



Resilience for Advocates
through Foundational Training®



Manual for Me

Workbook and Guide

About RAFT

RAFT supports organizations and advocates to cultivate human-centered workspaces through foundational wellness practices, resources, and training to build resilience and promote a healthier gender-based violence advocacy ecosystem.

Manual for Met

Every advocate brings something unique to your team – strengths, values, their communication style, and how they work best. However, we usually apply the same expectations, communication methods, and work styles to each team member.

How would working with your team be different if you connected with each team member's uniqueness?

A “Manual for Me” helps build this individual connection by capturing these insights in a single slide, so anyone on your team can better support one another and build individual and team resilience together.

This guide will help you:

- Create Manual for Me slides for each team member.
- Use the slides in meetings and co-working time to deepen understanding.
- Capture your team's strengths and values so you can access them quickly.
- Incorporate these tools into your quarterly check-ins (with the help of RAFT's Quarterly Review resource)

Creating a “Manual for Me” slide for yourself, or your whole team, is a chance to slow down, reflect, and celebrate each person on your team as an individual. This process is about understanding yourself and everyone on your team.

Building Blocks for Resilience Workshops

Creating your “Manual for Me” slide is based on the content of RAFT's Building Blocks for Resilience workshops. If you haven't yet participated in these workshops, you can explore all the free workbooks on our Advocate Resource Page (<https://www.raftcares.org/advocate-resources-2/>). These guides share the key ideas and tools from each workshop and include space to reflect and journal.

Whether you've never attended these workshops or want to bring these workshops to your organization again, email outreach@raftcares.org to connect with us.

Now grab your notebook, open a blank “Manual for Me” slide, and let's get started!

Creating Manual for Me slides for your team

A “Manual for Me” is a simple, powerful way for teams to better understand and support each other. It captures how each person works best, communicates, and stays grounded - so we can show up with empathy and clarity every day.

This idea was first developed by RAFT team member Sophie, who combined several tools from our workshops (and a few creative additions) to help our team connect and collaborate more effectively.

You can create your own “Manual for Me” slide by following these six steps.

Step 1: Discover your Core Values

Your core values are the ideas and principles that are important enough to you to guide how you think, feel, and act. When your choices align with your values, it’s easier to set boundaries, make confident decisions, and show up as your most authentic self.

Why Core Values Matter

Core values reflect your sense of right and wrong, influence your attitudes and behaviors, and give your life purpose, meaning, and passion. Values-based decisions align with who you are and how you want to show up in the world. When you make values-based decisions, you are more likely to set healthy boundaries, reduce guilt, build resilience, and follow through.

Try This

- Complete the Core Values Worksheet (https://www.raftcares.org/wp-content/uploads/2023/11/CoreValuesWorksheet_6-22-2023.pdf)
- (Also available in the back of this workbook: https://www.raftcares.org/?sdm_process_download=1&download_id=2526).
- Choose your top five values and write a short statement describing what they mean to you.

Share It

You will add your top five values to your “Manual for Me” slide in step 6 of this guide, and you can start talking about your values with your team – it’s a great way to strengthen mutual understanding, build trust, improve communication, and set clear boundaries.

Step 2: Reveal your top Character Strengths

You have a unique combination of character strengths that come naturally to you — things like kindness, curiosity, creativity, or perseverance. Everyone possesses all 24 character strengths to different degrees, which together form your character strengths profile.

Why Character Strengths Matter

When you know and use your strengths, you can improve your life and thrive. Research shows that people who intentionally use their strengths are 18x more likely to be flourishing than those who do not. Using your strengths in both work and life helps you solve problems more effectively and positively impacts your overall well-being.

Try This

- If you've already taken the "Strengths in Decision-Making" workshop, click [Sign In](#) to find your existing results (or retake the survey - your strengths can shift over time).
- If you haven't taken it before, click [Register](#) to create an account. The VIA Institute will send you your results via email and make them available on their website.
- Once you've identified your top strengths, record them. You will add your top five to your "Manual for Me" slide in step 6.
- You can learn even more about your character strengths in this workbook (https://www.raftcares.org/?sdm_process_download=1&download_id=2524)

Share It

Sharing your strengths with your organization, friends, and family helps others understand who you are and how you naturally approach challenges. Just like your core values, this knowledge builds communication, trust, and collaboration.

Step 3: Explore your Myers-Briggs Type

Myers-Briggs is a tool that helps you better understand yourself, your colleagues, and how you interact with others. The results from 16 Personalities will identify where you fall on a range of traits and assign you a personality type summary that highlights your strengths, growth areas, and communication tendencies.

Why Myers-Briggs Matter

Knowing your personality type can help you reflect on how you process information, make decisions, and relate to others. It offers insight into why you work the way you do and how to adapt your style to collaborate more effectively. Understanding yourself also helps others understand you, leading to stronger communication and teamwork.

