

## HUMAN INSTRUCTION MANUALS

An insightful document to help your team work best with one another.

### How to implement Human Instruction Manuals (HIM) in your business:

1. Write your own manual
2. Take time in a companywide meeting to share your HIM and mandate this exercise across all teams
3. Create a place where EVERYONE can access all HIMs when required on your shared drive.

### INFORMATION ABOUT ME THAT WILL HELP US WORK WELL TOGETHER

WHAT IS THE BEST WAY TO COMMUNICATE WITH ME?

Email for things you need done, WhatsApp for a quick response etc

HOW DO I LIKE TO GIVE FEEDBACK?

HOW DO I LIKE TO GET FEEDBACK?

HOW DO I COACH PEOPLE TO DO THEIR BEST WORK AND DEVELOP THEIR TALENTS?

WHAT'S THE BEST WAY TO CONVINCE ME TO DO SOMETHING?



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## GETTING TO KNOW ME

WHAT IS IT THAT IS IMPORTANT FOR PEOPLE TO KNOW ABOUT ME?
HOW CAN YOU BEST COMMUNICATE WITH ME?
WHAT ARE SOME HONEST, UNFILTERED THINGS ABOUT YOU?
WHAT DRIVES ME NUTS?
WHAT ARE MY QUIRKS?
HOW CAN PEOPLE EARN AN EXTRA GOLD STAR WITH ME?
WHAT ARE SOME THINGS THAT PEOPLE MIGHT MISUNDERSTAND ABOUT ME?
WHAT I AM NOT SO GOOD AT?
THREE ATTRIBUTES THAT I LOVE IN PEOPLE THAT I WORK WITH



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