

The WorkPlace Rider.

Want to shortcut the small talk and learning-by-experience to create a better working team? Ever wished you could explain a little more about what you need and why? Or understand more clearly why your approach or interactions aren't working as well as you hoped?

Every time a new person joins your team or company . . . you spend a significant amount of time working each other out. You might do a face to face rookie chat, you might even get the chance to have a beer with them, but the reality is, there will be ups and downs. There will be confusion, miscommunication, unmet expectations and disappointment.

There has to be a better way.

How could we fast track this process to understand each other better? How could we ask the right generous questions to really get to the heart of who we are, how we work and what we could contribute? And how might that change our working lives for the better?

Welcome to the Workplace Rider.

You might have heard of a Tour Rider where rock stars get to set the criteria for their performance. There's usually a technical part (specifying mics or speakers) and a hospitality part (where the story of Van Halen's infamous request to have no brown m&ms came from).

Well the Workplace Rider is a little different. It's less about satisfying the prima donna, and more about moving beyond the prima facie. It's a document that tells people how best to work with you. If you think about it; you get more instructions with your new washing machine than you do with a human in your team. Weird no?

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prompt time | 120 min

Your Workplace Rider tells people about your role and the way you work best. How you generally tend to interact and what helps you to work most effectively. It's a document which outlines what people can expect from you and how you approach things. This way people have a head start in developing an effective working relationship with you rather than learning in the moment by experience.

We spend more time at work than we do with our families, yet we spend little time really understanding and connecting with them beyond the usual work outings. The following prompts will help you write your WorkPlace Rider and have explicit conversations around how you operate.

The WorkPlace Rider helps people learn to adapt to one another by offering an explicit description of your personal values and how you work best with others. This shortens the learning curve for new people and helps everyone avoid misunderstandings and create a shared team culture more swiftly.

It should be refreshed briefly every year and provides a pivotal point for self-reflection and generous conversation. The process is also an opportunity to get honest feedback from others. Once you have a draft, share it with your team and incorporate their feedback. This means you'll have to listen to some generous feedback that you may not want to hear but need to hear. After all, leadership is a practice . . . not a position.

The WorkPlace Rider demands that you really know yourself. It requires you to reflect on your strengths and weaknesses, what makes you tick, how you interact and respond with others around you do, and what helps you perform at your peak.

There's a bunch of personality tests & prompts you could do that might be interesting to reflect on. You might have already done them at some stage, some might be new to you. Either way, these can be helpful tools in thinking about your natural tendency to work one way over another. Why you approach things the way that you do. At the very least, they might offer you some new language to help you articulate how you work best.

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Start Here.

The WorkPlace Rider for
[[Your Name]]

INTRODUCTION

Why are you writing this user guide? What do you hope will be the result of writing and sharing it? Which activities give me energy, and which deplete me?

Answer here

If you've done the Myers Briggs / Kolbe Index or any other tests, you might like to include your scores / insights from those reports here.

HOW I VIEW SUCCESS

What does being good at your job mean to you? What are some of the values that underpin your understanding of success?

Answer here

HOW I COMMUNICATE

What's your communication style like? How have other people described it? What have you gotten feedback about in the past? How should others interpret what you do or say? Are there any aspects of communication that you are working on?

Answer here

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HOW I MANAGE MYSELF

How do you stay productive? What do you struggle with? How do you keep yourself on track? What helps you hold yourself to account? What hinders it? How do you plan for productivity? How can your team members support you in this? What structure is going to help you achieve your goals?

Answer here

HOW I THINK ABOUT MY CAREER

We know the best performers and the ones who really enjoy their job, manage their own work as well as their career. After all, one reinforces the other. The people who can scale with the company are the ones who learn what they need to now, in order to excel at where their role is headed. Here's how I think about my career . . . here's where I'm keen to head and what I'm really into . . . My ideas about learning centre around . . .

Answer here

THINGS I DO THAT MAY ANNOY YOU OR BE MISUNDERSTOOD

What are the causes of misunderstandings that you've had in the past? What are some things about your leadership or working style that other people criticize or misunderstand? What quirks or mannerisms might unintentionally annoy a different personality type? What makes me impatient? What surprises do I struggle with? What do I find challenging in terms of patience? What do people misunderstand about me, and why?

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WHAT BUILDS AND ERODES MY TRUST

What are the qualities you value that inspire your trust? What triggers you? What makes you trust someone else?

Answer here

MY STRENGTHS + SUPER POWERS

What are my unique abilities, and how do I maximize the time I spend expressing them? What do you love to do, and what are you good at? What can you help others with? What's your superpower? The one thing you do effortlessly?

Answer here

MY GROWTH AREAS + GENEROUS HELP I NEED FROM YOU

What are your blind spots? What are you working on? What can others help you with?

Answer here

MY EXPECTATIONS & IDEAS ABOUT SUCCESS

What do you consider a stellar job for someone on your team or leader? What do you consider an average job? What's unique about your expectations of a leader (or a team member) that may differ from other teams?

Answer here

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LOGISTICS

How do you like to stay in sync with your team or leader? What preferences do you have for one-on-one meetings? Would you prefer people to contact you via slack, chatter, Zoom, email, chat, or in-person? What's your availability outside of working hours? What affects this?

Answer here

GIVING AND RECEIVING FEEDBACK

What is your philosophy around feedback? What can people expect in receiving feedback from you? How would you prefer to receive feedback from your team?

Answer here

OTHER STUFF HERE

Include any other things you think would be helpful to know