

COMMUNICATING WITH OTHERS

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<p>How to communicate with a person according to their style</p>	<ul style="list-style-type: none"> • Offer opportunity • Give more responsibility • Challenge • Provide resources to allow for achievement • Give authority 	<ul style="list-style-type: none"> • Chance to do to things with others • Use humorous appeals • Let them know you are pleased • Provide opportunity to be in the spotlight 	<ul style="list-style-type: none"> • Stress worthwhile • Idealistic appeals • Ask for help • Appeal to excellence • Show concern • Emphasize self-development 	<ul style="list-style-type: none"> • Present ideas as low risk • Give opportunity to be analytical • Exercise logic, use facts • Use familiarity, routine, and structure • Tie new things to old
<p>Most effective environment for each style</p>	<ul style="list-style-type: none"> • Competitive • Direct • Risk-taking • Opportunistic • Need action now 	<ul style="list-style-type: none"> • Social • Changing • Youthful • Optimistic • Smooth the waters 	<ul style="list-style-type: none"> • Respecting • Supportive • Reassuring • Idealistic 	<ul style="list-style-type: none"> • Unemotional • Factual • Scientific • Practical • More data
<p>Least effective environment for each style</p>	<ul style="list-style-type: none"> • No resources • Authority counter-manded • Responsibility diminished • No challenges • Can't control factors which affect results 	<ul style="list-style-type: none"> • Critical authority • Unfriendly co-workers • Routines and details • Firm schedules and supervision 	<ul style="list-style-type: none"> • Betrayal • Personal criticism • Ridicule • Failure • Lack of support 	<ul style="list-style-type: none"> • Constantly changing rules and policies • Highly emotional • Premature decision-making • Failure to be taken seriously
<p>How to be the most effective Manager for each style</p>	<ul style="list-style-type: none"> • Be confident • Provide autonomy • Reward results • Firm boundaries, but appreciate initiative • Listen, but be decisive • Spar on an equal basis 	<ul style="list-style-type: none"> • Be friendly • Informative • Helpful feedback • Understanding • Encouraging • Flexible • Sense of humor 	<ul style="list-style-type: none"> • Give recognition, trust & appreciation • Mutual goal-setting • Be accessible • Try to share • Be dependable 	<ul style="list-style-type: none"> • Be organized • Show purpose • Detail-oriented • Systematic • Objective • Fair • Consistent
<p>How to be the most effective employee to a Manager of each style</p>	<ul style="list-style-type: none"> • Be responsive • Capable • Independent • Direct 	<ul style="list-style-type: none"> • Be social • Sophisticated • Tactful • Influential 	<ul style="list-style-type: none"> • Demonstrate worth • Show loyalty • Be sincere • Team-oriented 	<ul style="list-style-type: none"> • Be respectful • Conforming • Logical • Pay attention