

One Page Profile – Guidance for completing it

Quite simply a one page profile tells us about you as a person. It tells people what others like and admire about you; what is important to you and how to support you well.

We all work as part of a team. This may be a number of people working closely together, or a number of people who are dispersed around a number of locations, often working alone or regularly with different people. Each team of people may come together for different purposes and have different agendas but each team will be made up of a number of unique people.

Each of us have gifts and talents; each will have things that are very important to us and will have unique support requirements. One page profiles help us to share this information with our managers and team colleagues so that we can get to know each other better and support each other well.

Completing a one page profile can be something you do on your own but often it is best to ask others to contribute. It can be completed with your manager, with other team members, people you support, your family and/or friends.

Each section should be completed following the Sunshine Top Tips and using the Sunshine template. You are welcome to be as creative as you like with graphic and colours; after all its about being person centred.

One page profile	What this section is	What this section is not
What people like and admire about me.....	What are your gifts and talents? What do others value about you? What are the positive contributions that you make?	A list of accomplishments or awards – instead it is a summary of your positive characteristics.
What is important to me.....	This tells people in your own words what is really important to you, what your hobbies and interests are, who is important to you and what makes a 'good' day for you.	Simply a list of things you like – instead it is a summary of what really matters to you.
How best to support me.....	What do others need to know to make sure you get the best support possible?	A list of very general hints – instead it is the specific information that would be useful for other people to know about to make sure you feel supported.

How Will We Use this Information?

A one page profile is not just another paper exercise but a way of getting to know more about each other. We want to know each other well enough to be able to work together as an effective team, whatever our roles are.

We could use one page profiles in many different ways. Some of these might be:-

- In recruitment, so we can best match people and teams. This could be for their gifts and talents, their interests or the role they may play in the team.
- In supervision and appraisals to make sure you are being supported in the way you want to be and to make sure your manager knows what is important to you and what others think of you. Your manager will ask you what is working and not working about the support you receive (as described in your one page profile) and what needs to change for you to feel well supported in your role.
- With teams and in team meetings to make sure we all know each other really well and know what we need to know or do to support each other well.
- To inform person-centred team plans so we all know what are roles are and how to get the best from each other.
- In the development and support of project teams and specific project work.
- To be able to match staff well to the people we support

For direct support staff it's important to share relevant personal interests and hobbies, to get the best match between what is important to the people you support and the person providing the support. Putting something on your profile does not automatically mean you will be asked to do this, but it could inform conversations about how you could use your individual interests or hobbies in your work to support people. We will never use a one page profile as a tool to judge people or to profile them in or out of specific roles and/or environments.

Each one page profile will be different in content. A senior manager's one page profile or a business support person's one page profile may contain different information more relevant to the role they have in the organisation. The fundamental principles though remain the same.

Top Tips for developing your one page profile

Insert your photo here 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 often helpful to ask colleagues, friends and family what they like and admire about you.

Do as an exercise in a team meeting or use positive feedback from emails or supervision.

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 is important to you (your hobbies, interests, passions), as well as things that relate to what's important at work.

Add detail that will help in matching you to the people we support; giving people an idea of who you are and what you value most.

Instead of this	Write this
Solving problems	Trying to solve difficult problems - In my spare time, I like things like Sudoku and crosswords. At work, I relish 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 at work...

This section includes information on...

What is helpful? What is not?

What others can do to make work time more productive and positive?

Specific areas of development you want to identify for support. For example, you may be working on better time management and have specific things that other can do to support you.

The help you need to create the best environment and outcomes for the people you support.

Instead of this	Write this
Stay positive	I'm invariably a glass-is-half-full person and it helps me enormously when people look for solutions and not problems. I find it very energy sapping if I'm the only optimist.

My Name

Overlay photo here

(format layout 'in front of text')

What people like and admire
about me...

Add here

What's important to me...

Add here

How best to support me...

Add here