Imagine, Act & Succeed

Tips for developing your one page profile

Insert your photo to make your one page profile more personal. This is particularly helpful if you are sharing your profile with people before you meet them.
Enter your name on top of the profile.

What people like and admire about me…

- This needs to be a proud list of your positive qualities, strengths and talents.
- Make it clear and avoid using words such as 'usually' or 'sometimes' - be positive.
- It is helpful to ask staff, colleagues, friends and family what they like and admire about you.
- Do as an exercise in a team or house meeting, or use positive feedback you have

What's important to me…

- This section needs to have enough detail that someone who does not know you could understand what matters to you, and if you took the names off the profile you could still be identified.
- Add things about your whole life that are important to you (your hobbies, interests, passions), as well as things that relate to what's important at work.
- Add detail that will help give people an idea of who you are and what you value most ensuring a good match can be made.

Instead of this:	**Write this:**
Solving problems	**Trying to solve difficult problems - in my spare time I love finding the right wording for a letter or report, or getting the right angle on the way to present a tricky situation to others.**
Having fun	**Having fun at work - I enjoy harmless practical jokes and time to sit and relax with people over lunch or coffee.**

How to support me well…

This section includes information on:

- What is helpful? What is not?
- What others can do to make your time more positive and productive.
- Specific areas you want to identify for support. For example, you may be working on being better organised and have specific things that others can do to support you.
- The help you need to create the best environment and outcomes for you.

Instead of this:	**Write this:**
Stay positive	**I am a glass half full person and it helps me enormously when people look for solutions and not problems. I find it very draining if I am the only optimist.**