

Manual of me

My Values

What are your core values that you also want to see reflected in your teamwork?

My goals

What do you want to achieve with this project?

My strengths

What are you good at?

My weaknesses

What do you find difficult?

Risks & Barriers

What are possible barriers? From your point of view: What could jeopardise teamwork?

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My needs

What do you need to work and learn well?

Roles

Which roles do you want to take on and try out in your teamwork?

(e.g. documenter, moderator, visualiser, timekeeper, ...)

Ways of working

What are your personal preferences? Place your cross on the line

Introvert ————— Extrovert

Early bird ————— Night owl

Fast processor ————— I need time to think it through.

Idea generator ————— DOer

Next steps for you as a team

ToDo Description	Responsilble	Deadline

Ways of communicating

How often and where would you like to communicate?

Frequency

Tool