



# TEAMMATE USER MANUAL

THE RESILIENCE FACTOR | SUPPLEMENTAL MATERIALS

NAME \_\_\_\_\_

ROLE \_\_\_\_\_

DATE \_\_\_\_\_

## INSTRUCTIONS

Nearly every product we use in our daily lives is accompanied by a user manual. A user manual offers insight into the best use of the product, its intended functionality, and what to avoid that would ultimately lead to damage.

This Teammate User Manual provides the gift of insight, peak functionality, and what to avoid with respect to one another that might in fact damage or injure us.

Use this template for building your own teammate user manual. We have also included examples to help guide your own process.

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## 1. MY WORK LOVES

*Explain what you deeply love and what motivates your most engaging work.*

*I'm working or volunteering here because:*

*I love when I get to:*

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## 2. MY WIRING

List and explain personality indicators you've taken, such as Myers-Briggs, DiSC, Working Genius, etc.

Personality tests I've taken tell me:

What does this mean that your teammates should understand about you?

## 3. MY STRENGTHS

If you've taken a strengths assessment (such as Clifton StrengthsFinder), please list the key findings (but wait until later to mention Enneagram). If you haven't used a formal diagnostic tool, what are the strengths you bring to your work here?

Strengths:

What does this mean for you, and your teammates?

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## 4. MY WEAKNESSES

*Describe character traits or skill areas where you struggle and could grow.*

*Some weaknesses I've identified include:*

*What are you doing to intentionally grow in these areas?*

## 5. MY PREFERRED COMMUNICATION STYLE

*Describe how you prefer others to communicate with you.*

*I prefer to receive communication in this way via these formats:*

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## 6. MY FEEDBACK STYLE AND PREFERENCES

*Describe what others should expect and what you appreciate when offering feedback on work performance.*

*When I need to offer you feedback, I will tend to:*

*When you need to offer me feedback, I will appreciate when you:*

## 7. MY PERSONAL PET PEEVES

*Inform your teammates about things—big or small—that drive you nuts.*

*You should know that these are my pet peeves:*

*Here's how to detect that I'm annoyed or frustrated:*

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## 8. MY WORK STYLE VALUES

*Explain what you deeply appreciate and value in terms of your own work, and perhaps in the work of others.*

*I value these attributes for myself and so I will also love it when you:*

## 9. MY WOUNDS

*Explain key areas where you have been hurt, carry wounds, and/or are sensitive. If you have done an Enneagram assessment, this is a great place to share your number and its associated traits.*

*Please understand this about me:*

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## 10. MY ENERGIZERS + DE-ENERGIZERS

*Explain how your batteries are charged or drained.*

*These things charge my work batteries:*

*These things drain my work batteries:*

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## TEAMMATE USER MANUAL [EXAMPLE]

### MY USER MANUAL

NAME *LEONCE CRUMP* ROLE *PASTOR, RENOVATION CHURCH* DATE *5/01/2023*

### INSTRUCTIONS

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Use this template for building your own teammate user manual. We have also included examples to help guide your own process.

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### 1. MY WORK LOVES

*Explain what you deeply love and what motivates your most engaging work.*

*I'm working or volunteering here because:*

*I exist to promote the flourishing of as many people as possible.*

*I love when I get to:*

*Ideate, dream and strategize for the organization. I also love developing people's gifts and talents.*

### 2. MY WIRING

*List and explain personality indicators you've taken, such as Meyers-Briggs, DiSC, Working Genius, etc.*

*Personality tests I've taken tell me:*

*I am an INTJ according to Myers-Briggs.*

*What does this mean that your teammates should understand about you?*

*An INTJ is considered an Architect, or a person with Introverted, Intuitive, Thinking, and Judging personality traits. As a thoughtful tactician, I love perfecting the details of life and applying creativity and rationality to everything I do. My inner world is private and complex. I often feel lonely in how I am wired.*

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## 3. MY STRENGTHS

If you've taken a strengths assessment (such as Clifton StrengthsFinder), please list the key findings. If you haven't used a formal diagnostic tool, what are the strengths you bring to your work here?

