DISC Team Dynamics

An Evaluation of Behavioral Styles

Sample Reports

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TRAINING SOLUTIONS
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Your Success is My Business

Introduction to the Team Dynamics Report

This Team Dynamics Report assists you to better understand and develop how well your team functions and performs. It provides an overview of the combination of different behavioral styles within the team and has been created from the individual DISC Behavioral Profiles. These profiles measure tendencies of observable behavior and emotion, based on the DISC model of directness/indirectness and guarded/openness.

The four behavioral styles measured by the DISC model are:

D = Dominance
> How people address **Problems** and **Challenges.**
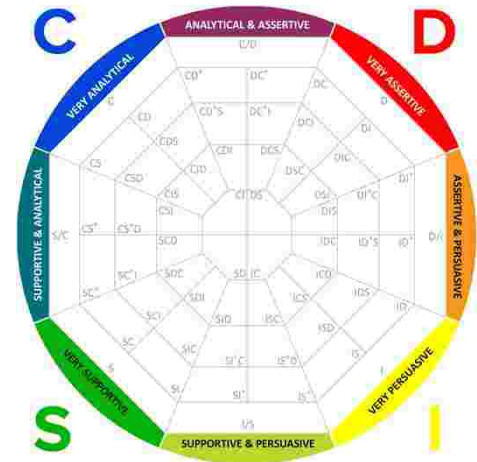
I = Influence
> How people handle situations involving **People** and **Contacts.**

S = Steadiness
> How people demonstrate **Pace** and **Consistency.**

C = Conscientiousness
> How people react to **Procedure** and **Constraints.**

Furthermore, within this report are references to both the **Adapted Style** and **Natural Style** patterns:

- **Adapted Style: This is the self-perception of the way people believe they need to behave in their current environment to be successful.** This behavior may change in different environments, situations and roles.

- **Natural Style: This is the self-perception of the "real you" and the instinctive behaviors.** These are behaviors the person is most likely to exhibit when in situations they perceive as being stressful or in situations where they can simply do as they choose without having to consider anyone else. The Natural Style tends to be fairly consistent even in different environments.

The Team Dynamics results contained within this report rely on interpretation; please discuss these results with your consultant for more information or request a report debrief for guidance.

At the end of this report, there is also a resources section that provides information regarding communication and adaptability for the 4 DISC styles for your reference and application.

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'NATURAL' Team Dynamics Results

Natural Styles within the Four Quadrant DISC Model – Plot of Primary Results

The below graph shows each person's primary Natural style within the four quadrant DISC model. Next to each person's name is their primary and secondary DISC preferences.
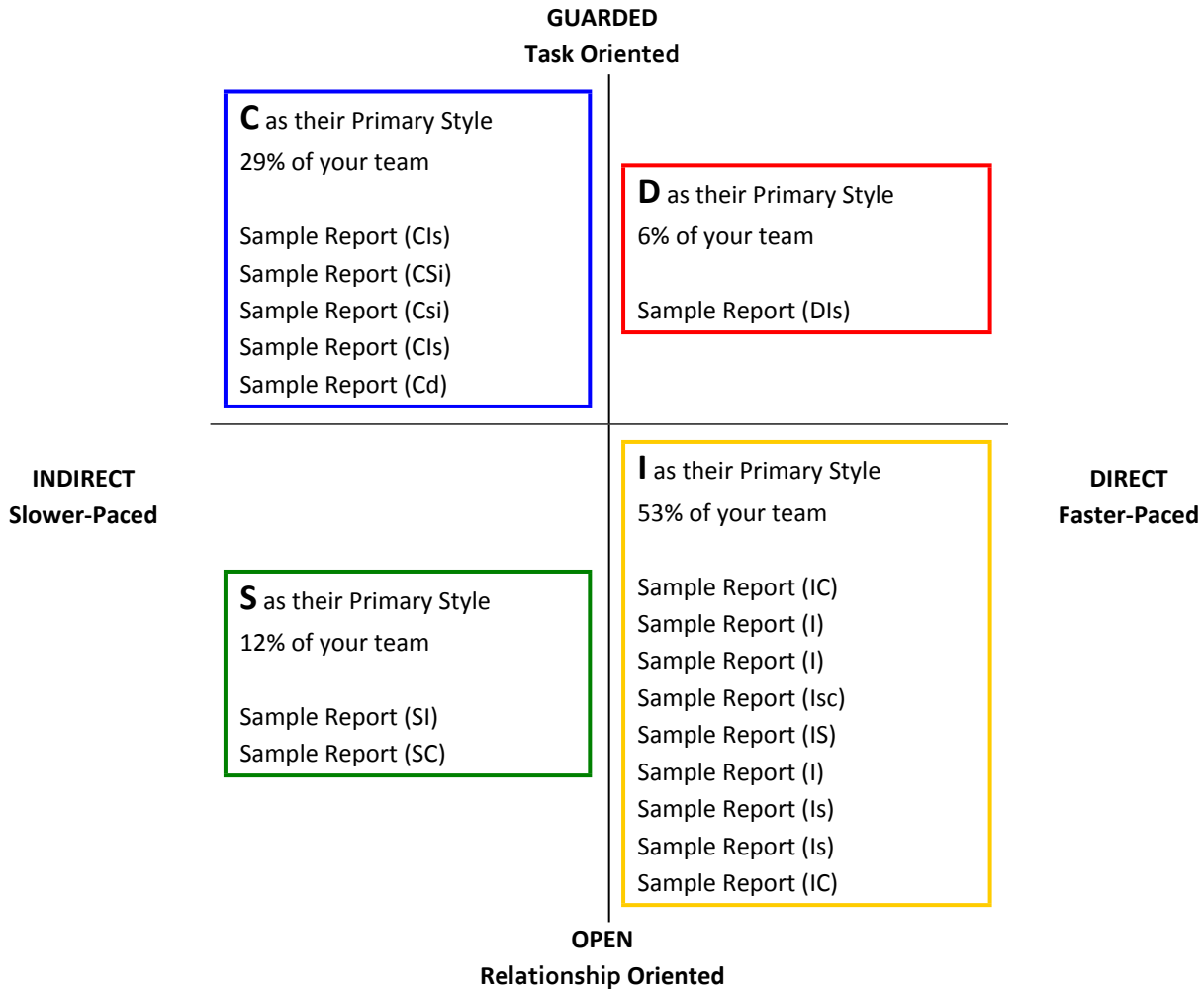
GUARDED
Task Oriented

