

Developing Your One-page Profile with a Partner

Workbook

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associates



Guidance for one page profiles

What is a one page profile? A one page profile is a starting point to summarize what we know matters to a person (what is important to) and how to support them well. The expert on the content of the one page profile is the person themselves and people who love and care most about them. It also shares what others appreciate about the person. We will include a section around what was important to people in the past, for those people who are supported by your organization.

Why do we have them?

So that we know what is important to each of us and how to best support one another. We all have gifts and qualities, things that are important to us and we all require support that is individual to us.

One page profiles help us to share this information with others, our family, friends, direct supporters, managers and colleagues so that we can get to know each other better and support each other well.

What people like and admire about me...



What this section isn't

A list of accomplishments or awards - instead it is a summary of your positive characteristics.



What this section is

What is good about you? What do others value about you? What are the positive contributions that you make?

What is important to me...



What this section isn't

Simply a list of things you like - instead it is a summary of what really matters to you.



What this section is

A summary of what matters to you. This tells people what is important to you. What your hobbies, interests and passions are. Who is important to you and what makes a 'good' day for you.

How best to support me...



What this section isn't

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.



What this section is

The specific information that would be useful for other people to know and do if they are to support you in the best possible way.

What was important to people in the past

We will include this section only on the one page profiles we develop with people who are

Things to think about In general when developing one page profiles with people

Is the profile written in everyday language - not 'access the community' or other service speak? Does it use assertive language - "John must have a cup of hot chocolate, in a mug, each night before going to bed, usually around 10:45pm.?"

How are they developed?

Developing a one page profile can be something that you do with family, friends, manager, other team members, people you support or people who support you. You may wish to start developing your one page profile on your own and ask others to get involved later.

How we will use this information

Developing a one page profile is not just another paper exercise, but a way of getting to know more about each other, so that we are able to work well with you.

We will use one page profiles in many different ways, here are some of them:

- So we know what is important to and how best to support individuals.
- As a basis for learning what is working and not working for a person and developing actions.
- To inform person centered reviews.
- In recruitment, so we can best match people and teams.
- In staff reviews, supervision and appraisals to make sure you are being supported in the way you want to be.
- Within meetings to make sure we all know each other really well and know what we need to know or do to support each other.
- To inform person centred team plans so we all know what our roles are and how to get the best from each other.
- In the development and support of project teams and specific project work.
- To value everyone's unique contributions.

For operational 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 one page profile does not automatically mean you will be asked to do this, but could inform conversations about how you could use your individual interests or hobbies in your work to support people. Each one page profile will be different in content. The fundamental principles though remain the same.

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Getting started with One Page Profiles

What people APPRECIATE about me

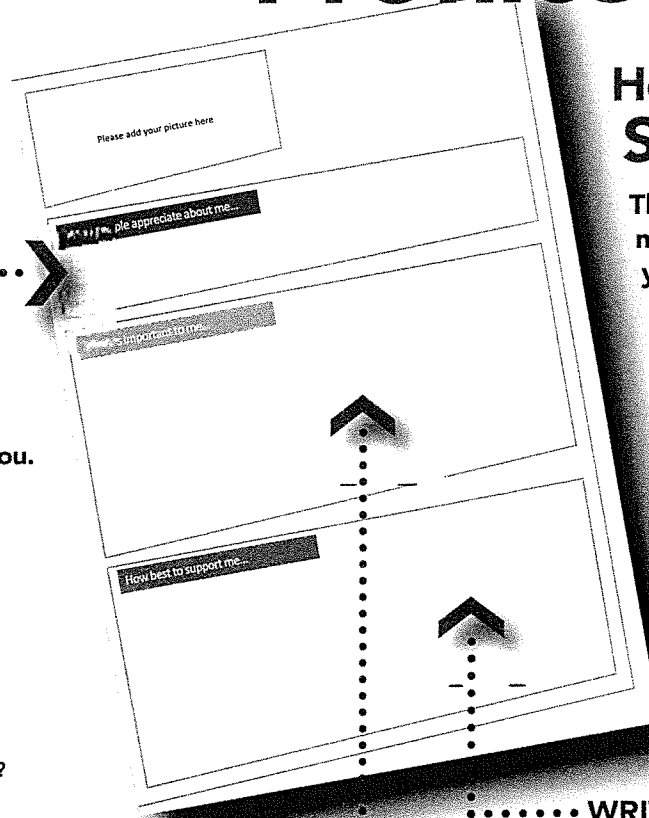
This section is a list of your positive qualities

WRITE THEM HERE

A list of your characteristics that people value and appreciate about you.

