

GUEST EXPERT WORKSHOP

# Delegation

Led by Emily Doyle

**ambitious creatives**  
*Booked Solid®*

[Click Here](#) for an example of one filled out

# User Manual

Awesome Employee

**My Style:**

**How to get the best out of me:**

**How to get the worst out of me:**

**My ideal work environment:**

**How I work:**

**What I'm good at:**

**What I'm not:**

**Areas I'm willing/ would like to learn more about:**

**Goals:** *1 year; 3 years:*

**Values I Prioritize (EG Dr J DeMartini):**

**My top 5 Clifton Strengths:**

*Example of what this strength means to me / my role:*

**My Personality Test Results**

*Include the results of any personality tests you've done.*

*As a team we all do Strengths Finder, Values Test + The Enneagram.*

*Include any others you have.*

[Strengths Finders](#)

[Values Test](#)

Others  
(Meyers Briggs;  
Disc; Kolbe)

[Enneagram](#)

[Love Language](#)

# IPO to send a thank you gift to a client

## Information

When a client joins us for a student panel, fireside chat, or volunteers to do a training for our community we like to send them a thank you gift to show our appreciation.

Options:

an amazon or uber eats card

But if we know enough about them to pick something suitable from Etsy or a local to them shop that is preferred. Giftagram is also a great resource.

We like to send it within 72 hours.

Remember if they are international and you choose a gift card to get one that works in their county..

## Permission

Need the RLC credit card

Budget it \$100 USD

## Outcome

Send a thank you gift within 72 hours.