Try This

- Go to the 16 Personalities website (<https://www.16personalities.com/>)
- Click on “Take the Test” in the purple box.
- Select your response for each statement. (Click the purple “Next” button at the bottom of each page. There are 10 pages.)
- Once complete, enter your email if you would like your results sent to you or simply review them online. If you don’t enter your email, write down your results; you will need to add them to your slide in step 6.
- Your results will walk you through your personality type, traits, career path, strengths, weaknesses, personal growth, and relationships.

Share It

In step 6, add your Myers-Briggs letters and title to your “Manual for Me” slide. Like your values and strengths, sharing your type can help your teammates understand your communication and work style and help you understand theirs.

Step 4: Identify your Multiple Intelligences

In the past (and still today), the world mostly valued one type of intelligence: logical-mathematical. Psychologist Howard Gardner's work revealed that there are actually eight distinct intelligences. This means we all have different ways of learning, solving problems, and expressing our strengths (from music and movement to language, nature, and relationships.)

Why Multiple Intelligences Matter

Understanding your top intelligences helps you recognize the unique ways your mind works. When you approach challenges using your strongest intelligences, you're more creative, confident, and effective. This awareness can also help teams balance their skills - because every kind of "smart" brings something valuable to the table.

Try This

- Open the [Multiple Intelligences Quiz](https://www.jobbank.gc.ca/intelligence). (<https://www.jobbank.gc.ca/intelligence>)
- Scroll down until you see the questions (there are 64 in total).
- Answer honestly! (There are no right or wrong responses)
- When finished, review your results and record your top two or three intelligences. You will add these to your slide in step 6.

Share It

In step 6, add your Myers-Briggs letters and title to your "Manual for Me" slide. Like your values and strengths, sharing your type can help your teammates understand your communication and work style and help you understand theirs.

Step 5: Determine your Communication Style

The way you communicate shapes how others experience you and how easily ideas, emotions, and feedback flow between people. Understanding your communication style helps you express yourself clearly while also creating space for others to do the same.

Why Communication Style Matters

When you know your preferred way of giving and receiving information, you can approach conversations with more intention and empathy. It also helps your coworkers prepare for productive discussions, reducing misunderstandings and strengthening team trust.

Try This

- Open the Communication Style quiz: <https://learn.virtualspeech.com/tools/communication-style-quiz>
- Click on the purple “Start Quiz” button.
- Answer each question honestly - this isn’t about right or wrong; it’s about how you naturally connect.
- Review your results and write down your communication style and description. You will add your communication style to your slide in step 6.

Share It

Add your communication style to your “Manual for Me”. Share it with your teammates or supervisor to help them understand how to best connect and collaborate with you, and use it as a reminder to adapt your approach when others communicate differently.

Step 6: Create your “Manual for Me” Profile

You’ve gathered your values, strengths, intelligences, and communication style - now it’s time to bring it all together! This is where your self-reflection turns into something practical your team can use every day.

[Access our Manual For Me PowerPoint Template here.](#)

From there, create your own copy to use with your team: File > Save As or Download a Copy

Why your “Manual for Me” Profile Matters

Your “Manual for Me” slide is a quick, visual guide that helps others understand how to work with you, not just around you. It builds empathy, clarity, and collaboration within your team - and reminds everyone that there’s no one “right” way to show up at work.

Try This

- At the top of the slide add your:
 - Name.
 - A photo that feels like you
 - Pronouns.
 - Time zone.
 - Typical working hours.
- On the left-hand side of the slide add your:
 - Communication style (Step 5)
 - Myers-Briggs “letters” and type (Step 3)
 - Top three intelligences (Step 4)
 - Add your top five strengths from your VIA Character Survey (Step 2)
 - Add your core values statement, or if you didn’t write a statement add your top 3-5 values. (Step 1)
- In the center of your slide: Answer the six reflection questions provided in the template.

Tip:

Keep it authentic and simple. This isn’t about perfection; it’s about connection. A slide that truly reflects who you are will be far more meaningful than one that looks polished but impersonal.

My Manual for Me

The Template

Name

RAFT

Joined RAFT: Month/Year

Communication Style:
<https://learn.virtualspeech.com/tools/communication-style-quiz>

Myers Briggs:
<https://www.16personalities.com/free-personality-test>

Type of Intelligence:
<https://personalitymax.com/multiple-intelligences-test/>

Pronouns: Time Zone: Typical Working Hours:

Top five strengths:
Value Statement:

How to communicate with me...

- What you expect from a written or verbal communication and the best way to get in touch with you.

I work best when...

- Things that you need to succeed in your role. I.e, coworking meetings, written instructions, etc...

If we schedule a meeting...

- What you need to stay focused during a meeting, the best way to set a meeting with you, and your preferred times to have meetings

I love when...

