelines aren't followed?</p> <p>e.g. what are your next steps if someone breaks this agreement?</p>	
<p>Other important factors</p>	

STEP 2

Choose whether you want to share this document with your paid supports in its current form or use this information to create a more formal employment document, such as a Code of Conduct.

Note: It is important that you share your expectations and preferences with your paid supports so that they can apply them in their role. You may find that your paid supports can offer valuable contributions to the discussion around creating a mutually respectful working environment.