1. SELF-REFLECTION QUESTIONNAIRE

Title: *Defining My Professional Standards as a Trainer*

Instructions:
Answer honestly. This is not for sharing initially—this is your baseline for decision-making.

A. Values & Work Ethic

- What are the 3–5 core values that guide my work (e.g. reliability, flexibility, transparency)?
- What does "professional behaviour" mean to me in practice?
- What behaviours from collaborators do I respect most?
- What behaviours do I find unacceptable?

B. Working Style

- Do I prefer structured planning or flexible/last-minute work?
- How do I communicate (fast replies, scheduled check-ins, informal/formal)?
- What do I need from others to perform at my best?
- How do I behave under pressure or tight deadlines?

C. Boundaries & Red Zones

- What are my **non-negotiables** (e.g. late payments, unclear roles, unpaid extra work)?
- What situations make me feel exploited or uncomfortable?
- When do I say **no** to a project?
- What are early warning signs of a bad collaboration?

D. Capacity & Sustainability

- How many projects can I realistically handle at once?
- What is my limit in terms of workload (hours/day, travel, intensity)?
- What are my **financial needs and minimum acceptable fee**?
- What are my **safety nets** (savings, alternative income, support systems)?
- When do I risk burnout?

E. Collaboration & Team Dynamics

- What do I expect from organisers/partners?
- What do I expect from co-trainers or other contractors?
- What is my role in a team (leader, contributor, supporter)?

- How do I handle conflict in teams?

F. Expectations & Alignment

- What must be clear before I accept a project?
- What kind of organisations/partners align with my values?
- What are my expectations regarding:
  - Communication
  - Decision-making
  - Feedback
  - Recognition

G. Risk & Difficult Situations

- How do I react when:
  - Payment is delayed?
  - Scope changes last minute?
  - Responsibilities are unclear?
- What support do I need in crisis situations?
- When do I walk away from a collaboration?

H. Safety & Ethics

- What are my standards regarding participant safety and inclusion?
- What ethical lines will I not cross?
- What responsibility do I take in unsafe situations?

Final Reflection

- What are my top 5 **non-negotiable conditions**?
- What are 3 things I am willing to be flexible about?
- What kind of collaborations do I want more of?