C as their Primary Style

53% of your team

Sample Report (CS)
Sample Report (C)
Sample Report (CSD)
Sample Report (CD)
Sample Report (CS)
Sample Report (CS)
Sample Report (C)
Sample Report (CD)
Sample Report (Csd)

D as their Primary Style

6% of your team

Sample Report (D)

INDIRECT
Slower-Paced

DIRECT
Faster-Paced

S as their Primary Style

29% of your team

Sample Report (SC)
Sample Report (Sc)
Sample Report (SIC)
Sample Report (SC)
Sample Report (SC)

I as their Primary Style

12% of your team

Sample Report (Isc)
Sample Report (Isc)

OPEN
Relationship Oriented

Note the various percentages of your team in each quadrant to:

- Identify potential collaboration benefits and challenges associated with this team's Natural style breakdown.

- Consider how different people within the team work together (positively and negatively). What about the individual Natural DISC styles may account for the increase in cooperation or greater team hindrance?

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# Adapted Style - Team Dynamics Results

The below graphs show each person's primary Adapted style within the four quadrant DISC model. Next to each person's name is their primary and secondary DISC preferences.

GUARDED
Task Oriented

C as their Primary Style

29% of your team

Sample Report (CIs)
Sample Report (CSi)
Sample Report (Csi)
Sample Report (CIs)
Sample Report (Cd)

D as their Primary Style

6% of your team

Sample Report (DIs)

INDIRECT
Slower-Paced

DIRECT
Faster-Paced

I as their Primary Style

53% of your team

Sample Report (IC)
Sample Report (I)
Sample Report (I)
Sample Report (Isc)
Sample Report (IS)
Sample Report (I)
Sample Report (Is)
Sample Report (Is)
Sample Report (IC)

S as their Primary Style

12% of your team

Sample Report (SI)
Sample Report (SC)

OPEN
Relationship Oriented

Examine how the above differs from the corresponding Natural graph. Consider:

- Where do you see shifting of styles?

- Are a few people adapting or many?

- Is there a common theme with any adaptations?

- What is likely to be driving these adaptations?

- What are the likely impacts of these adaptations?
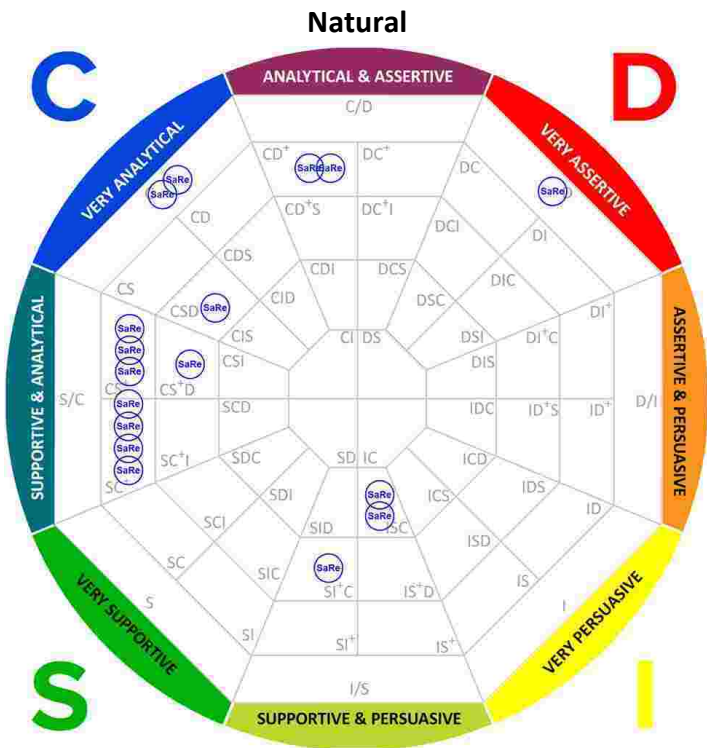
Natural

Adapted

Compare this Team's <u>Natural Style</u> to the <u>Adapted Style</u> below:

Each quadrant has an overarching style comprised of either a **Direct or Indirect style** *AND* an **Open or Guarded style**.

Direct Style = enthusiastic, competitive and results focus
Indirect Style = reserved, cooperative & patient
Open Style = a desire to build a bridge and connect with others
*Guarded Style* = a more private, specific, logical and analytical style

 Is the team adapting to meet group objective(s)?
 Is adapting both necessary and effective?
 Is the team adapting toward or away from the Leader?
 Is there a predominance or under-representation of any particular DISC
 style? If so, what are the likely consequences?

