

Work Styles List

Not an excuse, an explanation

NAME	WORK STYLE

Utilize the assessment tool to determine the work styles of your employees. Some people may surprise you!

Tips for Working with Different Work Styles

Logical (It is right)	<u>Analytical</u>	<u>Drivers</u>	
	<ul style="list-style-type: none"> • Explain <i>HOW</i> first • Proceed deliberately • Support the analytical's principles • Talk about documented facts • Provide deadlines • Be patient, organized, and logical 	<ul style="list-style-type: none"> • Explain <i>WHAT</i> first • Proceed rapidly • Support the driver's results • Talk about immediate results • Provide freedom and options • Be businesslike, time conscious, factual 	
Emotional (It feels right)	<u>Amiables</u>	<u>Expressives</u>	
	<ul style="list-style-type: none"> • Explain <i>WHY</i> first • Proceed softly • Support the amiable as a person • Talk about personal life • Provide initiative • Be gentle, specific, harmonious 	<ul style="list-style-type: none"> • Explain <i>WHO</i> first • Proceed enthusiastically • Support the expressive's intentions • Talk about people and opinions • Provide discipline (structure) • Be stimulating, open, flexible 	
	Low ←	Assertiveness →	High

	Analytical	Driver	Amiables	Expressives
Motto	Get it Right	Get it Done	Get Along	Get Noticed
Description	Thinker, indirect, logical, technical, accurate, questions	Doer, direct, factual, action oriented, bottom line, results	Relator, casual, personable, people oriented, loyal, caring	Initiator, dramatic, social, future oriented, fun loving, excitement
For decisions, give them	Facts, evidence, service	Options, probability forecasts	Guarantees, assurances	Testimony, incentives
Support their	Principles, thinking	Conclusions, actions	Relationships, feelings	Intuitions