

Working Styles Characteristics



Source: *People Styles at Work and Beyond – Making Bad Relationships Good and Good Relationships Better*/ Rober Bolton and Dorothy Grover Bolton, 2nd ed 2009.

Using your Style with Other Styles

		YOUR STYLE			
		ANALYTICAL	DRIVER	AMIABLE	EXPRESSIVE
OTHER STYLES	ANALYTICAL	Establish priority of tasks to be done. Commit to firm time frames for your work and stick to them.	Take a deep breath, relax and slow down. With analyticals, you need to demonstrate that you have considered all or most options before moving ahead.	Cut short the social hour and get right down to the specifics. The more information you have to support your position, the better.	Translate your vision into specific tasks or goals. Involve analyticals in research and developing the details of the plan.
	DRIVER	Organize your work around major themes; prepare "executive summaries" with headings or bullets that state the conclusions first and supporting data and analysis second.	Remind each other of your similarities and your need to adopt qualities of the other styles.	Don't take anything personally. Getting results is what counts with drivers; be decisive and dynamic. Emphasize the bottom line.	Take time to think about what your vision really is; translate it into action steps with objectives and timelines.
	AMIABLE	Start off on a personal note; gravitate to project specifics and expectations; emphasize the greater good of the project.	Spend time up front gaining trust and confidence; be inclusive. Be sure to be specific about deadlines, even when it seems obvious.	Laugh with each other about how important it is being relational. Then focus on what we really need to accomplish here and do it.	Tell them how important the team concept is to making your vision a reality. Give the amiable the job of building the team to make the dream come true.
	EXPRESSIVE	Jazz up your presentation; try to think of the BIG picture. Involve the expressive in developing the "vision" or marketing of the plan.	Be patient and try to work with a flip chart to harness creative spirits. Emphasize time lines and due dates. Build in flexibility to allow the free rein of creativity.	Engage the expressive with your appreciation of their vision and creativity. Harness this energy to deal with the pesky but important details that only they can address.	Remind each other of your tendency to generate a lot of ideas without thinking through how to implement them.

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