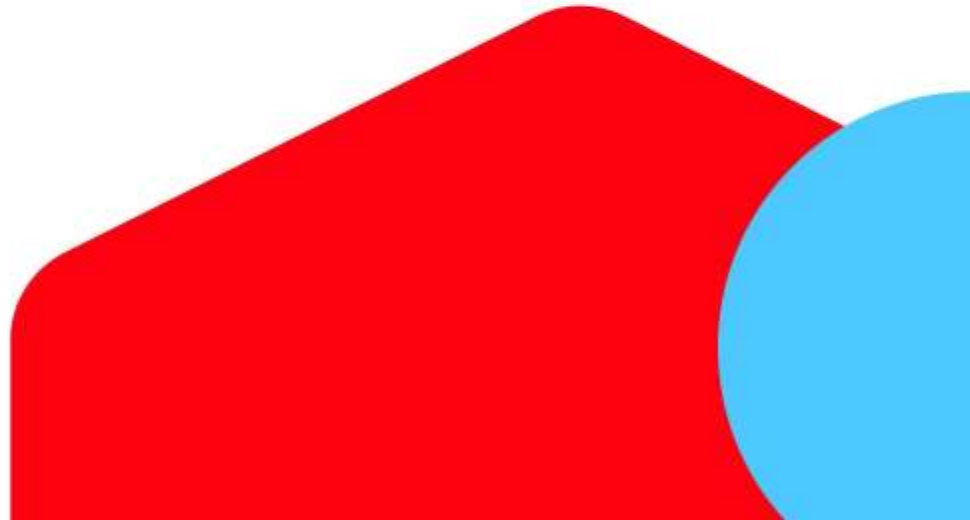


Mercari Workstyle Sync Implementation Guide

2022/09/01

mercari



| How to proceed Workstyle Sync

01 Preparation

- Participants are requested to fill in their answers to the list of questions in advance. (Time required: about 15 minutes).
- You may answer only the questions that you feel comfortable answering. (Do not force participants to answer the specific questions.)
- We also recommend that you arrange the questions to fit your company's culture, business operations, etc.

02 Sync: Let's get together and talk!

- Let's look at each other's answers and have fun talking!
- You can present one by one in turn, or talk together for each question, or any other way you like.

Workstyle Sync実施のヒント

- **It's hard to find time at once...**
 - → Let's have 5-minute presentations at each team meeting, one by one!
- **There are too many questions to answer...**
 - → You don't have to answer all the questions, just the ones you want to answer!
- **It takes a long time to explain when there are many questions.**
 - → You don't have to explain everything! You can explain ones you want to explain!
- **It is also a good idea to have each member read the answers beforehand and add a note of reaction to the points that are surprising or that you want to hear more about. (Use the comment function on the cell.)**

I don't know what to do after sharing the content.

 - → You don't have to do anything! The goal is to "get to know" the workstyle (mutual understanding) and there is no need to talk about how to solve it.
- **What should I do if it's difficult to get feedback from other members?**
 - → If you collect everyone's answers on one sheet, it will be easier to compare and get feedback. / The Facilitator can ask, "What did you find surprising?" This will make it easier to give feedback.

Workstyle Sync Question List①

No.	Category	日本語(答えたいものだけ回答で OK)	English (Please answer the questions you are comfortable with)
1	Working Hours	働く時間はいつから-いつまで？	What are your normal working hours?
2	Working Hours	昼休みの時間はいつ？	When do you take your lunch breaks?
3	Working Hours	あなたの生産性が上がる時間帯は？	Time of day when I'm more productive.
4	Working Hours	突発的な勤務時間変更の可能性はある？(例 . 家族の看護など)	Possibility of sudden changes in work hours (e.g. Family care, etc.)
5	Holidays	いつ/どのように休暇を取ることが多い？	When/how you want to take holidays?
6	Holidays	家庭／体調その他の都合で定期的に休みが必要な場合はある？	Are there times when you need regular time off for family/health-related or other reasons?
7	Meeting	ミーティングするのに最適な時間帯はいつ？	When is the best time for you to have meetings?
8	Meeting	作業のために数時間のまとまった時間がほしい？	Do you prefer having a chunk of several hours to work on your tasks?
9	Meeting	オンラインミーティング中に他の人にカメラをオンにしてほしい？	Do you think it's important for everyone to have their camera on during meetings?
10	Meeting	オンラインミーティング中に自分のカメラをオフにしたほうが安心？	Do you feel more comfortable turning your camera off during meetings?

