

Activity #4: One-Page Profile for an I&R/A Professional

Tips for developing your one-page 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
- Use positive feedback from emails or supervision

What’s important to me...

- This section needs to have enough detail so that someone who does not know you could understand what matters to you
- 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 details that will give people an idea of who you are and what you value most

How to support me well at work...

- 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 others can do to support you
- The help you need to create the best environment and outcomes for the people that you serve

D. Pearl Barnett, MPA,
Person-Centered Approach and Practices Throughout the Life

Your One-Page Profile

What people like and admire about me...

What's important to me...

How to support me well at work...