

<p>Anxious</p> <p>Likely to worry, especially about things with uncertain outcomes</p>	<p>Imposter syndrome</p> <p>Doubts their accomplishments; fears being uncovered as a “fraud”</p>	<p>Goes to excess</p> <p>Does things beyond normal limits; driven &amp; passionate; might work excessive hours</p>
<p>Fierce independence</p> <p>May struggle fitting in or have maverick tendencies; won't rely on nor trust others</p>	<p>Cynic</p> <p>Spots gaps in suggestions, expects malevolent intent in anyone's actions and downsides to offers</p>	<p>People-pleaser</p> <p>Desperately wants everyone to like them</p>
<p>Ostrich syndrome</p> <p>Denies, ignores or refuses to acknowledge awkward facts</p>	<p>Perfectionist</p> <p>High standards of self and others</p>	<p>Procrastinator</p> <p>Finds ways to delay an action, leaving a long gap from planning to do something to actually doing it</p>
<p>Excuse maker</p> <p>Has an answer to any criticism made of them</p>	<p>Unfulfilled</p> <p>Doesn't look forward to work / doesn't enjoy the work</p>	<p>Frustrated</p> <p>Upset or annoyed as a result of not being able to change or achieve something</p>
<p>Introvert</p> <p>Quiet, reserved, introspective; will focus on internal thoughts, feelings, moods</p>	<p>Extravert</p> <p>Outgoing, socially confident, prefers being around people, maybe centre of attention</p>	<p>Over-thinker</p> <p>Might read too much into what's being said</p>
<p>Aspirational</p> <p>Strong desire to come across as doing well in order to progress</p>	<p>Abrupt</p> <p>Responds in a way that's brief to the point of almost being rude</p>	<p>Disillusioned</p> <p>Disappointed that something is less good than expected</p>
<p>Arrogant / pompous</p> <p>Exaggerated sense of one's own important or abilities</p>	<p>Agreeable</p> <p>Accepting of feedback, likely to react well to it</p>	<p>Assertive</p> <p>Confident and forceful but in a calm and positive way</p>

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<p>Lacks attention to detail and makes mistakes costing time or causing confusion</p>	<p>Direct report has called the meeting as they're thinking of leaving, but haven't yet applied for any jobs <i>(Show the direct report this card)</i></p>	<p>Direct report wants to ask their line manager to change how they're communicating with them <i>(Show the direct report this card)</i></p>
<p>Keeps going off and doing their own thing rather than the tasks needed/expected</p>	<p>Avoids working with others, whether pairing on a task or going and speaking with someone else face-to-face</p>	<p>Has a negative "can't do" attitude despite being capable</p>
<p>Need to give them a significant new piece of work they'll be doing over the next few months, changing what they have been doing</p>	<p>A piece of work is overdue and the line manager wants to understand the reason why</p>	<p>Doesn't ask for help when stuck</p>
<p>Lacks initiative/proactivity and it's a skill that's beneficial for their current role</p>	<p>Colleague has given good feedback, on a piece of work they've done, which is to be passed back to the direct report</p>	<p>Line manager has noticed an improvement in the direct report's quality of their work</p>
<p>They're to be promoted and this will cause them to have new or different responsibilities</p>	<p>Yearly objective achieved ahead of time and done well</p>	<p>Previous request by the line manager for a change in behaviour/action/etc. has clearly been noted and done by the direct report</p>
<p>Personal thanks from line manager for something they did to help out the line manager</p>	<p>Not performing well enough or to expectations (this could be any of the quality of work, meeting targets, etc.)</p>	<p>Haven't been working well with a colleague e.g. arguments.  N.B. Your research and the facts show it's the direct report who needs to make changes</p>

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