

Honest Culture Series:
Toolkit

Team Member Fact Sheet

“Trust is a gift. Great leaders learn to give it and earn it each day.”

- Scott Patchin

“The existence of trust does not necessarily mean they like one another, it means they understand one another.”

- Peter Drucker

Scott Patchin

TEAM MEMBER FACT SHEET

Directions: Many barriers exist in the workplace which prevent equal sharing of 'what you need to know about me'. The Team Member Fact Sheet™ can help. Please fill out the information you are comfortable sharing with others.

Personal

Name: _____
Address: _____

Birthday: _____
City of Birth: _____

Your family relationships

Name	Relationship	Birthday	Name	Relationship	Birthday

Pets _____

Education/Experience

School/Company	Degree/Role	# of yrs	Key learning? / What I enjoyed most?

Professional Certifications: _____

My Gifts / My Needs

What things do I do extremely well? (strengths / gifts)	What rewards do I most appreciate?

Miscellaneous

Hobbies: _____

My Favorite . . .

Food: _____ Sport: _____
Movie: _____ Restaurant: _____ Sports Team: _____
Vacation: _____ Junk Food: _____ Way to Relax: _____

If I am not working, I am probably . . . _____

You will know I am stressed when . . . _____

Communication

Preference on how: (select 1 or 2) Email Phone Text Voicemail Face to Face
Response guarantee: (time) _____

My aspirations – One dream I have not achieved yet

Personal _____

Professional _____

Questions to make you think

If you were not doing this job, what would be your dream job?

Who is one person you would love to have dinner with and what would you ask them?

What is the biggest mistake you have ever made and what did it teach you?

What is the biggest behavioral change you have ever made?

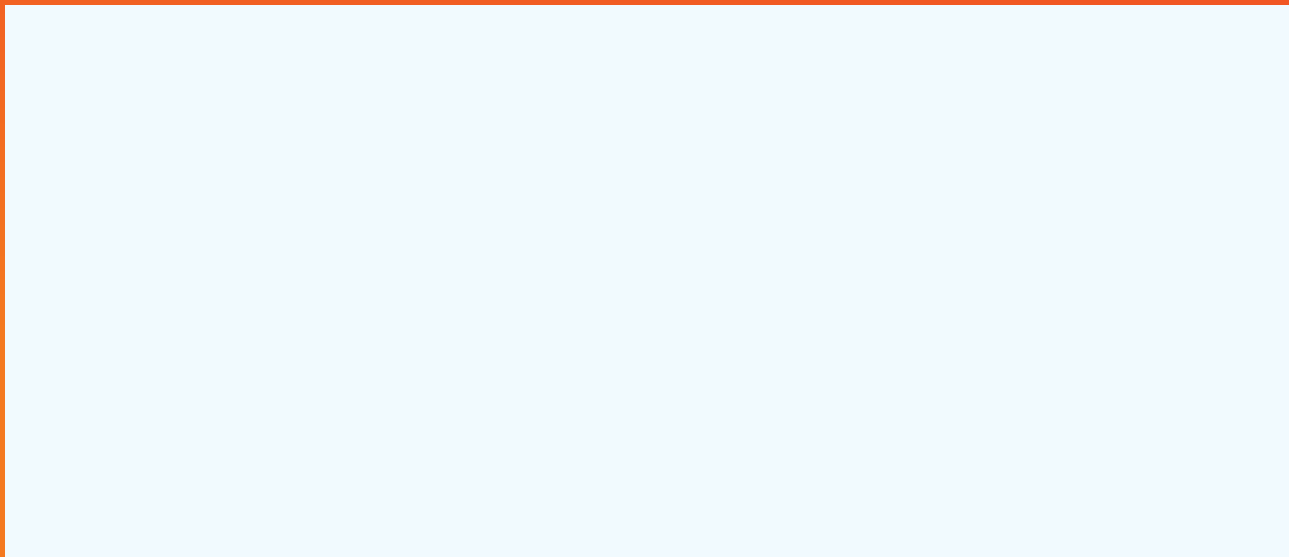
How I Work

I like to start meetings by:	Getting to work	50/50	Checking in with others
I most often judge my work by:	Is it done?	50/50	Is it right?
My normal role in conflict is to:	Generate it	Keep/restore the peace	Avoid it
When solving a problem, I tend to:	Look for the best way	50/50	Look for a new way
My work style is:	Work first (w/ some planning)	50/50	Plan first (a good plan is critical!)
I tend to:	Talk first	50/50	Listen/think first
At work Fun is . . .	Work is my fun	I need some fun time	This is a stupid question
One FUN non-work activity for me is . . .			

Trust and Truth – My profile

My trust rules:	I give it first	You earn it	Sometimes give, sometimes earn	
What are your trust granting and taking away rules?				
When it comes to speaking my mind, the feedback I have received is:	Too nice	Skilled at saying it in the right way	Too direct	I have never received feedback on this
The main reason(s) I won't tell you the unfiltered truth is/are:				

NOTES



Here are three ways to use the Team Member Fact Sheet™ at one of your upcoming team gatherings and one idea for making it a key part of onboarding new leaders. Each is marked with a TRUST level rating required.

1. Ask everyone to fill it out and go around and share 2 to 4 facts with each other, then hand out their sheet. As the leader, send out your completed sheet first. (Trust level: Low)
2. Give everyone a blank fact sheet and ask them to meet people and take turns asking each other questions from the sheet. Spend 2 minutes per conversation, then move on. Keep it to 2 questions Debrief by going around and introducing their current partner and sharing 1 new fact they learned. (Trust level: Low to medium)
3. Fill it out for your teammates. Hand a Team Member Fact Sheet™ to each person on the team. They write their name on the top and pass the sheet to the right. Each team member has 60 seconds to fill in as much information as they can about that person, then it gets passed again. Debrief by having each person share answers to 2 questions the team did not complete and 1 correction (where the team answered wrong). I give each person a different colored pen so their answers are color-coded – and watch as people look around the room to try and figure out who answered based on ink color. Laughter is generated. (Trust level: Medium)
4. Onboarding Tip: After the hire (there are potential legal issues with filling out this before hiring someone) ask each new hire and each new team member to fill this out and then schedule 30-60 minutes to share it and get to know each other on a personal level. (Trust level: Medium)

For additional trust-building tips or to view a short video explaining why each question is asked, visit www.scottpatchin.com/TMFS

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How to Build Trust with
Your Team – Using Science!



Onboarding with the
Team Member Fact Sheet



How to Use the
Team Member Fact Sheet

