

## Working Styles Tips Sheet\*

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

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

\*Source: *See the Syes a Work and Beyond – Making Bad Relationships Good and Good Relationships Better/ Robert Bolton and Dorothy Groer Bolton, 2nd ed 2009.*

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

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

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