What are some areas to focus on to build more effective collaboration?
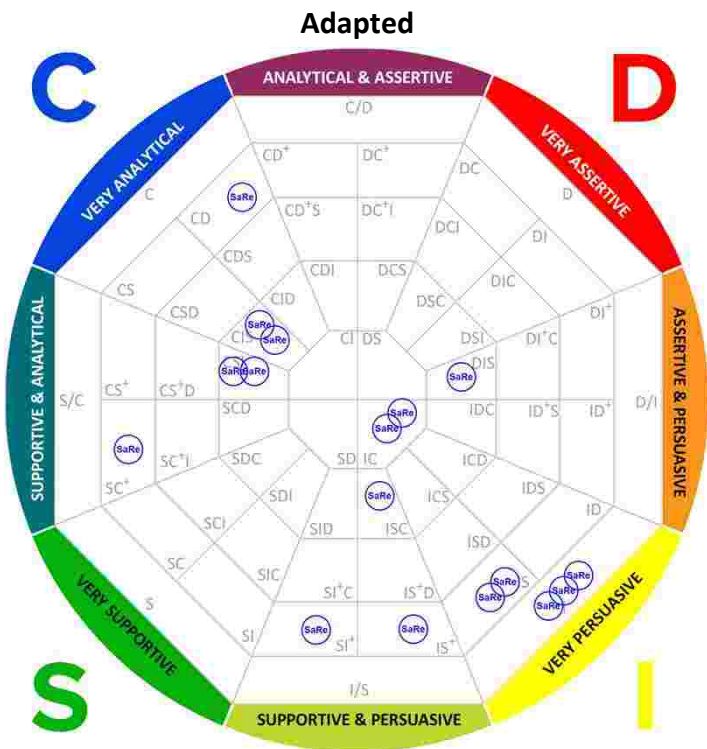
| Init.	Name	Adapt Style	Nat Style
SaRe	Sample Report	IC	D
SaRe	Sample Report	CIs	CS
SaRe	Sample Report	CSi	SC
SaRe	Sample Report	I	Sc
SaRe	Sample Report	I	Isc
SaRe	Sample Report	Isc	C
SaRe	Sample Report	SI	CSD
SaRe	Sample Report	IS	SIC
SaRe	Sample Report	Csi	CD
SaRe	Sample Report	CIs	CS
SaRe	Sample Report	I	CS
SaRe	Sample Report	SC	SC
SaRe	Sample Report	Is	Isc
SaRe	Sample Report	Is	C
SaRe	Sample Report	DIs	CD
SaRe	Sample Report	IC	SC
SaRe	Sample Report	Cd	Csd

D – Very Assertive

Strengths:

- Be forward-looking and competitive
- Look for problems to solve
- Be positive and like confrontation
- Like power and authority
- Be motivated by direct answers
- Like challenging assignments
- Have a strong drive for results
- Be positive and like confrontation

Natural: 1, 6%
Adapted: 0, 0%

Limitations:

- Overstep authority within the team
- Use fear as a motivator
- Overextend their ego
- Be poor or selective listeners
- Lack tact and diplomacy
- Dislike routine work
- Over delegate and under instruct
- Make decisions without all of the facts
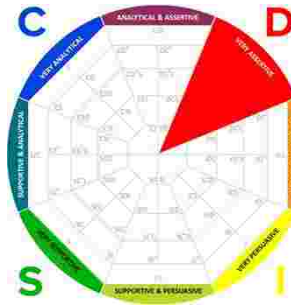
Use these words and phrases:

- Advancement
- Take advantage of opportunities
- Be in a high visibility position
- Challenging
- Keep getting results
- Your opinion counts
- Get people to start listening
- No interruptions
- Be involved in all big decisions

DI – Assertive & Persuasive

Strengths:

- Results obtained through other people
- Change is good – promotes to others
- Intuitive – consults their gut
- Challenges make them aggressive and decisive
- Does not initiate alone, convinces others to initiate
- Optimistic about team's expectations and achievements
- Can be very independent

Natural: 0, 0%
Adapted: 1, 6%

Limitations:

- Emotions influence decisions
- Little tolerance for intra-team conflict
- Cannot manage own time or others
- Can be contagiously over enthusiastic
- Rarely finishes things they start
- Poor follow up and follow through
- May take advantage of their position within the team
- Deadlines poorly managed
- Will take on too many responsibilities, and tasks; then confuses priorities
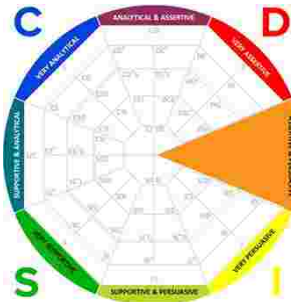
Use these words and phrases:

- Let's take advantage of this opportunity
- Our company's success depends on you
- We accept who you are and what you do
- Run the business your own way
- Call your own shots
- You are respected for what you bring to the team
- You produce important work
- We respect you for being your own person
- Change has worked well for you
- People need frequent rewards

I – Very Persuasive

Strengths:

- Utilize social and verbal skills
- Bring cohesiveness to the team
- Utilize both verbal and social skills to promote the team
- Gets behind new concepts, processes & products
- Diffuse tension with the team
- See the big picture and then good at promoting it

Natural: 0,0%
Adapted: 7, 41%

Limitations:

- Disorganized and messy
- Emotional and acts on impulse
- Unrealistically optimistic about the team
- Inefficient
- Overemphasizes fun
- Doesn't gather all the facts before acting
- Listens to only some of the team members
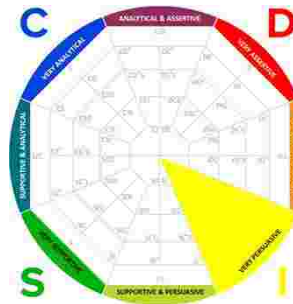
Use these words and phrases:

- New, unique, garner respect
- Recognition
- Creating the right image
- Don't get stuck in the middle
- Adapt it to your purpose
- Get your main point across
- Goals and tasks are reasonable
- We are all committed to a team approach

IS – Supportive & Persuasive

Strengths:

- Empathetic and understanding to help others
- Loyal to the team, team player
- Creates an environment where people feel significant
- Promoter and implementer of team ideas
- Helps others achieve goals
- Values people as well as things.
- Sensitive to feelings of others
- Is understanding and friendly
- Good listener and communicates well
- Sensitive to feelings

Natural: 3, 18%
Adapted: 3, 18%

Limitations:

- Will avoid confrontations within the team
- Lacks a sense of urgency
- Does not challenge the status quo
- Sometimes passive, indecisive
- Never draws the line with team players
- Holds grudges
- Withdraws under stress
- May be too kind, compassionate, and easy going

Use these words and phrases:

- Relationship
- Gaining consensus
- No disruption while integrating
- Solid foundation
- Security of knowing
- Things are on track
- Proven reliability
- No dependence on the "human factor"
- It is better to know than to guessing
- There'll be no radical change
- Quantify and test everything

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S – Very Supportive

Strengths:

