

**Adapting to others
and their
differences**

What is *your* style as others see it and...

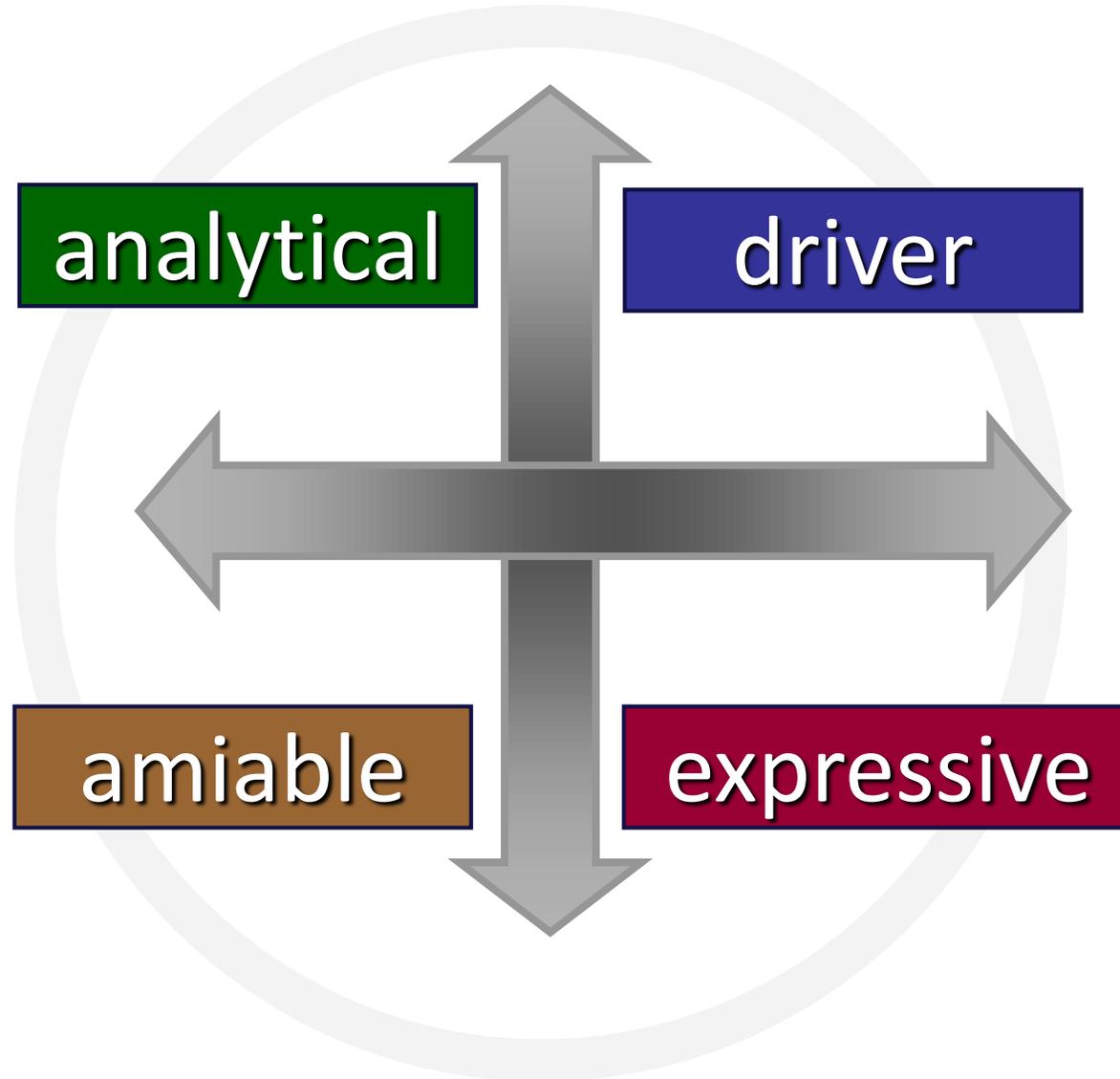
... how can you adapt it?

Your style: questionnaire

Put a tick (✓)
in the (*white*) box that best describes
you in a work situation.

1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates more energy.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demonstrates less energy.

Which is your style?



Analytical

- organised
- conservative
- serious
- process-oriented
- perfectionist
- rational

Driver

- to the point
- results-oriented
- competitive
- strong-willed
- wants change
- decisive.