USEFUL QUESTIONS:

- What do people thank you for?
- What characteristics do people admire about you?
- What would your partner, family and best friend say they love or value about you?
- What is the best compliment you have been paid?
- What do you think your best qualities are?



How to SUPPORT me

This section is what others need to know or do to support you to be at your best

USEFUL QUESTIONS:

- Think about what a good day is like for you at work, and a bad day as well
- Is there anything that other people need to know or can do to help you have more good days and less bad days at work (within reason!!)?
- What makes you feel better when you are stressed, unhappy or unwell?
- What can others do to help when you are stressed or unwell?
- If someone was new to your work, what would they need to know or do to be able to get on really well with you?

..... WRITE IN HERE

What is IMPORTANT to me

..... WRITE IN HERE

This section describes what really matters to you - the people, places, routines and aspects of your life that reflect who you are, and what is important to you.

USEFUL QUESTIONS:

- Who are the people who mean the most to you? How often do you see them? When? Where?
- What would you never leave home without?
- What do you always carry around with you in your bag or pocket?
- What would you usually do each week, weekend and miss if you could not e.g. TV programs, hobbies, interests, people you see, places you go?

USEFUL QUESTIONS:

PEOPLE

- Who are the people who mean the most to you?
- How often do you see them? When? Where?

IF I COULD...

- If you had a whole day to do whatever you wanted - where would you like to go?
- Who would you spend it with?
- What would you do?

I USUALLY... I ALWAYS...

- What does your typical week look like in the evenings?
- What would you usually do each week and would miss if it did not happen? e.g. TV programs, hobbies, interests, people you see, places you go?

FAVORITES

- What is your favorite way to spend a weekend?

What next

Look back at your first draft

Now that you have some ideas and notes, start creating a detailed One-Page Profile. Go from one word to detailed bullet points (it cannot be too detailed!)

INSTEAD OF just 'family' write - my partner Dave, and his daughter Lucy, and grandson Oliver. We have Sunday lunch together each week without fail.

INSTEAD OF 'Communication' write - email works best for me to stay in touch, I check it everyday at 8am

One Page Profiles

Getting them right

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sage state
USA

A good one-page profile makes you feel like you have met the person, just from reading it. Check your one-page profile is the best it can be.

1

Is it detailed?

Great one-page profiles go beyond one or two words, they explain how often, who with, when and where too.

Instead of this – "cycling"
It is better to write this – "My bike and the freedom it gives me. I aim to get out on it three times a week for a minimum of at least 20 minutes but a full hour of cycling is best."

2

Is it specific?

Look out for the word 'regularly' – it could mean daily, weekly, monthly or annually.

Instead of this – "going swimming regularly"
It is better to write this – "To go swimming every Monday evening with my friend Susan, and then to have a cappuccino in the cafe afterwards for a good chat."