- Enjoys the team environment, its members, and is loyal
- Excellent listener
- Understanding
- Patient and comforting
- Focus is on team activities
- Loyal to a team they identify with
- Motivated to follow procedures
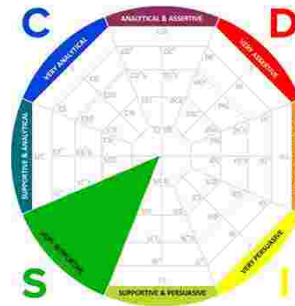
Natural: 0, 0%
Adapted: 0, 0%

Limitations:

- Can be passive and indecisive
- Resists changes
- May do the work themselves, instead of delegating
- May hesitate instead of moving forward
- Lacks urgency
- Wants to maintain status quo
- Withdraws and becomes possessive under stress
- Holds grudges

Use these words and phrases:

- No controversy
- Consistent with the industry standard
- Keep people off your back
- Predictability in operations
- Widely-accepted protocols
- Keeping with the industry standard
- You don't get credit for all you do
- Address every team member's concern
- Great team players

SC – Supportive & Analytical

Strengths:

- Works for a leader and a cause
- Accomplishes high standards in work and conduct
- Alert and sensitive to problems, rules, errors and procedures
- Can make the tough decisions without getting emotional
- Focus on need for quality systems
- Self-disciplined
- Can implement and fine-tune plans
- Stays focused on projects through to completion
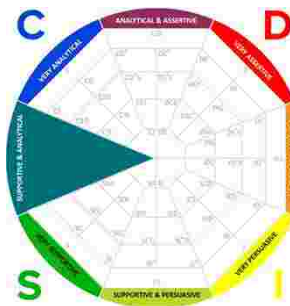
Natural: 8, 47%
Adapted: 3, 18%

Limitations:

- Resists change
- Show lack of confidence in team
- Under stress may become difficult
- May not discuss concerns and feelings
- May even hide true feelings
- May not promote self or the team
- Organizational procedures can be overused

Use these words and phrases:

- Spread the risk
- Know how things are supposed to be done
- Keep everything on a safe course, no hurry
- No more chaos. No conflicts
- No-nonsense down to earth
- Nothing complex about it
- Proven, tested and easy to use
- No hassle relationship
- Fighting never resolved anything
- Staying in the mainstream

C – Very Analytical

Strengths:

- Critical thinker
- Very accurate and precise
- Disciplined
- Demands high standards of self and direct reports
- Right way to proceed is motivating
- Use facts and data for support of opinions
- Problem solving based primarily on facts and data
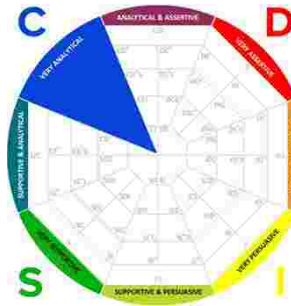
Natural: 3, 18%
Adapted: 3, 18%

Limitations:

- Lean hard on team leader
- Do not delegate, hoard the work
- Bound by procedures, never color outside the lines
- Analysis paralysis; sometimes overanalyze
- Avoids controversy by yielding
- Qualifies their own ideas
- Difficulty verbalizing feelings

Use these words and phrases:

- Proved accuracy
- Proved by researchers
- Minimize risk
- Predictable
- Well thought out
- Followed standards throughout
- Avoid human error
- We respect your privacy

CD – Analytical & Assertive

Strengths:

- Bring creative ideas
- Slow start, but fast finish
- Will make the tough decisions with insight, relying on facts
- Will push hard to find correct and acceptable solution
- Will challenge the team to higher performance standards
- Aware of impact of errors on the bottom line
- Structures good use of team's time
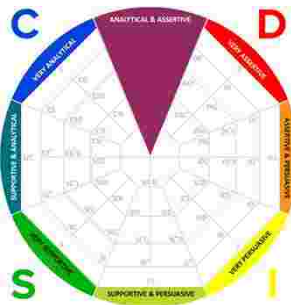
Natural: 2, 12%
**Adapted:** 0, 0%

Limitations:

- Takes on too much
- Overuse facts and data
- May be overly blunt and critical
- Insensitive to feelings of others
- Seen as insincere
- Under stress, can be demanding
- Under appreciate contribution of other team members
- Inconsistent decisions

Use these words and phrases:

- Both finances and operations have been considered
- You will have control over the project
- You will have control over outcomes
- Keep control over what matters to you
- Use your assets to their fullest potential

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Blending Team Styles

D *(Very Assertive)*	S, SI, SC *(Supportive, Supportive Persuasive/Analytical)*
• Fast Paced • Extroverted • Impatient • Engages in Conflict • Responds with Anger • High Urgency • Takes Risks	• Slow Paced • Introverted • Patient • Avoids Conflict • Non-expressive • Low Urgency • Risk Averse
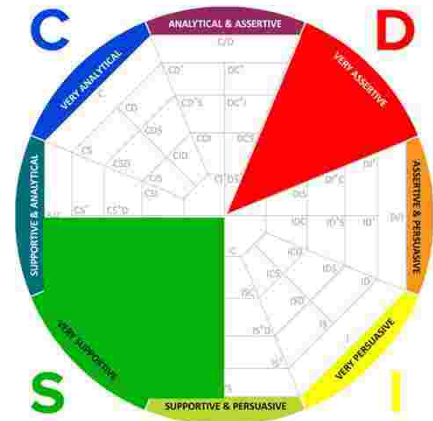
Tips for this blend

- D should work to build a trusting relationship with S
- D needs to be mindful of listening skills; invite the S to share
- S should not take all criticism or conflict personally, and recognize conflict may be productive
- S may need to increase the pace and urgency and try to remain focused on the result to support the D

I *(Very Persuasive)*	C, CD, CS *(Analytical, Analytical Assertive/ Supportive*
• Optimistic • Extroverted • Feelings • People Focus • Needs relevant data • Takes Risks	• Pessimistic (or Realistic) • Introverted • Facts • Task Focus • Needs lots of data • Risk Averse
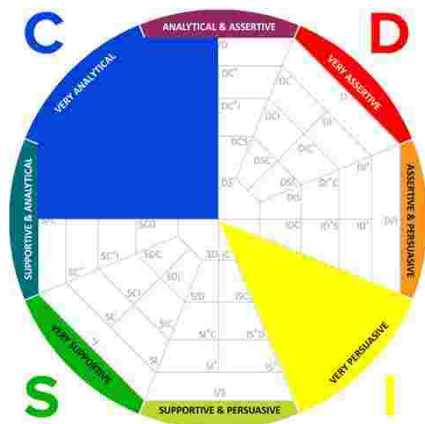
Tips for this blend

