

2. Expectations from both colleagues

Colleague 1	Colleague 2	Information/observable behaviours
This is what I expect from you in your role	This is what I expect from you in your role	Behaviours we expect to see from each other
This is what you can expect from me	This is what you can expect from me	

3. Basis of the professional relationship

Colleague 1	Colleague 2	Information/observable behaviours
<ul style="list-style-type: none">• What is important for me in the relationship • My working style • My goals and priorities • My behaviour under stress • Other important information not covered so far	<ul style="list-style-type: none">• What is important for me in the relationship • My working style • My goals and priorities • My behaviour under stress • Other important information not covered so far	<p data-bbox="1487 181 1756 209">Non-negotiable items</p> <p data-bbox="1487 804 2056 943">Current way of doing things vs. new way of doing things as of today (Space reserved for changes that need to be introduced in the professional relationship)</p>

4a. Communication styles (Effective communication between colleagues)

Colleague 1	Colleague 2	Information/observable behaviour
<p>My communication style is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct and Assertive: I want small talk and get down to business quickly; I focus on results; I value straightforward and action-oriented communication <input type="checkbox"/> Analytical and Logical: I need detailed and analytical explanations; I focus on accuracy; I value detailed and fact-based communication <input type="checkbox"/> Supportive and Empathetic: I value emotions and relationships; I focus on feelings; I am sensitive about how things are said to me <input type="checkbox"/> Systematic and Organized: I need time and space to think things through; I focus on efficiency; I value organized and systematic communication <p>My preferred way to learn about problems is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I would like my supervisor to provide direct and specific feedback on performance issues and how to improve <input type="checkbox"/> I would like my supervisor to discuss performance issues with me by showing detailed information and offering a point-by-point analysis of performance areas needing improvement <input type="checkbox"/> I would like my supervisor to approach me by offering supportive and developmental feedback with a focus on improvement and deliver a balanced and supportive feedback to encourage improvement <input type="checkbox"/> I would like my supervisor to present the performance issues in a structured and organized manner and discuss together a structured plan to solve the problems <p>My preferred method for addressing disagreements is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Frank and direct discussions not paying special attention to the feelings of the other person <input type="checkbox"/> Objective and fact-based dialogue to address disagreements <input type="checkbox"/> Paying a lot of attention to the feelings of the other person when navigating disagreements <input type="checkbox"/> Structured problem-solving session to address disagreements 	<p>My communication style is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Direct and Assertive: I want small talk and get down to business quickly; I focus on results; I value straightforward and action-oriented communication <input type="checkbox"/> Analytical and Logical: I need detailed and analytical explanations; I focus on accuracy; I value detailed and fact-based communication <input type="checkbox"/> Supportive and Empathetic: I value emotions and relationships; I focus on feelings; I am sensitive about how things are said to me <input type="checkbox"/> Systematic and Organized: I need time and space to think things through; I focus on efficiency; I value organized and systematic communication <p>My preferred way to learn about problems is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I would like my supervisee to provide direct and specific feedback on the performance issue, so that I can provide some support to the staff member <input type="checkbox"/> I would like my supervisee to discuss performance issues with me by showing detailed information of the performance area needing improvement, so that I can provide some support to the staff member <input type="checkbox"/> I would like my supervisee to approach me by asking for supportive and developmental feedback with a focus on improvement, so that I can provide some support to the staff member <input type="checkbox"/> I would like my supervisee to present the performance issues in a structured and organized manner, so that I can provide some support to the staff member <p>My preferred method for addressing disagreements is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Frank and direct discussions not paying special attention to the feelings of the other person <input type="checkbox"/> Objective and fact-based dialogue to address disagreements <input type="checkbox"/> Paying a lot of attention to the feelings of the other person when navigating disagreements <input type="checkbox"/> Structured problem-solving session to address disagreements 	<p>Information/observable behaviours about the communication styles that will contribute to an ongoing dialogue between both colleagues</p>

4b. Feedback (Effective communication between colleagues)

Colleague 1	Colleague 2	Information/observable behaviour
<p data-bbox="159 185 779 248">This is my preferred way to <u>spea</u>k about problems with colleague 2</p> <p data-bbox="159 799 725 863">This is my preferred way to <u>get feedback</u> from colleague 2</p>	<p data-bbox="819 185 1440 248">This is my preferred way to <u>spea</u>k about problems with colleague 1</p> <p data-bbox="819 799 1386 863">This is my preferred way to <u>get feedback</u> from colleague 1</p>	<p data-bbox="1480 185 2033 280">Information/observable behaviors that will indicate communication is effective between the two sides</p>