3

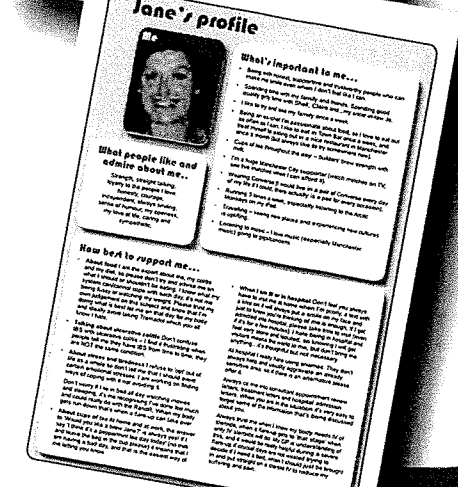
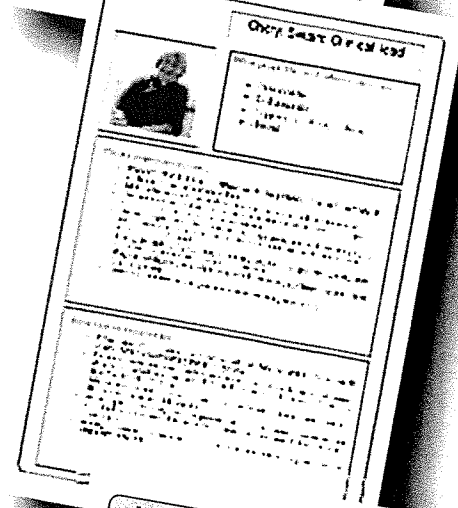
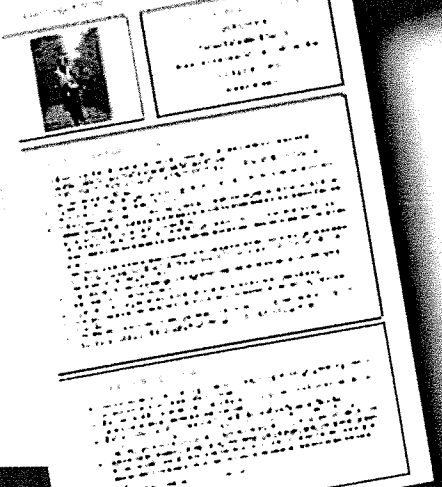
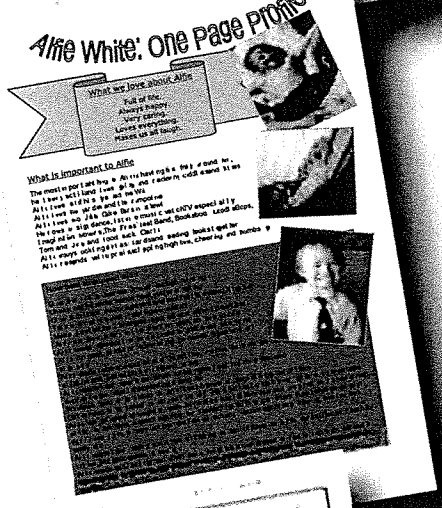
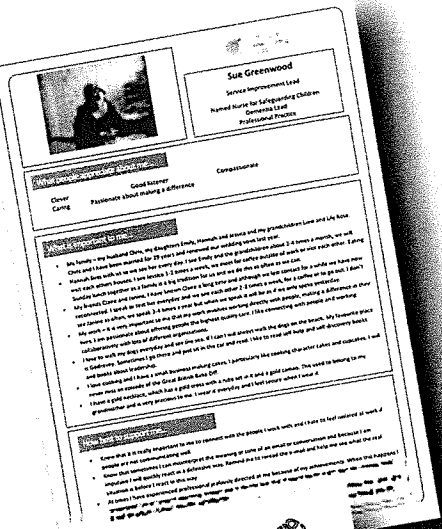
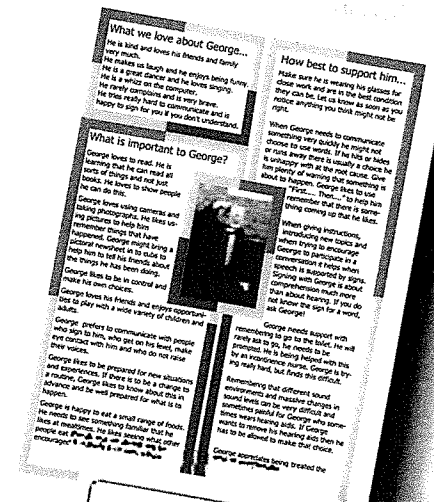
Could you use it?

The 'how to support me' section should give you good specific information, so that if you had to support that person, or be part of their team, you would know exactly how to do this well.

"I do not like wasting time - if you are going to be late, please let me know."

"I don't like to be rushed, so give me time to answer questions. If you think I haven't understood, ask me again, but use the same words."

"When I am anxious I squeeze my hands together tightly. If you notice this, give me my stress ball and that will help me to relax."



Now check...

Using this Workbook

This workbook will take you through the process of writing your one page profile.

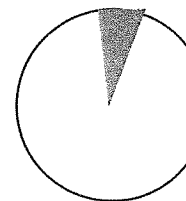
1. If possible find a quiet and comfortable place to work where you won't be interrupted
2. Work through the booklet page by page
3. Have a conversation with your partner – ask each other the question and share what you feel comfortable with
4. Take notes in the top box. You might want to swap books as you do this, taking notes for your colleague as they answer. Use the notes to come up with a few sentences that captures the information your colleague has noted and write this in the bullet pointed section below
5. Check that the sentences are specific and detailed (the next page gives more information about this)
6. Try to keep to the suggested times on each section if you want to complete your One Page Profile in an hour
7. When you've completed all 7 questions, decide together which sentences you will add to the one page profile template. There is guidance on where on the template to put each bit of information

Before you start...

Text a family member, friend or colleague and ask them to tell you 3 things they like and admire about you then put your phone on silent and away until you get to page 9.

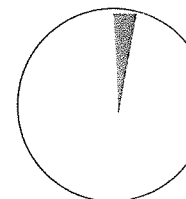
Who are the most important people in your life? How often do you see them and what do you like to do together?

5 Mins



-
-
-
-

2 Mins



CHECK – EACH SENTENCE

Is it detailed?

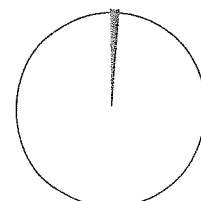
Is it specific?

Could you use it?



