

## **PREVENTING CONFLICTS THROUGH DISCUSSING EXPECTATIONS**

### **Time**

- I'm a morning person.
- I come alive in later morning and afternoon.
- I'm a night person.

### **Space**

- I like to work in space that is quiet.
- I like to have motion and sound around me when I work.

### **Feedback**

- If you've got a problem with something I'm doing, spit it out.
- I'm a bit thin-skinned. Please tell me what's working as well as what's not working. I don't react well to loud voices and curt orders.

### **Acknowledgement/Motivation**

- I like private, one-on-one written acknowledgement that I'm doing well – cards, notes, etc.
- I need and blossom with one-on-one spoken words of encouragement.
- What motivates me is public recognition - awards, announcements, etc.
- What inspires me to work harder is financial reward.
- I feel connected with appropriate physical touch.
- I really appreciate active support, when people pitch in on their own or ask, "What can I do? How can I help?"

### **Work/study style**

- I like to be left alone to complete a deadline.
- I enjoy working side by side with another person or a team, checking in with each other at regular intervals.

## Communication style

- When talking to me, get to the bottom line. I don't like a lot of social interaction when I'm working or making decisions.
- I enjoy getting to know others as well as working with them. The social aspects of work are important to me. Let's get to know each other as well as work on the task.
- I can speak up but I really enjoy listening and seeing where others are coming from.
- Just give me the facts. The story is in the data.

## Deadlines

- Deadlines are firm with me.
- Deadlines are there to work toward; we can adjust as we go along.
- I like the energy and excitement of getting things done at the last minute. (Or - I'm just too busy to work on things before they're due.)
- I plan my work to finish projects a little at a time and give myself plenty of time before a deadline.

## Agreements

- Verbal agreements are enough for me.
- I like to see everything in writing.

## *Other expectations and requests:*

I personally prefer to be called \_\_\_\_\_.

I prefer groups to which I identify to be called \_\_\_\_\_.

Language I find offensive \_\_\_\_\_.

Language that makes me feel respected and valued \_\_\_\_\_.

My preferred method of communication is \_\_\_\_\_.

Don't call me before \_\_\_\_\_ or after \_\_\_\_\_.

Other scheduling preferences or unavailable times and dates \_\_\_\_\_.

If we were working with money or a budget, I'd prefer \_\_\_\_\_.

If we ever disagree or have a conflict, I would like \_\_\_\_\_.

I work best when (behaviors that make me feel valued and respected) \_\_\_\_\_.

I don't like it when (behaviors I find irritating or offensive) \_\_\_\_\_.

A good working relationship consists of \_\_\_\_\_.

Something from one of my cultures that affects me at work is \_\_\_\_\_.

Something people don't always understand about me is \_\_\_\_\_. I'd like them to understand \_\_\_\_\_.

One of the worst working relationships I ever had was (no names, please)\_\_\_\_\_ because \_\_\_\_\_.

One of the best working relationships I've ever had was \_\_\_\_\_ because \_\_\_\_\_.

What makes my involvement here a challenge is \_\_\_\_\_.

What makes my involvement here a joy is \_\_\_\_\_.

*And don't forget to think beyond your partnership or team. As we work on this project:*

In what ways might our perspectives be limited?

Whose point of view are we missing?

What other research do we need to do?

Who else should we be talking to or asking to join us?

Do all those who will be affected by our project or decisions have a voice?