Workstyle Sync Question List②

No.	Category	日本語(答えたいものだけ回答で OK)	English (Please answer the questions you are comfortable with)
11	Meeting	ミーティングの時間は ...: (1) 時間通り始めて、時間通り終了してほしい (2) 時間が延びても構わない。	Meeting time: (1) I want the meeting to start on time and end on time. (2) I don't mind if the mtg is extended.
12	Meeting	ミーティングでは、積極的に発言できる？それとも司会から話を振ってほしい？	Are you able to speak up in meetings? Or do you prefer the facilitators ask your opinion?
13	Meeting	自分が理解できなかった場合、自分から説明を求めることができる？(言語に限らず)	If you don't understand something, are you able to ask for an explanation? Do you find it difficult? (Not just in regards to language)
14	Meeting	口頭説明がほしい？／資料に書いておいてほしい？	Do you prefer people to explain things verbally? / Do you prefer them to write things down in a doc? (i.e., you don't need a verbal explanation)
15	Meeting	ミーティングを連続で入れてほしい？間に時間を開けてほしい？	Do you prefer people to set meetings back to back or do you prefer to have time in between?
16	Communication	ディスカッションはミーティングかチャットのどちらがいい？	Would you rather discuss things in a meeting or on Slack?
17	Communication	あなたは細々と指示がほしいタイプ？やり方は任せてほしいタイプ？	Do you prefer to get detailed instructions or do you want to be left in charge of how things are done?
18	Communication	嬉しい褒め言葉は？	What is your favorite compliment?
19	Communication	プライベートのことを聞かれても構わない？必要最低限にしたい？	Is it okay for others to ask about your life outside work or do you prefer to keep that to a minimum?
20	Feedback	フィードバックの方法は、甘口・中辛・辛口のどれがいい？	Do you prefer feedback (not only at the time of evaluation, but also in the daily communications) to be sugarcoated, medium, or straightforward?

Workstyle Sync Question List③

No.	Category	日本語(答えたいものだけ回答で OK)	English (Please answer the questions you are comfortable with)
21	Language	言語の理解力(話す・聞く)は？ English (speak: OK/NG, listen: OK/NG) Japanese (speak: OK/NG, listen: OK/NG) / Other languages	Language ability (speaking and listening) English (speaking: OK/NG, listening: OK/NG) / Japanese (speaking: OK/NG, listening: OK/NG) / Other languages
22	Language	第一言語以外の言語の場合、どのようにコミュニケーションしてほしい？ (例. チャットに書いてほしい、ゆっくり話してほしい)	If it is not in your first language, how would you like others to communicate with you? (E.g. writing in chat, speaking slowly)
23	Business /Team-building meals	会食やチーム懇親の食事はどんどんしたい？ それとも必要最低限にしたい？	Would you like to have more business/team building meals? Or do you want to keep them to a minimum?
24	Other	家庭のことで共有したいことはある？	Is there anything you would like to share with the team regarding your family?
25	Other	体調のことで共有したいことはある？	Is there anything you would like to share with the team regarding your health?
26	Other	仕事をする上で大事にしていることは何？	What is important to you in your work?
27	Other	やる気の出る環境はどのような環境？	What kind of environment do you find motivating?
28	Other	雑談はどのくらいほしい？	How much chit-chat do you want?
29	Other	その他、共有したいことはある？	Are there any other things that you'd like to share?