

Working Styles Tips Sheet*

A - Analytical	Strategies as a team leader or member	Strategies when under stress
Cautious actions and decisions	MAKE A DECISION	Under Stress – Often avoids and withdraws
Likes organization and structure	Be more flexible, more open-minded	Logically discuss the issue
Dislikes Involvement with others	Openly show more concern for other people	Acknowledge a need for time
Asks many questions about specific details	Be decisive with data	Set a deadline
Prefers objective, task –oriented work environment	Listen for people’s feelings	Ask questions
Wants to be accurate and therefore relies too much on data collection	Use time accurately	Seek opinions from others
Seeks security and self-actualization	Provide evidence and service to influence decision-making	

B - Driver	Strategies as a team leader or member	Strategies when under stress
Takes action and acts decisively	LISTEN TO OTHERS!	Under stress – Often takes over, dictates
Likes control	Acknowledge different points of view	Offer options for moving forward
Dislikes inaction	Be Patient	Recommit to results and time frame
Prefers maximum freedom to manage self and others	“Calm Down” internally	Calm down
Cool and independent, competitive with others	Pay attention to others’ feelings	Seek input from others
Low tolerance for feelings, attitudes and advice of others	Use time efficiently	Delay decision-making
Works quickly and efficiently by themselves	Provide Options	Restate others’ concerns

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

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C - Amiable	Strategies as a team leader/member	Strategies under stress
Slow at taking action and making decisions	Assert your opinions	Under stress- concedes to others, acquiesces
Likes close, personal relationships	Be Less sensitive	Allow them to express disagreement
Dislikes interpersonal conflict	Be willing to take risks	Speak Up
Supports and “actively” listens to others	Say “no” more often	State your thoughts in a logical concise manner
Weak at goal setting and self-direction	Let people know what you think	Ask open questions about concerns
Demonstrates excellent ability to gain support from others	Support relationships to establish rapport	
Seeks security and inclusion	Incorporate facts into your opinion	

D - Expressive	Strategies as a team leader/member	Strategies when under stress
Spontaneous actions and decisions, risk taker	RESTRAIN and check	Under stress- Often attacks and confronts
Not limited by tradition	Talk less	Separate emotions from facts
Likes involvement	Spend more time looking at the facts	Acknowledge feelings and points of view
Generates new and innovative ideas	Control time and emotion	Refrain from pouncing on the quiet ones
Tends to dream and get others caught up in the dream	Think before you speak	Seek to gather information from all team members
Jumps from one activity to another	Incorporate facts into your decisions	
Not good with follow-through	Encourage decision making with incentives and stories	

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