

One page profiles - guidance for all Dimensions employees

Quite simply a one page profile tells us about you as a person. It tells people what others like and admire about you; what is important to you and how to support you well.

We all work as part of a team. This may be a number of people working closely together, or a number of people who are dispersed around a number of locations, often working alone or regularly with different people. Each team of people may come together for different purposes and have different agendas but each team will be made up of a number of unique people. Each of us have gifts and talents; each will have things that are very important to us and will have unique support requirements. One page profiles help us to share this information with our managers and team colleagues so that we can get to know each other better and support each other well.

Completing a one page profile can be something you do on your own but often it is best to ask others to contribute. It can be completed with your manager, with other team members, people you support, your family and/or friends. We have designed our induction training programme for new staff to include an opportunity to start on their one page profile.

Each section should be completed following the Dimensions Top Tips and using the Dimensions template.

One page profile	What this section is	What this section is not
What people like and admire about me.....	What are your gifts and talents? What do others value about you? What are the positive contributions that you make?	A list of accomplishments or awards – instead it is a summary of your positive characteristics.
What is important to me.....	This tells people in your own words what is really important to you, what your hobbies and interests are, who is important to you and what makes a 'good' day for you.	Simply a list of things you like – instead it is a summary of what really matters to you.
How best to support me.....	What do others need to know to make sure you get the best support possible?	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.

How will we use this information?

A one page profile is not just another paper exercise but a way of getting to know more about each other. We want to know each other well enough to be able to work together as an effective team, whatever our roles are.

We will use one page profiles in many different ways. Some of these are listed below:-

- In recruitment, so we can best match people and teams. This could be for their gifts and talents, their interests or the role they may play in the team.
- In supervision and appraisals to make sure you are being supported in the way you want to be and to make sure your manager knows what is important to you and what others think of you. Your manager will ask you what is working and not working about the support you receive (as described in your one page profile) and what needs to change for you to feel well supported in your role.
- With teams and in team meetings to make sure we all know each other really well and know what we need to know or do to support each other well.
- To inform person-centred team plans so we all know what are roles are and how to get the best from each other.
- In the development and support of project teams and specific project work.
- To be able to match staff well to the people we support

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 profile does not automatically mean you will be asked to do this, but it could inform conversations about how you could use your individual interests or hobbies in your work to support people. We will never use a one page profile as a tool to judge people or to profile them in or out of specific roles and/or environments.

Each one page profile will be different in content. A senior manager's one page profile or a business support person's one page profile may contain different information more relevant to the role they have in the organisation. The fundamental principles though remain the same.

The one page profile has been introduced across Dimensions and is a recognised Dimensions standard. So, we expect everybody to have completed and have available, an up to date profile that has been reviewed with their line manager.

You can see different examples of one page profiles on the Dimensions website.