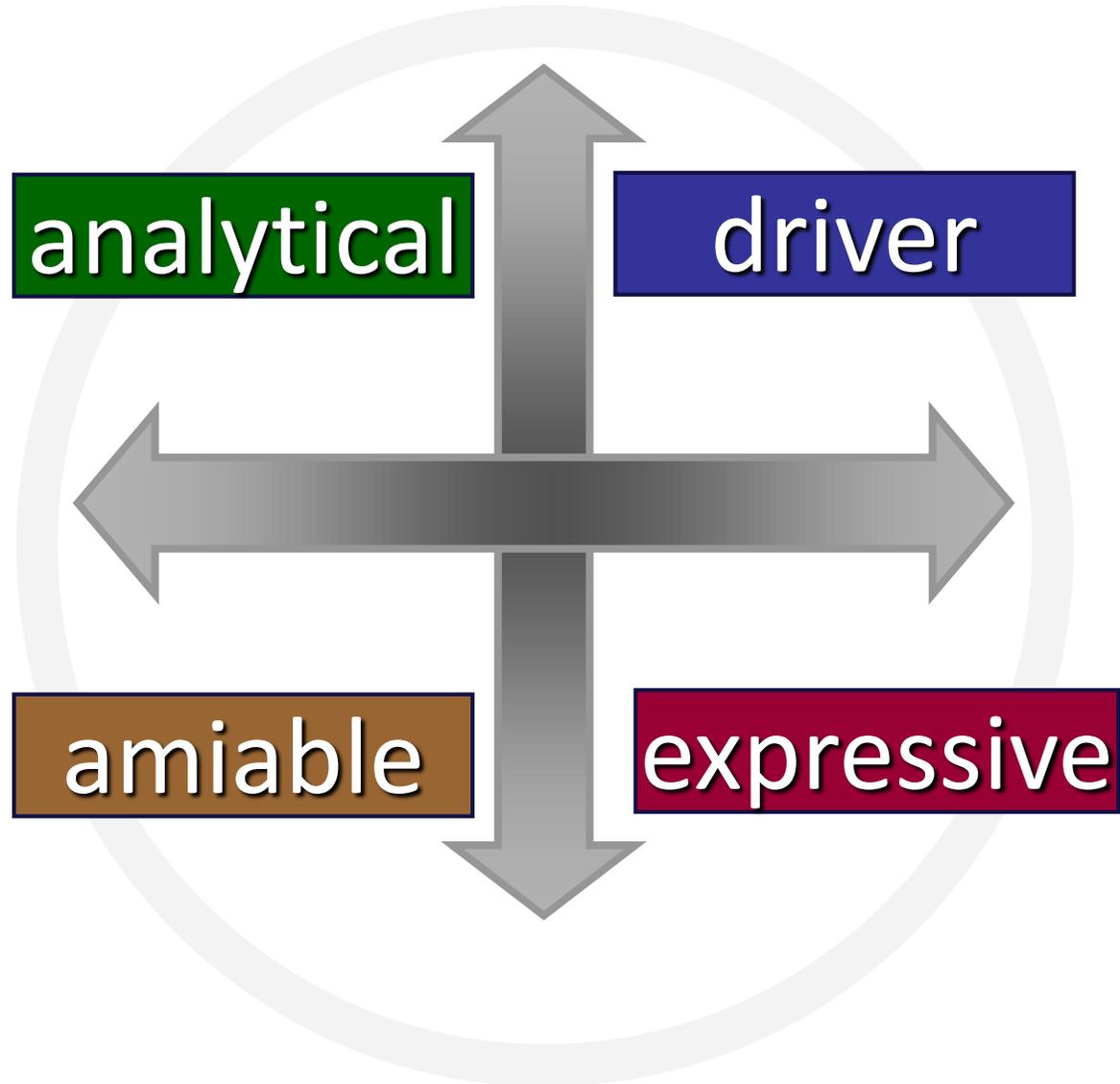
Expressive

- spontaneous / excited
- prefers the big picture to detail
- talkative / animated
- creative
- optimistic
- intuitive

Amiable

- agreeable
- dislikes conflict
- compassionate
- friendly
- team-focused
- seeks consensus.

Adapting your style



To adapt to an **analytical** person

- Use detail.
- Be specific.
- Talk about process.
- Be structured.
- Give evidence to support your claims.

To adapt to a driver

- Keep it brief.
- Get right to the point.
- Say it once but say it well.
- Put important information first.
- Focus on results and outcomes.

To adapt to a **expressive** person

- Be enthusiastic.
- Match their energy level.
- Take an interest in them.
- Talk about the big issues before details.
- Be creative.

To adapt to an **amiable** person

- Find personal links with them
- View the relationship as a team: say 'we', 'us', 'our'
- Give your personal commitment and reassurance
- Avoid arguments
- Consider the impact of your request on others

When styles collide

