

# Psychological Safety Practice Playbook:

## Teams and People - preview

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Iterum Ltd

## Action Pack Add-on: Teams and People

### Psychological Safety Practice Add-on preview: Teams and People.

#### Introduction

This is a preview of the “Teams and People” Add-on to the Psychological Safety Action Pack, and is specifically focused on practices and tools to help you work together in a group or team, particularly at the early stages of development.

The psychological safety Action Pack is a comprehensive tool kit for team members, managers, leaders, trainers and consultants to improve psychological safety and performance of teams and organisations.

In this Add-on playbook, you'll find a template for a Personal User Manual that you can modify and use with your teammates, a Manager Manual template for new managers to a team, a Team Charter canvas to create your own Team Charter for any type of team, and a Social Contract canvas. Each practice is introduced along with why it might be useful, as well as some handy tips.

#### Contents:

1. Personal User Manual Template
2. Manager Manual
3. Team Charter Canvas
4. Social Contract Canvas

For assistance, training, workshops or for further information about concepts introduced in this action pack or anything else, please get in touch: [tom@psychsafety.co.uk](mailto:tom@psychsafety.co.uk)

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### 1. Personal User Manual Template

#### **What is a Personal User Manual?**

A living document describing your natural preferences, ambitions, skills and passions.

#### **Why should I create one?**

Help team members to understand how best to work together and get the best out of each other in psychologically safe, inclusive and constructive ways.

#### **Some tips:**

Don't worry about changing it later on. Write what comes to mind now. Don't overthink - you can always edit and change.

Writing in the third person can help (e.g. Tom likes to have some time in the morning to prepare for work and get in the right headspace.)

It can help to ask others what their perception is of you. You may disagree, but it can help you decide what to write.

Remember that your user manual is about you, but it's for others to use. So make it easy and useful for other people.

That being said, it can be a powerful reflection exercise on its own.

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### My Personal User Manual

Name:

Pronouns:

I work best at these times of day, under these conditions:

The best way to give me feedback is:

Outside of work, I'm really passionate about:

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My best skills that I bring to the team are:

I prefer to communicate via:

The following personal and professional goals are important to me:

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I could use improvement in the following personal and professional areas to further help me achieve my goals:

### Additional Questions

I feel most satisfaction and joy from work when:

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My favourite saying, quote or poem is:

When I'm struggling with focus or falling behind with tasks, the most likely causes may include:

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Other things to know about me include:



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To download the Psychological Safety Action Pack and other tool kits, head to [psychsafety.com](https://psychsafety.com)