- I will need to slow down and monitor emotional expression
- I should reduce gesturing and be aware of personal space of C
- C will need to increase pace and be more engaging
- C and I have both pace and priority differences (slow/fast, task/people)

S *(Very Supportive)*	D, DC, DI *(Assertive, Assertive Analytical/Persuasive)*
• Careful with Decisions • Slow Paced • Indirect • People Focus • Non-expressive • Patient • Low Urgency	• Rapid Decisions • Fast Paced • Direct • Task Focus • Responds in Anger • Impatient • High Urgency
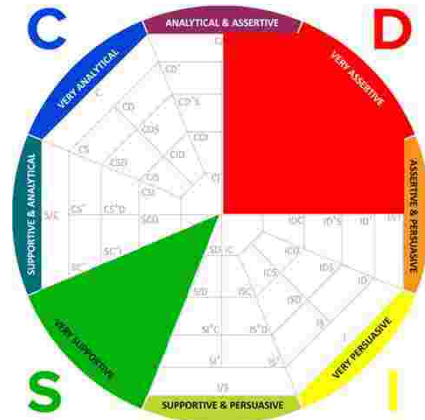
Tips for this blend

- S will need to speak up when not in agreement; they will prefer to go along to keep peace
- S should ask questions to better understand the expectations and agenda of the D
- D will need to slow down and remember to build trust before proceeding
- D should allow time for engaging and interacting with S before focusing on the tasks too heavily

| C *(Very Analytical)*	I, ID, IS *(Persuasive, Persuasive Assertive/Supportive)*
• Pessimistic (Realistic) • Careful with Decisions • Introvert • Slow Paced • Risk Averse • Task Focused	• Optimistic • Rapid Decisions • Extrovert • Fast Paced • Takes Risks • People Focused
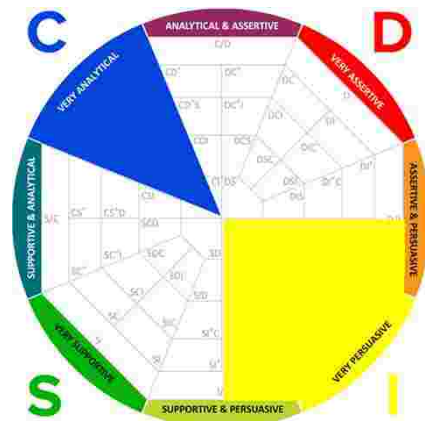
Tips for this blend

- C should use questions to guide the conversation to a desired conclusion
- C will need to engage more quickly and with increased energy
- I will need to control emotion and gestures, and limit physical contact
- I should allow more time for processing and response, trying not to lose interest or get distracted

DI (Assertive and Persuasive)	SC (Supportive and Analytical)
• Embraces Change • Engages in Conflict • Extrovert • Animated • Action oriented • Takes Risks	• Avoids Hurried Change • Avoids Conflict • Introvert • Reserved • Thought oriented • Risk Averse
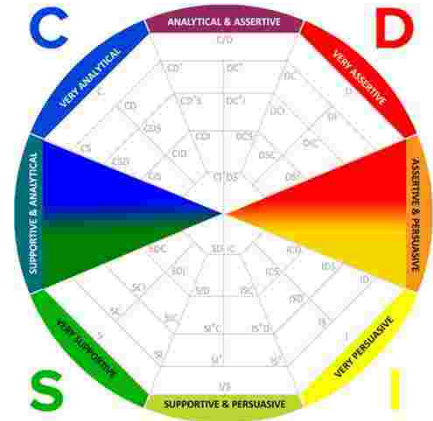
Tips for this blend

- DI should clearly outline expectations and results/goals to SC, in writing if possible
- DI will need to try to provide clarity regarding steps and procedures, not just high level concepts
- SC may become frustrated with lack of completion and closure; may need to ask for needed support from DI
- SC will need to express concerns and/or disagreements directly and briefly (yet thoroughly)

CD (Analytical and Assertive)	SI (Supportive and Persuasive)
• Direct • Skeptical/Slow to Trust • Task Focused • Accomplishers • Doing and Thinking	• Indirect • Open and Trusting • People Focused • Relaters • Feeling
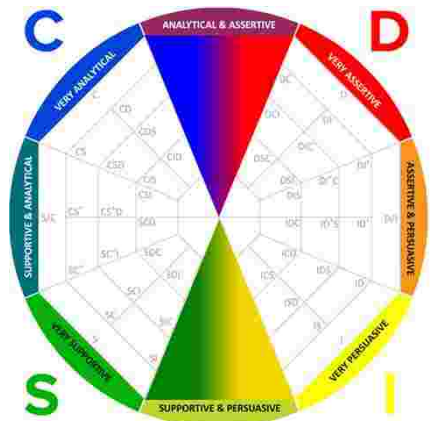
Tips for this blend

- CD should try to be more considerate and respectful of others feelings and perspectives
- CD should be more open with acknowledgment of individuals and their efforts, less forceful and challenging
- SI should try to be less reserved/yielding and speak up with thought and concerns
- SI should remember that conflict and criticism is not personal; it can be productive and necessary

Coaching the Team

Coaching any team can be challenging, especially when you are dealing with a blend of styles and diverse backgrounds and values. For most groups, it is not "know-how" or "knows-why" that stops people from effectively working together and influences the ability to bounce-back from unplanned events and shortages of time and resources that stop them. It is the inability to identify, understand and leverage the group's strengths and work effectively with individual vulnerabilities.

The aim then is to maximize individual potential to best support the group and reach the expected results.

Bringing everyone together to learn more about the members gives each person an intellectual understanding of why collaboration would be beneficial. If the group can see that collaboration is valuable and understand how to do work together as effectively as possible, the group can reach the best possible decisions and take action in a relevant time frame.

