



For each of the items below, write a few notes for each team member. You could also provide a rating (1 to 10) for each team member. This can allow you to see who wants more or less of different types of attention.			
Team Members Names:			
Amount of attention overall			
Frequency of attention overall			
Amount of feedback			
Frequency of feedback			
Desire for public praise			
Desire for private praise			
For each of the items below, write specific notes for each team member. Continue to observe and add to this section over time. Some specifics shift as a team member progresses through his/her career or life phases.			
What energizes this person? <i>The types of activities, working with others/solo, working with music/in quiet, cross functional/deep functional work, visibility and with whom – think about the type of work and how the work is done</i>			
What does this person value? <i>What's important to them? integrity, quality, teamwork, having fun, getting to the heart of the matter, thought leadership – What are this person's values?</i>			
What are the strengths of this person? <i>What are they good at? What do others go to them for? How do they provide value to others?</i>			
What does this person care about professionally? <i>Career advancement, development and in what ways, customer satisfaction, earning the bonus, quality work and how would they define quality, helping others, being seen as an expert – What do they want to accomplish professionally? How do they want to be seen professionally?</i>			
What does this person care about personally? <i>What are their hobbies, interests, family needs and desires? And what kind of work/life balance is needed to enable them? End each workday at 5pm, getting off early for kids' games/performances/events, not working on weekends, taking all their vacation, being able to work from home, etc.</i>			
How can you best support this person? <i>How can you give them work that suits them best? What support will best encourage them? What development opportunities do they want?</i>			