

Profile Your Manager Worksheet

Use this worksheet to better understand your manager’s values, strengths, and needs — so you can work smarter, support them effectively, and grow your

1. What Does Success Look Like to Your Manager?

How does your manager define a successful team member?

Example: Meeting targets, being proactive, building relationships, etc.

What results or behaviors does your manager praise most?

2. Influence & Decision-Making Power

Is your manager the final decision maker for promotions or raises?

- ☐ Yes
- ☐ No

Who else influences these decisions?

Who does your manager report to?
What do you know about that person’s priorities?

5. Social Dynamics at Work

Who does your manager like or respect in your team? Why?

Who does your manager seem to avoid or criticize? Why?

3. Manager’s Strengths & Weaknesses

What do you think your manager does really well?

What areas do they struggle with and

How could your strengths help fill these gaps?

4. Manager’s Preferences & Style

How does your manager prefer to receive updates or reports? (e.g., numbers, stories, visuals)

What kind of communication or behavior do they appreciate?

Are there things you should avoid when communicating with them?

6. How Can You Help?

What specific problem or challenge could you help your manager with?

How can you contribute to making your manager look good?

Final Reflection:

Write one concrete action you will take this week to build a stronger connection with your manager based on what you