*Communication Style Self-Test*

## Select one statement from each pair, either a or b, that more closely describes you.

1. I prefer to: a. ask a lot of questions b. tell it like it is
2. I prefer to: a. work on my own b. work with others
3. In a team a. I am supportive of others b. I like to take initiative
4. As for my social style, a. I am a more private person b. I am very sociable
5. As for conversational style, a. I am pretty gabby b. I tend not to speak up
6. Working on new project a. I like to keep to the facts b. I like to express my opinion

## In the grid below, circle each of your responses.

 Other Directed Self Directed

 1. a. 1. b.

 2. b. 2. a.

 3. a. 3. b.

 Less Expressive More Expressive

 4. a. 4. b.

 5. b. 5. a.

 6. a. 6. b.

## Find yourself on the axis below by circling either Other Directed or Self Directed, and either Less Expressive or More Expressive, depending on which of the pair has more circles in the grid above. Connect your Expression and Direction circles. The resulting line passes through one of the four style names.

Less Expressive

DATA DIRECTIVE

Other Self

Directed Directed

AMIABLE VISIONARY

More Expressive

*Communicating in Type*

*Datas often*

ask detailed questions and expect detailed answers, give specific assignments

prepare thoroughly rather than 'wing it'

have several meetings along the way with progress reports rather than a final meeting

build relationships on confidence and credibility, not impressions, feelings, opinions

 *When communicating with Datas*

 keep things low-key, even toned, not too fast or loud

 initiate changes/decisions with supporting facts upon which to base the decisions

 demonstrate, with examples from the past, how you will deliver on your promises

 provide sufficient time for decisions/changes; be patient, don't push

*Directives often*

have business-like offices with fewer personal touches

get right down to business, telling you what they are looking for, what the requirements are, when it is needed, what kind of service is expected, etc

may seem inflexible or abrupt

 *When communicating with Directives*

 be direct, to the point, concise, with a plan of action rather than a personal guarantee

 keep things businesslike, with a minimum show of feelings

 respond directly to their problem with specifics on how you can meet their needs

 let them decide about changes in time frame or the outcome

*Amiables often*

are open, friendly, interested in people and how things are going for them

work well in relaxed situations

avoid anger and confrontation, even when they disagree

ask questions, work others' ideas in, need support in decision-making

 *When communicating with Amiables*

 start on a personal note before jumping into business

 ask for their help, develop mutual agreements, strengthen the relationship

 have them describe a plan that would work best for them, point out benefits to others

 offer suggestions, not directives (*“Let's try this" “How can I support you?")*

*Visionaries often*

express their feelings openly, have a lot of body-movement

are quick to give an opinion

change their minds a lot, have many interests

are futuristic in their thinking, see the big picture

 *When communicating with Visionaries*

 be adaptable, take time to listen, relax, have fun, and still get the job done

 ask for their views on where they want to go and how they plan to get there

 if they change their mind, ask what influenced the change

 offer help to make “our” program work, confirm commitments to changes