

How we work together: {{Report}} / {{Manager}}

Use this template to clarify the expectations you have with your direct reports. Look at it regularly to monitor if your common expectations are fulfilled.

What's your job?

What are you here for? What are you doing daily?

What do we want to achieve together?

What is the common big thing we hope to achieve in our relationship?

Expectations we have toward each other

How do we expect to face each other? How do we talk with and about each other? What are the values of our relationship?

{{Manager}} 👉 {{Report}}

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{{Report}} 👉 {{Manager}}

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