**User Guide Template for the Multi-Generational Workplace**

Management User Guide for: (your name)

How to Get the Best From Me!!

The purpose of this guide is to help others in our organization gain insight into how to best work with you. Without this information, we’ve observed that others will interact with you in a style that works best for them! Sometimes how we work best is not obvious to others.

Please complete the following questions thinking about what, when, where, how, and how often.

**Communication preferences:**

* text,
* email
* phone
* voicemail[[1]](#footnote-1)
* video platforms (google hanout, bluejeans, zoom, skype)
* slack
* hand written note (not as obsolete as you might think)
* other, describe:

I get motivated to take action when….

1. Start your conversations with me by….(asking me about, telling me about..)
2. When you share information with me I may not want to hear, please make sure you…(time, location, format, style)

3) The best way to hold me accountable is (when, how, language, format, follow ups?)….

1. Things I prefer to read…..
2. Things I prefer to hear….
3. Things I prefer to see……
4. The best time of day to communicate with me (and the best time to avoid me…)
5. Here are my do’s and don’ts for reaching me via phone, email, voice mail, in person and social media…think of these as my “really prefer” and my “pet peeves.”
6. I gain trust when…

9) I lose confidence when…

 10) Anything else I should know to work effectively with you?

**Discussion sheet for leaders on continuous feedback systems.**

**What we’re doing now and what they could be.**

**Informal**

* huddles
* thumbs up/down
* get on board questions
* peer mentoring
* survey activation sessions (SAS)
* social media
* team meetings
* other, describe:

**Semi & formal**

* project/objective/goal benchmarking
* employee survey
* peer mentoring
* 360 reviews
* client/patron surveys
* professional development plans
* other, describe

**Feedback frequency**

peers

* daily
* weekly
* quarterly
* annually

direct leader

* daily
* weekly
* quarterly
* annually

several-layers-up leader

* daily
* weekly
* quarterly
* annually
1. [↑](#footnote-ref-1)