Suggestions to create, build, grow and improve teamwork:

- Review the team dynamics report for **similarities and differences** in behavioral styles.

- Consider the **natural and adapted strengths and challenges** for each team member, and the team as a **collective** group.

- Provide the opportunity for groups members to **engage with other group members** who are strong in the **areas they need to develop**. Rely on the **strengths and skills** of each team member to help the other members grow and develop.

- Evaluate **areas of opportunity** for the group to improve collaboration and interaction:
    - Are all team member's **voices being heard** in meetings/planning sessions?
    - Are all **perspectives embraced** as valuable insight by the team as a whole?
    - Are there consistently team members who **don't speak up** and **don't weigh in**?
    - Are all members **clear on expectations** and **understand their role** in the team?
    - Are there any **standing conflicts, resentments** or **miscommunications** that need to be addressed and mediated?

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Create a DISC POWER TEAM

Wouldn't it be amazing to have a DISC POWER TEAM where all members brought their best strengths to the table, and each of our challenges could be supported by someone who was skilled in the areas we struggle?

Considering the strengths and workplace behaviors for each style, who would be an ideal DISC POWER TEAM Member?

	DOMINANT STYLE		INFLUENCING STYLE		STEADY STYLE		CONSCIENTIOUS STYLE
STRENGTHS	Administration Leadership Pioneering		Persuading Motivating Entertaining		Listening Teamwork Follow-through		Planning Systemizing Orchestration
WORKPLACE BEHAVIORS	Efficient Busy Structured		Interacting Busy Personal		Friendly Functional Personal		Formal Functional Structured
TEAM MEMBER(S)							

For an upcoming project, consider how your DISC POWER TEAM could accomplish greatness!

- Assign responsibilities based on strengths
- Determine what opportunities or challenges exist or may come up
- Give each Team Member the opportunity to showcase their skills and experience
- Check in regularly and discuss as a team how it's going
- Provide feedback regarding roles, strengths, needs, and any additional support required

Additional DISC Resources

The four behavioral styles measured by the DISC model are:

Dominance

Dominance (D style) measures and identifies how assertively an individual prefers to deal with the PROBLEMS they encounter. Someone with a "high D" will actively pursue and attack problems, while someone with a "low D" will be more reserved and conservative in tackling difficult, problematic and confrontational issues. **Individuals who plot in the upper right "D" Dominant quadrant of the BPV will typically exhibit a more assertive, direct, guarded and results oriented behavioral style.**

Influence

The Influence (I style) measures and identifies how an individual prefers to deal with the PEOPLE they encounter. Someone with a "high I" will be outgoing, seek personal connections and enjoy frequent interactions with others while someone with a "low I" will be more introverted, more reserved and less inclined to initiate new personal connections and interactions with others. **Individuals whose integrated plot is in the lower right "I" Influence/Extroversion quadrant of the BPV will typically exhibit a more people oriented, direct but open behavioral style.**

Steadiness

The Steadiness (S style) measures and identifies how an individual prefers to deal with the ACTIVITY LEVEL or PACE of their daily agenda. Someone with a "high S" will exhibit a great deal of patience and prefers a stable, focused and consistent workload preferring not to frequently shift gears and alter direction mid-stream. Someone with a "low S" exhibits strong urgency or low patience and prefers a fast-paced, rapid fire, multi-tasked agenda that offers active, change-oriented and spontaneous options. **Individuals whose integrated plot is in the lower left "S" Steadiness/Patient quadrant of the BPV will typically exhibit a more indirect but open, patient and team-focused behavioral style**.

Conscientious

The Conscientious (C style) measures and identifies how an individual prefers to deal with the RULES, attention to detail, accuracy and data. Someone with a "high C" will insist on accuracy, reliable facts, precision and high standards. Someone with a "low C" will tend to question the rules, can be quite independent, opinionated and may favor emotional persuasion over logical data. **Individuals plotting in the upper left "C" Conscientious quadrant will typically exhibit a more indirect and guarded, data focused detailed and analytical behavioral style.**
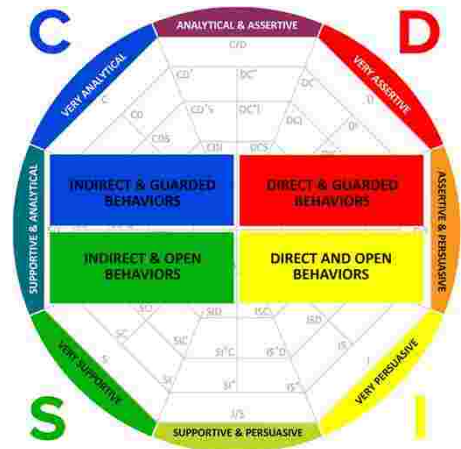
Behavioral Pattern View

