## (Your Name): How to Work With Me Version: (Edition Number), Date: (Month Year) Organisation: (Organisation Name)

Dear Team,

As we continue to evolve and grow in our roles, I want to share a concise guide on how we can work most effectively together. My aim is to foster an environment where communication is clear, goals are aligned, and our team culture thrives.

**My Role and Goals:** As (Your Role), my primary goal is to ensure the long-term health and effectiveness of (Key Objective/Team/Function).

My tasks include:

* Securing (Key Responsibility),
* Setting (Specific Goals/Strategies),
* Challenging the status quo,
* Attracting top talent,
* Shaping our culture,
* Fostering a (specific mindset, e.g., global mindset).

**Communication and Urgency:**

* For urgent matters, reach out via (Preferred Channels: Email, Slack, Call). I am almost always accessible through these channels.
* Expect responses to simple queries within (Timeframe). For complex matters requiring in-depth review, responses may take longer.
* Slack is the equivalent of walking over to my desk/office and asking a quick question in person.
* Email or (Other Platform, e.g., Gsheets) are much preferred when it comes to discussing content or something with substance where context is required. Email or (Platform) also make it easier to articulate thoughts, annotate conversations, forward them to other relevant people, and archive conversations for future reference.

**Meetings and Preparation:**

* Our time together is valuable - I like to pre-read to make the most of the time we have and come prepared. Send over documents (1-3 days before; specify timeframe), 24 hours at the latest.
* Meetings with me are not to read presentations or decks for the first time. Use the time to discuss anything I didn’t understand in the pre-reading, answer my questions, and agree on next steps.
* Preparation is key to being a great collaborator for you, as I learn and understand better through reading than listening.

**Expectations and Escalation:**

* Early escalation is key. If deadlines are at risk or if there are significant roadblocks, inform me promptly.
* I encourage you to challenge viewpoints and offer solutions, considering (specific context, e.g., global impacts and potential).

**1-on-1 Meetings:**

* If we have a recurring 1-1 scheduled, use it to engage in problem-solving, surface current challenges, and discuss longer-term priorities such as (specific priorities).
* Bring a tracker and accompanying notes to follow the progress and have documentation available.
* Note down and track tasks independently. Use our time to understand tasks fully. I will always aim to be as specific as possible.
* Adhere to agreed deadlines and inform me in advance if you cannot meet them.
* Meetings without an agenda or topics in advance may be canceled. I will always add my items (Timeframe, e.g., 24 hours in advance). If unsure, message me on Slack to confirm.

**Working Style and Culture:**

* I value direct feedback and a culture of appreciation. Respect and recognition for effort and dedication are paramount.
* Domain expertise over seniority: Tell me if speaking to a more junior but domain-experienced person is the way to go. This reflects leadership and self-awareness.
* Challenging your point of view: My role often provides a bird's-eye view of (specific areas). I may challenge your thinking to ensure we’ve considered all factors and provide the right context for decision-making.

**Practical Aspects:**

* My working hours are typically (Working Hours).
* I am offline between (Specific Times) for (Reason) but available for urgent matters outside these hours.
* I won’t respond to emails during vacations or when ill but will catch up or be available for urgent matters as needed.

**Team Collaboration:**

* Support each other, especially in onboarding new team members and managing workload.
* Communicate openly and respectfully, share knowledge, and operate as a cohesive unit. Avoid withholding information or working in silos.
* Self-Organization: I plan my meetings and organize my calendar myself. My planning horizon is (Specific Timeframe), making it easy to reach me on short notice.
* Work in a pull model: Reach out proactively for help and advice; do not assume others will approach you.
* Have fun: Build relationships, enjoy discussions, and bring lightheartedness to work. You can expect me to (specific examples, e.g., make bad jokes regularly).
* Be social: I will support team-building and trust-building activities. Feel free to take charge if you have great ideas.
* Ask and ask again: If you’re curious about (specific scenarios or topics), let’s talk. I’m here to help.

Best,

(Your Name)