- Personal preferences within a team, coworking, and collaborating.

I prefer your feedback...

- Share how you would like to receive feedback about your work, challenges, or anything that might come up working together.

What is interesting about me...

- Share funny and extraordinary sides of your personality.

Here is an example of a completed Manual For Me slide:

Jeremie



Joined RAFT: 2015

Communication Style:
Relator (this didn't feel quite right)

Myers Briggs:
Campaigner...ENFP-T

Type of Intelligence:
interpersonal,
intrapersonal, nature

Pronouns: he/him Time Zone: Pacific Typical Working Hours: 8am-3pm

Top five strengths: love of learning, leadership, teamwork, honesty, kindness
Value Statement: To provide the SUPPORT my FAMILY needs to have amazing ADVENTURES together

How to communicate with me...

- I prefer in-person communication for longer conversations. I prefer regular communication (a few times a week would be great). I prefer over-communication. A preview of what we will discuss is always helpful. I prefer quick communication if something is wrong. I love to hear about the team's wins.

I work best when...

- I have time to finish my morning work routine, I have clear steps or requests, I love coworking, when I work with one or more people, when I know the bigger picture, when I am teaching/facilitating/coaching etc.

If we schedule a meeting...

- Knowing what we will discuss ahead of time, have an agenda for what you want to discuss (doesn't need to be written), let me know what you feedback you are looking for, let me know what support and resources you need. Best way to set a meeting is to give me options in Slack and then send a calendar invite. Anytime during my regular hours works great.

I love when...

- I know that the team is working on mission driven tasks, I can see items getting ticked off a list, I get to meet with team members and talk or cowork, group projects versus working alone, we share gratitudes and wins. When I know something isn't working as soon as it isn't working.

I prefer your feedback...

- In the comments section if there is a document (with a note on Slack that you have left comments), as soon as you can share it so things don't sit for too long, honest and direct. In person if it is something serious (especially if I have done something to upset or offend).

What is interesting about me...

- I was an 80s Geek to the core of my being: video games, dungeons and dragons, comics, etc.
- I survived high school by helping the football players with math so they could stay on the team and I got protection (and invited to parties)
- One day I will sell most of my comic collection so I can afford an Incredible Hulk #181, the first full appearance of Wolverine

Now that you've gathered everything in one place, it's time to put your "Manual for Me" to work. There are many ways to use this tool – whether for self-reflection, team development, or organizational growth. For example:

As an Individual:

- Your "Manual for Me" can be a private reflection tool or a shared resource.
 - Use it for yourself:
 - Keep your slide as a personal reminder of what drives and sustains you.
 - Revisit it when you need to re-center or make important decisions.
- Or, share it:
 - Send it to your coworkers, friends, or family to help them understand how you communicate, what motivates you, and how to best connect with you.
 - Use it as a conversation starter during team check-ins or peer support calls.

As a Leader

If you're a leader in your organization (officially or not), the "Manual for Me" slides can become a cornerstone of how you support your team. Collecting these from team members gives you insight into their strengths, values, and work styles. You can use these slides to:

- Support onboarding new hires.
- Review before meeting with a team member.
- Guide coaching or check-in conversations.
- Guide a performance review or discussion.
- Facilitate staff meeting activities.
- Assign people to projects or tasks.
- Whatever great ideas you have!
- On the following pages are ideas for how to use the slide in each of these contexts.

1. Support Onboarding new hires

If your organization already has an onboarding system then you can easily integrate the “Manual for Me” to help new hires and teams get to know each other. You can:

- Have a new hire complete their own slide as part of the onboarding.
- Review their values, strengths, and communication preferences to understand how they fit into your team.
- Share your own “Manual for Me” so they can better understand and communicate with you.
- Lead a “Manual for Me” team activity to create successful communication channels from the start.

If you don’t currently have an onboarding system, or your process is still evolving, this resource can be a great foundation for building strong and consistent communication structures.

2. Review Before One-on-One Meetings

The “Manual for Me” slide gives you a wealth of information to review before one-on-one meetings. It’s a great guide for creating a successful and productive interaction. Use it to:

- Reconnect a team member with their values and support them with living their values at work if they seem low-energy or disengaged.
- Resolve communication challenges by revisiting their “Manual for Me” slide, before focusing on what is going wrong.
- Support a struggling team member to use their strengths or multiple intelligences to approach a task or problem differently.

3. Guide Coaching Conversations

Coaching team members is one of the most effective methods you can use to support performance, monitor capacity and stress levels, provide opportunities for growth, and increase retention in your organization. If you don’t have experience with having coaching conversations the information in the Manual for Me slide can double as a coaching checklist to have these conversations. If you would like more structure for coaching conversations, use Michael Bungay Stanier’s seven coaching questions to get started:

- What’s on your mind?
- What is the real challenge here for you?
- What do you want?
- If you’re saying yes to this, what are you saying no to?
- How can I help?
- What is most useful or valuable here for you?
- And what else?

