

Team Expectations - Likes & Dislikes

Likes

What are the top 10 activities that you would go out of your way to promote, praise or congratulate your team members in undertaking?

1.

2.

3.

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10.

Dislikes

What are the top 10 activities that you would least tolerate and actively discourage your team members doing?

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Likes & Dislikes

What are your preferences?

Communication

1. How do you like to be contacted? Text, phone or email? What order?
2. How early is too early? How early is too late?
3. CC'd on emails from your staff. Yes or no?
4. Email preferences - title, exec. summary, dates, key points, the lot
5. How do I disagree with you? Open in front of everyone or in private?
6. Want my ideas or want me to agree? When does it change?
7. Language and jokes - what is appropriate / rude, a 'no go'?
8. Personal calls - yes or no? How long is too long?

Meetings

1. Prepared in advance?
2. Reading previous notes / reviewing action items?

Decision Making

1. Ask for permission or beg for forgiveness?
2. What scope on decisions before I need to ask you?
3. My task is late / overdue. Advise in advance? How early?
4. What can I take initiative on?

Day to Day

1. I'm running late. How late is too late? What is your left / right of arc?
2. Open door policy? When is the best time to meet with you?
3. When is your 'don't disturb me' time?
4. Working overtime - is it swings and roundabouts or by the clock?
5. I don't know the answer - ask you or try to find for myself?
6. Dress code - are there 'no go' items?
7. My work is done - look for more, help others or go home?
8. Social media - yes, no, how long, what is too much?
9. I'm sick - go home and get well, work from home or plow on?
10. Leave - standard blocks or when I can? No go time?

Meeting and Greeting

1. Hello / greet in the morning or get on with it?
2. Phone etiquette? Standard corporate response or easy going?

Values

1. What builds trust with you?
2. What breaks trust? What is / are the deal breakers?
3. What have previous people done that you couldn't stand?