



Action Plans With All Four Styles...

DOMINANT STYLE

Characteristics:

So You...

- | | |
|---------------------------------------|---|
| Concerned with being #1 | – Show them how to win, new opportunities |
| Think logically | – Display reasoning |
| Want facts and highlights | – Provide concise data |
| Strive for results | – Agree on goal and boundaries, then support or get out of their way |
| Like personal choices | – Allow them to "do their thing," within limits |
| Like Changes | – Vary routine |
| Prefer to delegate | – Look for opportunities to modify their work-load focus |
| Want others to notice accomplishments | – Compliment them on what they've done |
| Need to be in charge | – Let them take the lead, when appropriate, but give them parameters |
| Tendency towards conflict | – If necessary, argue with conviction on points of disagreement, backed up with facts; don't argue on a "personality" basis |

INTERACTIVE STYLE

Characteristics:

So You...

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| Concerned with approval and appearances | – Show them that you admire and like them |
| Seek enthusiastic people and situations | – Behave optimistically and provide upbeat setting |
| Think emotionally | – Support their feelings when possible |
| Want to know the general expectations | – Avoid involved details, focus on the "big picture" |
| Need involvement and people contact | – Interact and participate with them |
| Like changes and innovations | – Vary the routine; avoid requiring long-term repetition by them |
| Want others to notice THEM | – Compliment them personally and often |
| Often need help getting organized | – Do it together |
| Look for action and stimulation | – Keep up a fast, lively, pace |
| Surround themselves with optimism | – Support their ideas and don't poke holes in their dreams; show them your positive side |
| Want feedback that they "look good" | – Mention their accomplishments, progress and your other genuine appreciation |

CONSCIENTIOUS STYLE

Characteristics:

So You...

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|--------------------------------------|---|
| Concerned with aggressive approaches | – Approach them in an indirect, non-threatening way |
| Think logically | – Show reasoning |
| Seek data | – Give it to them in writing |
| Need to know the process | – Provide explanations and rationale |
| Utilize caution | – Allow them to think, inquire and check before they make decisions |
| Prefer to do things themselves | – When delegating, let them check before they make decisions |
| Prefer to do things themselves | – When delegating, let them check on others' progress and performance |
| Want others to notice their accuracy | – Compliment them on their thoroughness and correctness when appropriate |
| Gravitate toward quality control | – Let them assess and be involved in the process when possible |
| Avoid conflict | – Tactfully ask for clarification and assistance you may need |
| Need to be right | – Allow them time to find the best or "correct" answer, within available limits |
| Like to contemplate | – Tell them "why" and "how" |

STEADY STYLE

Characteristics:

So You...

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| Concerned with stability | – Show how your idea minimizes risk |
| Think logically | – Show reasoning |
| Want documentation and facts | – Provide data and proof |
| Like personal involvement | – Demonstrate your interest in them |
| Need to know step-by-step sequence | – Provide outline and/or one-two-three instructions as you personally "walk them through" |
| Want others to notice their patient perseverance | – Compliment for their steady follow-through |
| Avoid risks and changes | – Give them personal assurances |
| Dislike conflict | – Act non-aggressively, focus on common interest or needed support |
| Accommodate others | – Allow them to provide service or support for others |
| Look for calmness and peace | – Provide relaxing, friendly atmosphere |
| Enjoy teamwork | – Provide them with a cooperative group |
| Want sincere feedback that they're appreciated | – Acknowledge their easygoing manner and helpful efforts, when appropriate |