The BPV has eight behavioral zones. Each zone identifies a different combination of behavioral traits. The peripheral descriptors describe how others typically see individuals with your style. Plots on the outer edges of the BPV identify that one factor (DISC) of your style will dominate the other three. As you move towards the center of the BPV two and eventually three traits combine to moderate the intensity of your style descriptors within a specific behavioral zone. +The plus sign indicates that the preceding style score is higher, moving you closer to that style zone (i.e. CD+S: The D score is stronger than in CDS so it plots closer to the D behavioral zone).
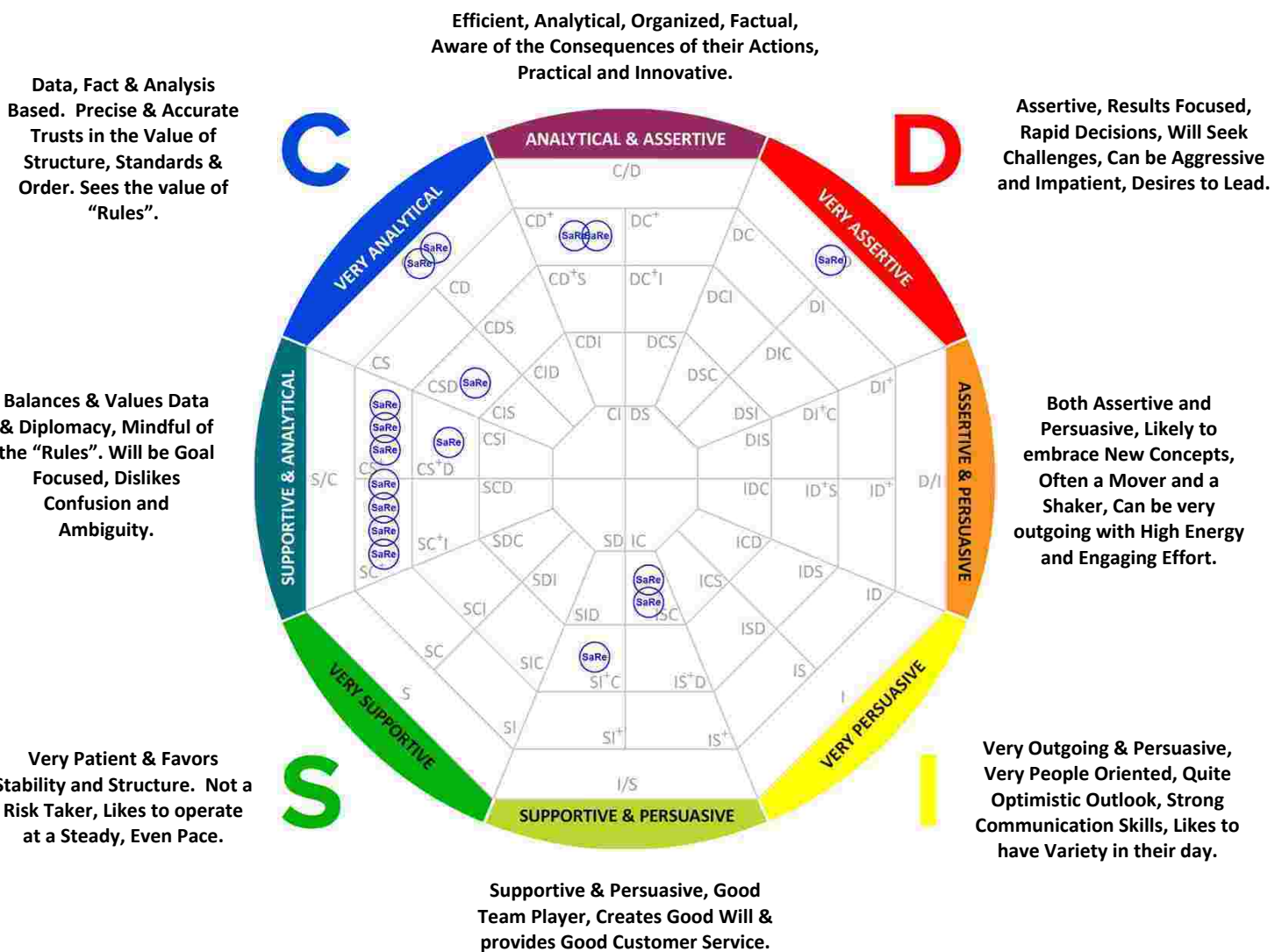
THE SCORING LEGEND

D = Dominance: How you deal with Problems
I = Influence/Extroversion: How you deal with Other People
S = Steadiness/Patience: How you deal with your Activity Level
C = Conscientious/Compliance/Structure: How you deal with the "Organization's Rules" as well as the focus on details, accuracy and precision

Efficient, Analytical, Organized, Factual, Aware of the Consequences of their Actions, Practical and Innovative.

Data, Fact & Analysis Based. Precise & Accurate Trusts in the Value of Structure, Standards & Order. Sees the value of "Rules".

Assertive, Results Focused, Rapid Decisions, Will Seek Challenges, Can be Aggressive and Impatient, Desires to Lead.

Balances & Values Data & Diplomacy, Mindful of the "Rules". Will be Goal Focused, Dislikes Confusion and Ambiguity.

Both Assertive and Persuasive, Likely to embrace New Concepts, Often a Mover and a Shaker, Can be very outgoing with High Energy and Engaging Effort.

Very Patient & Favors Stability and Structure. Not a Risk Taker, Likes to operate at a Steady, Even Pace.

Very Outgoing & Persuasive, Very People Oriented, Quite Optimistic Outlook, Strong Communication Skills, Likes to have Variety in their day.

Supportive & Persuasive, Good Team Player, Creates Good Will & provides Good Customer Service.

Tension Among the Styles

PACE AND PRIORITY represent two of the main sources of tension between the styles.

- D&C and I&S have different *PACES*: D and I are faster-paced, and S and C are slower-paced.

- D&I and S&C have different *PRIORITIES*: D and C are task-oriented, and I and S are people-oriented.

- D&S and I&C have *BOTH PACE AND PRIORITY DIFFERENCES*.

PACE	PRIORITY	PACE & PRIORITY
Direct, Fast-Paced *vs.* *Indirect, Slower-Paced*	*Guarded, Task-Oriented* *vs.* *Open, People-Oriented*	*Direct, Fast-Paced, Guarded, Task-Oriented* *vs.* *Indirect, Slower-Paced, Open, People-Oriented*
High S + High I *(Lower Left vs. Lower Right Quadrant).*	**High D + High I** *(Upper Right vs. Lower Right Quadrant)*	**High S + High D** *(Lower Left vs. Upper Right Quadrant)*
High C + High D *(Upper Left vs. Upper Right Quadrant)*	**High C + High S** *(Upper Left vs. Lower Left Quadrant)*	**High C + High I** *(Upper Left vs. Lower Right Quadrant)*

Communicating with the DOMINANT Style

D CHARACTERISTICS:	SO YOU SHOULD…
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 the way
Like personal choices	Allow them to "do their thing," within limits
Like changes	Vary routine
Prefer to delegate	Offer to assist with workload, let them decide "how"
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

Communicating with the INFLUENCING Style

I CHARACTERISTICS:	SO YOU SHOULD…
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

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Communicating with the STEADY Style

