
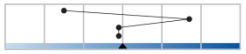


Exercise to determine your natural communication style and how to adapt to others.



A/B Relationship

<p>Task Centered (A over B)</p> 	<p>Direct and to the point; “telling” style. “Cuts through the noise” and gets straight to the heart of the matter. Independent style can make communication one-way. Can be forceful if encounters opposition. Generally more written. Time to prepare. Often asks “how does this information help/hurt me? Processes information mentally. Direct – says exactly what s/he means. Authoritative.</p>
<p>People Centered (B over A)</p> 	<p>Inclusive, “selling” style. Elicits opinions, asks questions, and includes others in the discussion. Concerned with others’ feelings and reactions to the message. Communication is distinctly two-way. More naturally thinks about how the message will be received, and tries to phrase accordingly. Harmonious environment preferred. Generally processes information verbally. Listens to hear how s/he can help; responds with natural empathy. Persuasive style</p>

How should I sell my ideas to someone with the opposite style? _____

What types of meetings/conversations should I schedule with someone with the opposite style? _____

Formality Drive

<p>High D</p> 	<p>Precise, sincere, formal communication style. Says exactly what they mean. Better at presenting information when has had time to think about it, process it, and get evidence to support thoughts. Listening for proof, details, facts. Thinks before speaking. Wants a structured well-thought out approach to plan. Mitigates risk.</p>
<p>Low D</p> 	<p>Informal, uninhibited, free-flowing (regardless of prep time). Comfortable alone or in groups. Speaks confidently off the cuff, brainstorms. Comfortable talking about intangibles: ideas, visions. Focused on the end result. Less concerned with details and specifics than overall impact. Open to risk and creativity.</p>

How can I best adapt my approach to someone with the opposite style? _____

Thoughts to keep in mind in preparing to meet with someone with the opposite style? _____
