

# Ideal Team Member Biography

## Instructions:

**Step 1:** Think about what an ideal team member for your role in the office. For example, if you are a dental assistant, imagine the ideal dental assistant for your practice. Be very clear about whom they are, how they behave, whom they interact with, how they follow up, and what impact they make on the organization as a whole. Close your eyes if you need to imagine them easily. **WARNING:** You may or may not be describing yourself. Be ok with that and move on.

**Step 2:** Either print this table and fill it out or save the file to your desktop. File→ Save As→Ideal Team Member Biography→ Save

**Step 3:** Fill in all boxes under each header. Be very specific. Add additional boxes if necessary. **NOTE:** The more clear you are on the Ideal Team Member biography the easier it will be in later activities.

**Step 4:** Go back through each entry you wrote down and ask yourself this question, “On a scale from 1-10, with 1 being non-existent and 10 being mastery, how emergent is this knowledge point/skill/ability/attribute in me?” Write the number in the small box to the right of your entry. **NOTE:** There is no right or wrong and good or bad with this exercise. The more you acknowledge the more you can better yourself for the future.

**Step 5:** Those items you ranked yourself a 9 or 10, CONGRATULATIONS! You are one step closer to mirroring your vision of the Ideal Leader for your practice. Go to your Personal Development Plan (PDP) and list these items in the box marked Strengths.

**Step 6:** Any item you ranked an 8 or fewer, list under Gaps. These items will be the start of your Personal Development Plan.

## Definitions:

- Knowledge points are defined as the theoretical and/or practical understanding of a subject that is acquired through academics, experience, and training.
- Abilities are innate or natural talents one can tap into to perform.
- Skills are learned behaviors one uses to perform.
- Attributes are the traits and characteristics a person possess, often their values, ethics, and morals that make them uniquely prepared in a situation.

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<b>Name:</b>			<b>Date:</b>				
List the knowledge points for the ideal team member.	Rate yourself 1-10	List the abilities this ideal team member possesses.	Rate yourself 1-10	List the skills this ideal team member possesses.	Rate yourself 1-10	List the attributes for this ideal team member.	Rate yourself 1-10
<i>Coronal polishing</i>	<i>0</i>	<i>Adaptability</i>	<i>5</i>	<i>Communicator</i>	<i>7</i>	<i>Cheerful</i>	<i>6</i>