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Relationship Expectations  
Template

## Purpose

This tool supports City government practitioners and sponsors set expectations for working relationships. To learn more, review the Scope of Work guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

## Instructions

1. Tailor the template worksheet below to meet your needs.
2. Schedule a meeting with your sponsor to complete the worksheet together.
3. Before your meeting, share the worksheet with your sponsor and ask them to think about answers to their questions.
4. Before your meeting, think about answers to your questions on the worksheet.
5. During your meeting, discuss each question and take notes on the worksheet.
6. Return to this worksheet together to reset expectations when necessary.

## Template worksheet

The goal of this worksheet is to set shared expectations for how we plan to work together.

Practitioner name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Practitioner questions

What’s your learning style? For example, you may like to discuss, listen, observe, read, or take action when learning something new.

What aspects or qualities do you like in working relationships? For example, you may like when colleagues offer space to brainstorm together.

What aspects or qualities do you not like in working relationships? For example, you may not like when colleagues micro-manage your work.

What can your sponsor expect from you in your working relationship? For example, you may set the expectation that you’ll follow through on your commitments.

## Sponsor questions

What’s your learning style? For example, you may like to discuss, listen, observe, read, or take action when learning something new.

What aspects or qualities do you like in working relationships? For example, you may like when colleagues ask for what they need to be successful.

What aspects or qualities do you not like in working relationships? For example, you may not like when colleagues gossip about you or your work.

What can the practitioner expect from you in your working relationship? For example, you may set the expectation that you’ll clearly communicate goals.

## Practitioner and sponsor questions

What commitments can we make to each other in our working relationship? For example, we may commit to making collaborative decisions together.

What experiences can we try to avoid in our working relationship? For example, we may try to avoid assuming bad intentions.

How will we provide and receive feedback from one another? For example, we may choose to schedule monthly reflections and reviews together.

How will we resolve disagreements with one another? For example, we may choose to invite a third colleague into the conversation.