



COMMUNICATION TIPS BY STYLE

High C's want others to minimize socializing, give details, and value accuracy.

Be sure to

- provide clear expectations and deadlines
 - show dependability
 - demonstrate loyalty
- be tactful and emotionally reserved
 - allow precedent to be a guide
 - be precise and focused
 - value high standards

Be prepared for

- discomfort with ambiguity
- resistance to vague or general information
 - desire to double-check
- little need for affiliation with others

“GIVE THEM TIME & DETAILS”

High D's want others to be direct, straightforward, and open to their need for results.

Be sure to

- make communication brief and to the point
 - respect their need for autonomy
- be clear about rules and expectations
 - let them initiate
- show your competence
 - stick to the topic
 - show independence
- eliminate time-wasters

Be prepared for

- blunt, demanding approaches
 - lack of empathy
 - lack of sensitivity
- little social interaction

“BE PREPARED BE BRIEF BE GONE”

High S's want others to be relaxed, agreeable, cooperative, and appreciative.

Be sure to

- be systematic in your approach
- provide a consistent and secure environment
- let them know how things will be done
 - use sincere appreciation
 - show their importance to the organization
- let them adapt slowly to change

Be prepared for

- friendliness to colleagues and supervisors
 - resistance to change
- difficulty identifying priorities
- difficulty with deadlines

“PROVIDE ASSURANCES, CHECK-IN OFTEN”

High i's want others to be friendly, emotionally honest, and want to be recognized for their contributions.

Be sure to

- approach them informally
 - be relaxed and sociable
- let them verbalize thoughts and feelings
 - keep the conversation light
 - provide written details
- give public recognition for individual accomplishments
 - use humor

Be prepared for

- attempts to persuade or influence others
 - a need for the limelight
 - overestimation of self and others
 - overselling ideas
- vulnerability to perceived rejection

“LET THEM TALK THEMSELVES TO CLARITY”