S CHARACTERISTICS:	SO YOU SHOULD…
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 them for their steady follow-through
Avoid risks and changes	Give them personal assurances, allow time to prepare for change
Dislike conflict	Act non-aggressively, focus on common interest or needed support
Accommodate others	Allow them to provide service or support for others
Values calm and peace	Provide a 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

Communicating with the CONSCIENTIOUS Style

C CHARACTERISTICS:	SO YOU SHOULD…
Dislikes aggressive approaches	Approach them in an indirect, nonthreatening way
Think logically	Show your reasoning
Seek data	Give data 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 procedures, and other progress and performance before they make decisions
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", allow them time to think before responding

Adapting in Different Situations: AT WORK

DOMINANT STYLE

HELP THEM TO:
- More realistically gauge risks
- Exercise more caution and deliberation before making decisions
- Follow pertinent rules, regulations, and expectations
- Recognize and solicit others' contributions
- Tell others the reasons for decisions
- Cultivate more attention/responsiveness to emotions

INFLUENCING STYLE

HELP THEM TO:
- Prioritize and organize
- See tasks through to completion
- View people and tasks more objectively
- Avoid overuse of giving and taking advice
- Write things down

STEADY STYLE

HELP THEM TO:
- Utilize shortcuts and discard unnecessary steps
- Track their growth
- Avoid doing things the same way
- Realize there is more than one approach to tasks
- Become more open to some risks and changes
- Feel sincerely appreciated
- Speak up and voice their thoughts and feelings

CONSCIENTIOUS STYLE

HELP THEM TO:
- Share their knowledge and expertise with others
- Stand up for themselves with the people they prefer to avoid
- Shoot for realistic deadlines and parameters
- View people and tasks less seriously and critically
- Balance their lives with both interaction and tasks
- Keep on course with tasks, less checking
- Maintain high expectations for high priority items, not everything

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Adapting in Different Situations: IN SALES AND SERVICE

DOMINANT STYLE

- Plan to be prepared, organized, fast-paced, and always to the point
- Meet them in a professional and businesslike manner
- Learn and study their goals and objectives – what they want to accomplish, how they currently are motivated to do things, and what they would like to change
- Suggest solutions with clearly defined and agreed upon consequences as well as rewards that relate specifically to their goals
- Get to the point
- Provide options and let them make the decision, when possible

INFLUENCING STYLE

- Take the initiative by introducing yourself in a friendly and informal manner and be open to new topics that seem to interest them
- Support their dreams and goals
- Illustrate your ideas with stories and emotional descriptions that they can relate to their goals or interests
- Clearly summarize details and direct these toward mutually agreeable objectives and action steps
- Provide incentives to encourage quicker decisions
- Give them testimonials

STEADY STYLE

- Get to know them more personally and approach them in a non-threatening, pleasant, and friendly, but professional way
- Develop trust, friendship, and credibility at a relatively slow pace
- Ask them to identify their own emotional needs as well as their task or business expectations
- Get them involved by focusing on the human element… that is, how something affects them and their relationships with others
- Avoid rushing them and give them personal, concrete assurances, when appropriate
- Communicate with them in a consistent manner on a regular basis

CONSCIENTIOUS STYLE

- Prepare so that you can answer as many of their questions as soon as possible
- Greet them cordially, but proceed quickly to the task; don't start with personal or social talk
- Hone your skills in practicality and logic
- Ask questions that reveal a clear direction and that fit into the overall scheme of things
- Document how and why something applies
- Give them time to think; avoid pushing them into a hasty decision
- Tell them both the pros and cons and the complete story
- Follow through and deliver what you promise

Adapting in Different Situations: IN SOCIAL SETTINGS

DOMINANT STYLE

- Let them know that you don't intend to waste their time
- Convey openness and acceptance of them
- Listen to their suggestions
- Summarize their achievements and accomplishments
- Give them your time and undivided attention
- Appreciate and acknowledge them when possible

INFLUENCING STYLE

- Focus on a positive, upbeat, warm approach
- Listen to their personal feelings and experiences
- Respond openly and congenially
- Avoid negative or messy problem discussions
- Make suggestions that allow them to look good
- Don't require much follow-up, detail or long-term commitments
- Give them your attention, time and presence

STEADY STYLE

- Focus on a slower-paced, steady approach
- Avoid arguments and conflict
- Respond sensitively and sensibly
- Privately acknowledge them with specific, believable compliments
- Allow them to follow through on concrete tasks
- Show them step-by-step procedures
- Behave pleasantly and optimistically
- Give them stability and minimum of change

CONSCIENTIOUS STYLE

- Use a logical approach
- Listen to their concerns, reasoning, and suggestions
- Respond formally and politely
- Negative discussions are OK, so long as they aren't personally directed
- Privately acknowledge them about their thinking
- Focus on how pleased you are with their procedures
- Solicit their insights and suggestions
- Show them by what you do, not what you say

Adapting in Different Situations: IN LEARNING ENVIRONMENTS

DOMINANT STYLE

- Likes to learn quickly; may be frustrated with a slower pace
- Has own internal motivation-clock, learns for their own reasons, not for anyone else's reasons
- May like to structure their own learning design
- Does okay with independent self-study
- Defines own goals
- May have a short attention span

INFLUENCING STYLE

- Likes learning in groups
- Interacts frequently with others
- Responds to extrinsic motivation, praise, and encouragement
- Needs structure from the facilitator; may lose track of time
- Needs "what to do" and "when to do it"
- May exceed deadlines if left on their own and learning may be completed late

STEADY STYLE

- Accepts a balance between individual and group work
- Shows patience with detailed or technical processes
- Likes journaling and follow-through
- Prefers explicit instructions
- Wants to know the performance outcomes and expectations
- May need help in prioritizing tasks if a long assignment; may take criticism personally

CONSCIENTIOUS STYLE

- Prefers individual work over group interaction
- Accepts more impersonal training, such as remote or on-line
- Has high expectations of their own performance
- Will structure their own activities only with explicit goals and outcomes established
- Emphasizes details, deep thinking, and theoretical bases for the learning
- May get overly bogged down in details, especially if the learning climate is pressured