

Communications and Decision-making Styles

Personal Style Questionnaire

Instructions:

Look at the words across each of the Columns A, B, C and D for each of the list of 16. Select two words from each range that best represent you. Score 2 besides your first choice (most like you) and 1 by the second word. Total each column when finished.

	COLUMN A	COLUMN B	COLUMN C	COLUMN D
1.	Disciplined	Dependable	Expressive	Independent
2.	Inflexible	Shy	Unorganised	Single-minded
3.	Organised	Supportive	Creative	High Output
4.	Perfectionist	Strong Habits	Impulsive	Strong Views
5.	Accurate	Warm	Enthusiastic	Courageous
6.	Reserved	Responsive	Very Confident	Slow to Praise
7.	Analytical	Loyal	Talkative	Decisive
8.	Concerned	Even Paced	Restless	Forceful
9.	Thinker	Friendly	Fun Loving	Knows
10.	High Standards	Reliable	Own Time	Speaks up
11.	Careful	Trustworthy	Communicative	Adventuresome
12.	Hesitant	Reflective	Street-wise	Tough-minded
13.	Precise	Tolerant	Flexible	Determined
14.	Sensitive	Calm	Outspoken	Dominant
15.	Factual	Patient	Generous	Direct
16.	Slow to delegate	Shows Concerns	Eager	Controlling
	Total _____ Ticks Column (A)	Total _____ Ticks Column (B)	Total _____ Ticks Column (C)	Total _____ Ticks Column (D)

TEAMWORK

EXERCISE PART 'B' - Complete questionnaire to analyse your team style.

Personal Profile

A, Style Analytical/Detail Your _____ Score	B, Style Behaviour/People/Team Your _____ Score
C, Style Creative/Innovative Your _____ Score	D, Style Drive Task/Action Your _____ Score

STYLE A - Analytical and Detail Approach

You may be inclined to get stuck into detail without having a general overview. You dislike errors or poor organisation, bad time-keeping or lack of clarity. You like to work things through for yourself in your own time, dislike being rushed. You are good at detail and analysis of problems. You will have weighed up all the options before deciding. Prefers to do things yourself before you delegate to others. You neither like nor dislike teams, but may have preference to work alone.

General Approach

To task:	to finish
To people:	to do their job well
To problems:	to analyse all options
To stress:	withdraws
To time:	in control
To conflict:	keeps within self

STYLE B - Behavioural People Approach

Welcomes the opportunity to work with others in a supportive role. Good at relating to people and is very tolerant of their shortcomings. Builds a relationship based on loyalty and trust. Feels hurt if let down, may take it personally. Adapts well to most situations and tries hard at fitting in. Can be seen as easy going and this may encourage others to take advantage. However, when things go wrong or people are in difficulty they come to you with their problems. You are very much the original team player.

General Approach

To task:	to get support from others
To people:	to work together at all costs
To problems:	these should be shared solutions
To stress:	adjust and accept others stress
To time:	tolerant of drift stress
To conflict:	avoids

STYLE C - Creative and Innovative Approach

This style likes working on new problems in new situations. You can see your way around situations and good at getting out of trouble by quick thinking. You have lots of contacts, indeed you are the original net-worker. You reach out to others beyond your work and home environment. You are seen by others as the talkative person, happy to go out front and represent the group. You have 101 schemes/ideas waiting to get out. One of these days your ideas will make you good money. You enjoy working in a team, are very flexible and can assume a variety of roles.

General Approach

To task:	find ways to achieve
To people:	influences others
To problems:	finds creative solutions
To stress:	escapes from issues
To time:	looses track of time
To conflict:	compromise or find a way around

STYLE D - Drive and Task Approach

This is a hard driving and task orientated style. Likes to see results quickly and will jump into a task without planning or attention to detail. Happy when up to your neck in it, and there is a crisis for you to sort out. Results and progress are important, can loose tolerance with unwilling support or slow-moving change. Slow to delegate, prefer to do everything yourself. Dislikes taking orders or instructions from others, likes to lead. Happy working with others who are task orientated and pushes for results. You will work in a team if they are the leader or given a major role to perform.

You may be inclined to clash with strong dominant people not unlike yourself.

General Approach

To task:	get it done now
To people:	seek to control and direct
To problems:	push to finish or avoid
To stress:	tries even harder to achieve
To time:	work until it is finished, use up personal time