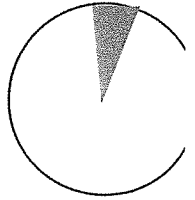
Now add to your one page
profile template in
HOW BEST TO SUPPORT ME
section

1 Min.



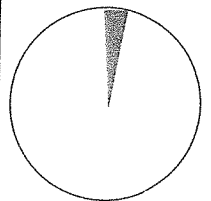
What would make a good day for you at work and what would make a bad day for you at work – list 3 things for each.

5 Mins



Your sentences should be 'know' or 'do' instructions

-
-
-



CHECK – EACH SENTENCE

Is it detailed?

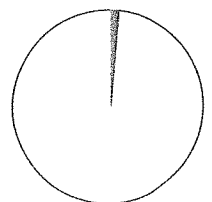
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Now add to your one page profile template in
HOW BEST TO SUPPORT ME section

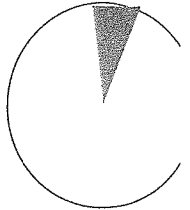
1 Min.



What do you usually do each day or week that you would miss if you didn't do?

2 Mins

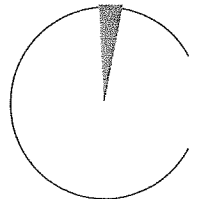
5 Mins



Your sentences should be 'know' or 'do' instructions

-
-
-
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2 Mins



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Is it detailed?

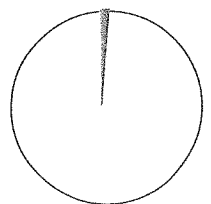
Is it specific?

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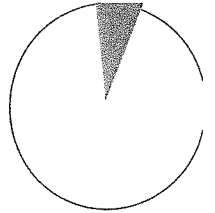
Now add to your one page
profile template in
WHAT'S IMPORTANT TO ME
section

1 Min.



What takes you stressed, unhappy or upset? How would people know and what can they do to help?

5 Mins

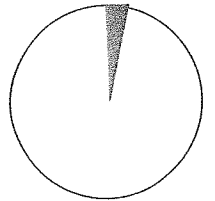


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2 Mins



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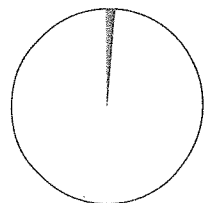
Is it specific?

Could you use it?



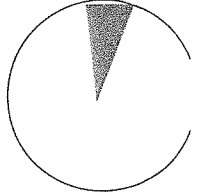
Now add to your one page
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WHAT'S IMPORTANT TO ME
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1 Min.



What are some of the things you can't do without, the possessions you value and treasure?

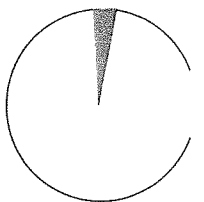
5 Mins



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-
-

2 Mins



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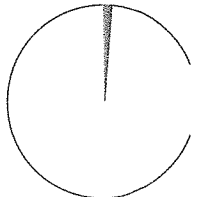
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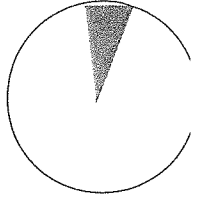
Now add to your one page profile template in
WHAT'S IMPORTANT TO ME
section

1 Min.



What are some beliefs, values, or traditions that reflect your culture / identity that you would like others to understand?

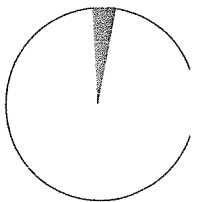
5 Mins



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-
-
-

2 Mins



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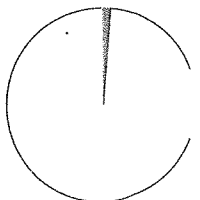
Is it specific?

Could you use it?



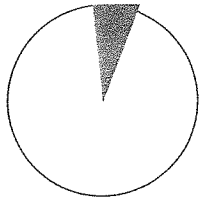
Now add to your one page profile template in WHAT'S IMPORTANT TO ME section

1 Min.



What would your family and friends say they like and admire about you?
If you texted at the beginning of the session get your phone out and see what your friend, family member or colleague has said about you...

5 Mins



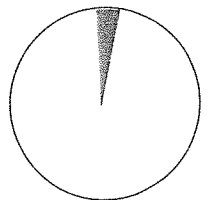
Your sentences should be 'know' or 'do' instructions

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•

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2 Mins



Now add to your one page
profile template in
WHAT PEOPLE LIKE AND
ADMIRE ABOUT ME
section

Name

Please add your picture here

What people like & admire about me

What is important to me...

How best to support me...

Name

Please add your picture here

What people like & admire about me

What is important to me...

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