Strengths:

- *Rational: Nearly any situation can become an opportunity to expand my knowledge and hone my thinking. I love to devise inventive solutions to even the most arduous of problems.*
- *Curious: I am open to new ideas, as long as those ideas are rational and evidence-based. I will change my perspective when the facts prove me wrong.*
- *Versatile: I love diving into all sorts of challenges, and I quickly embrace fluidity and change.*

What does this mean for you, and your teammates?

*Invite me into conversations and projects that require high level thinking and curiosity. Do not invite me into routine or monotonous activities.*

## 4. MY WEAKNESSES

Describe character traits or skill areas where you struggle and could grow.

Some weaknesses I've identified include:

*Arrogant: Both real and perceived, when not in step with the Spirit. My self-assurance can blind me to helpful input from other people – especially anyone I do not feel intellectually astute. I can also become needlessly harsh.*

What are you doing to intentionally grow?

*Consistently asking for feedback, evaluating my motives in conflict and seeking transformative work through counseling and spiritual disciplines.*

## 5. MY PREFERRED COMMUNICATION STYLE

Describe how you prefer others to communicate with you.

I prefer to receive communication in this way via these formats:

- *I prefer bullet points. Straight to the point. Clear and direct. No fluff. No nonsense.*
- *Hierarchy of communication (most → least urgent): Face-to-Face → Call → Text → Slack → Email.*
- *I prefer fast turnaround and acknowledgement of written communications. I like quick "got it" or "on it" type acknowledgement notes, so I know the things we're discussing are moving. If it's an "F.Y.I.", there's no need to respond.*



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## 6. MY FEEDBACK STYLE AND PREFERENCES

Describe what others should expect and what you appreciate when offering feedback on work performance.

When I need to offer you feedback, I will tend to:

Commit to providing direct feedback.

When you need to offer me feedback, I will appreciate when you:

I expect direct feedback when I'm blocking your or the church's success or flourishing.

## 7. MY PERSONAL PET PEEVES

Inform your teammates about things—big or small—that drive you nuts.

You should know that these are my pet peeves:

- Tell me before the crash if you make a mistake or if something is going off the rails. Failure is excellent—as long as you learn quickly—surprises are not.
- Analysis paralysis kills my energy and creativity. I learn best through experience and experimentation and am strongly biased toward action.
- I default to trust, but if I lose confidence, it is hard to rebuild. Here are the ways to lose my trust: not following through, withholding vital information, avoiding hard conversations, or treating others with disrespect.
- Entitlement, a lack of gratefulness, perpetual negativity, boredom, and taking things for granted dramatically disturbs me. It is a privilege to do what we do, and it's our joyful responsibility to take our work seriously but not take ourselves too seriously!

Here's how to detect that I'm annoyed or frustrated:

When I disengage.

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## 8. MY WORK STYLE VALUES

Explain what you deeply appreciate and value in terms of your own work, and perhaps in the work of others.

*I value these attributes for myself and so I will also love it when you:*

- Resourcefulness and proactivity
- Be smart, move fast and pivot quickly
- Efficiency and effectiveness
- Fluidity
- Loyalty
- Honesty
- Hunger
- Radical Candor
- Thoughtful collaboration

## 9. MY WOUNDS

Explain key areas where you have been hurt, carry wounds, and/or are sensitive. If you have done an Enneagram assessment, this is a great place to share your number and its associated traits.

*Please understand this about me:*

*Though I show “horsepower” in several Enneagram profiles, I am primarily an Enneagram 8. As an Enneagram 8, I was formed through conflict. My number is borne of feeling powerless and determining never to be taken advantage of again. It is the wound I navigate in the world. Eights are often seen as intimidating, overbearing, even scary, but in actuality, we are incredibly sensitive and easily wounded—hence the hard exterior. Please do not mistake my passion for anger. Please do not mistake my conviction for inflexibility.*

## 10. MY ENERGIZERS + DE-ENERGIZERS

Explain how your batteries are charged or drained.

*These things charge my work batteries:*

- Creative sessions.
- Visioning and strategy.
- Collaboration.

*These things drain my work batteries:*

- If you make a mistake or something is going off the rails, tell me before the crash. Failure is excellent—as long as you learn quickly—surprises are not.
- Micromanaging you.
- Meetings that can be emails.