

# Team & Accountabilities - Individual highlights overview

## Background

- What professional and personal information will help your teammates understand you better? For instance, your department and role, professional background, what you like to do outside of work (e.g., family, hobbies, etc.)

## Working style

- When do you like to work and when are you at your best?
  - Strengths: From StrengthsFinder or other sources
  - DISC results: High on X category; tend to do Y
  - 360 or other insights: Morning or evening person? Take in information by reading or listening? Problem solve spontaneously or need to think in advance? Etc.

## Commitments

- What commitments – professional or personal – will influence how you work with your teammates? For instance, what are the “non-negotiables” with your current role? Do you have a family vacation planned? Etc.

## Goals

- What are your personal development and other goals for the project?
- What is success for you?

## Help

- How can the team help you achieve your goals? What can your teammates look out for? What specific topics would you welcome feedback from your teammates?



## ***Developing Team Understanding***

This exercise helps teams develop a better understanding of why team members work the way they do. It can be performed during the kick off meeting or during a separate team building event.

### ***Exercise Instructions***

1. Complete the individual highlights working slide. If possible, print one to give to each person on your team.
2. Identify a facilitator/timekeeper and a note taker
3. Distribute your completed “individual highlights overview” – Explain this to your teammates, be brief but clear; take ~4 minutes (or however long your team needs)
  - a. Provide additional nuance, explanation, and/or illustrative examples to help your teammates understand how best to work with you
4. Other team members should ask clarifying questions (usually focused on working style, goals, and how to help) for ~4 minutes (or however long your team needs). Team members should record notes on the individual’s template
5. Be prepared to share what you took away from this exercise and how it could be applied to other work situations

*After the session, the designated note taker should capture the notes in “team summary” and circulate to team for review. This will be a helpful resource as your initiative evolves.*