Or, download our Appreciative Inquiry Coaching Questions (https://www.raftcares.org/?sdm_process_download=1&download_id=3038).

4. Reframe Performance Reviews

If your organization uses annual performance reviews you know how awkward and frustrating they can be for both you, as the leader, and your team member. These conversations can often spiral quickly in a negative direction, and no one ends up enjoying the experience.

With a Manual for Me slide, instead of discussing what has gone wrong (or where the team member has fallen short), you can approach these conversations using your team member's unique communication styles, strengths, and values. For example:

- Instead of focusing on why a task is incomplete, you can ask what strengths would help them complete the task..
- You can explore their strengths and how they relate to being successful in their position.
- You can ask if their work is in alignment with their core values, and if not what changes could be made.
- You can mention a challenge with communication, then switch to exploring their “manual of me” and how you can work together to communicate better.

Approaching performance reviews from a positive, strengths, and values position can replace awkwardness with curiosity and shared problem-solving.

5. Facilitate Staff Meeting Activities

A great way to remind your entire staff to review and implement their Manual for Me slides is to use them at a staff meeting to:

- Reflect on how team members have used their strengths recently.
- Revisit values and how they guide daily work.
- Discuss communication preferences to improve collaboration.

6. Assign people to projects/tasks

When approaching new project teams, you can use each person's “Manual for Me” as a quick guide to their unique strengths.

- Pair a communicator with a strategic thinker, a creative with a logistical planner.
- Consider which values and intelligences complement one another for balanced teamwork.

This intentional approach helps create diverse, effective, and energized teams.

If individual slides feel like too much to manage, or you want a quick team overview, try RAFT’s Team Character Strengths & Core Values Tracker.

This simplified version lets you track your team’s core values and strengths in one place. You can download it [here](#):

👉 [Team Strengths & Values Tracker](#)

Use it to spot trends, celebrate diversity, and ensure your team is balanced across a variety of strengths.

Example of a completed row of the Strength Profiles tracker:

RAFT TEAM CHARACTER STRENGTH PROFILES				
TEAM MEMBER	STRENGTH 1	STRENGTH 2	STRENGTH 3	VALUE STATEMENT
JEREMIE	Love of Learning: Mastering new skills, topics, and bodies of knowledge, whether on one's own or formally; related to the strength of curiosity but goes beyond it to describe the tendency to add systematically to what one knows.	Perspective: Being able to provide wise counsel to others; having ways of looking at the world that make sense to oneself/others.	Leadership: Encouraging a group of which one is a member to get things done and at the same time maintain good relations within the group; organizing group activities and seeing that they happen.	To provide my FAMILY with the SUPPORT they need to have amazing ADVENTURES together

Bringing It All Together

Every value, strength, and preference you’ve identified is a reminder that you are part of what makes your team resilient. Whether you keep your manual private or share it widely, you’ve taken an intentional step toward creating a healthier, more connected work environment.

Remember: building resilience isn’t a one-time exercise... it’s an ongoing practice of reflection, communication, and care. The more your team uses tools like this, the stronger your foundation becomes for supporting both survivors and each other.

So take a moment to celebrate what you’ve learned about yourself, share it with those around you, and keep building a workplace where every advocate feels seen, supported, and valued.

A Note from Jeremie and Maegan

Thank you for taking the time to reflect, explore, and invest in your own growth.

I know how busy and demanding this work can be, and that carving out space for yourself isn't always easy.

My hope is that this tool helps you and your team continue to build understanding, communicate with compassion, and show up for each other in meaningful ways.

Keep practicing curiosity, kindness, and reflection - they're some of the most powerful tools we have for building resilience.

— Jeremie Miller and Maegan Bradshaw

Stay Connected with RAFT

Thank you for using this RAFT Resource!

Your participation and shared experiences are truly appreciated.

You can download all the workbooks and check out

RAFT's other resources at: <https://www.raftcares.org/advocate-resources-2/>

We encourage you to stay in touch and keep the conversation going:

Sign up for our newsletter and follow our social media at: <https://linktr.ee/raftcaresorg>

Join the RAFT community for our support calls:

Advocate Support Call – 1st Wednesday & 4th Friday of every month.

Hot Topics Support Call -- 1st Friday of every month.

Survivor-Advocate Support Calls -- 3rd Wednesday of each month

Leadership Support Calls – 2nd Tuesday & 4th Wednesday of each month

Sign up to join and be reminded of support calls at:

<https://www.raftcares.org/support-calls-2/>

Interested in our Leadership resources?

Sign up here:

<https://www.raftcares.org/subscribe-leaders/>

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or scan the QR code to the right

