Understanding Workplace Differences

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>61</td>
<td>13</td>
<td>42</td>
<td>74</td>
<td>14</td>
<td>45</td>
</tr>
<tr>
<td>17</td>
<td>89</td>
<td>21</td>
<td>49</td>
<td>69</td>
<td>54</td>
<td>18</td>
</tr>
<tr>
<td>37</td>
<td>53</td>
<td>65</td>
<td>57</td>
<td>78</td>
<td>38</td>
<td>10</td>
</tr>
<tr>
<td>25</td>
<td>77</td>
<td>53</td>
<td>57</td>
<td>82</td>
<td>90</td>
<td>58</td>
</tr>
</tbody>
</table>

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>79</td>
<td>39</td>
<td>86</td>
<td>70</td>
<td>18</td>
<td>46</td>
</tr>
<tr>
<td>31</td>
<td>85</td>
<td>5</td>
<td>34</td>
<td>9</td>
<td>29</td>
<td>22</td>
</tr>
<tr>
<td>47</td>
<td>82</td>
<td>26</td>
<td>54</td>
<td>62</td>
<td>16</td>
<td>40</td>
</tr>
<tr>
<td>54</td>
<td>73</td>
<td>56</td>
<td>66</td>
<td>62</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>76</td>
<td>16</td>
<td>28</td>
<td>24</td>
<td>56</td>
<td>62</td>
</tr>
<tr>
<td>31</td>
<td>80</td>
<td>8</td>
<td>24</td>
<td>56</td>
<td>56</td>
<td>40</td>
</tr>
<tr>
<td>47</td>
<td>72</td>
<td>12</td>
<td>88</td>
<td>4</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>51</td>
<td>68</td>
<td>84</td>
<td>64</td>
<td>48</td>
<td>48</td>
<td>48</td>
</tr>
</tbody>
</table>

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>59</td>
<td>63</td>
<td>35</td>
<td>59</td>
<td>63</td>
<td>35</td>
</tr>
<tr>
<td>19</td>
<td>87</td>
<td>23</td>
<td>20</td>
<td>84</td>
<td>64</td>
<td>44</td>
</tr>
<tr>
<td>36</td>
<td>72</td>
<td>12</td>
<td>12</td>
<td>72</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>44</td>
<td>48</td>
<td>48</td>
<td>44</td>
<td>48</td>
<td>48</td>
<td>44</td>
</tr>
</tbody>
</table>
Character vs. Personality

- **Character:**
  - The sum of features and traits that form the individual nature of some person or thing.
  - Relates to our morality, integrity, lifestyle practices and how we behave under pressure.

- **Personality**
  - The visible aspect of one's character as it impresses others.
  - Concerned with our temperament, how we make our decisions, how we feel about ourselves.

---

**Personality Test**

For each of the twenty four rows, circle ONE word in each row that you feel describes you best.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pioneering</td>
<td>Correct</td>
<td>Emotional</td>
<td>Satisfied</td>
</tr>
<tr>
<td>2</td>
<td>Restrained</td>
<td>Forceful</td>
<td>Careful</td>
<td>Expressive</td>
</tr>
<tr>
<td>3</td>
<td>Willing</td>
<td>Animated</td>
<td>Bold</td>
<td>Precise</td>
</tr>
<tr>
<td>4</td>
<td>Respectful</td>
<td>Out-going</td>
<td>Patient</td>
<td>Determined</td>
</tr>
<tr>
<td>5</td>
<td>Stubborn</td>
<td>Bashful</td>
<td>Indecisive</td>
<td>Unpredictable</td>
</tr>
<tr>
<td>6</td>
<td>Persuasive</td>
<td>Self-reliant</td>
<td>Cooperate</td>
<td>Gentle</td>
</tr>
<tr>
<td>7</td>
<td>Cautious</td>
<td>Even-tempered</td>
<td>Decisive</td>
<td>Life-of-the-party</td>
</tr>
<tr>
<td>8</td>
<td>Popular</td>
<td>Assertive</td>
<td>Perfectionist</td>
<td>Generous</td>
</tr>
</tbody>
</table>
Personality Myths

- My personality type is better than yours
- You are trying to label me
- This is just the way that I am, deal with it
- It’s easier for you to change than me

Meet the Director

- Bottom Line
- Just Do It
- Self-Reliant
- Likes Challenge
- Forceful
- Task Oriented
- Problem Solver
**Basic Tendencies of the Director**

- Goal Directed
- Confident
- Determined
- Direct
- Decisive
- Respond Immediately
- Make things happen

Key word: CONTROL

**Meet the Socializer**

- Optimistic
- Socially oriented
- Compassionate
- Wide circle of friends
- Creative
- Enjoys change
Basic Tendencies of the Socializer

- Enthusiastic
- Good Communicator
- Optimistic
- Involved
- Spontaneous
- Persuasive
- Imaginative

Key word: FUN

Meet the Relator

- Patient
- Good listener
- Create harmony
- Loyal
- Brings stability
- One-on-one
- Warm, caring
Basic Tendencies of the Relator

- Reliable
- Tender Hearted
- Listens well
- Agreeable
- Even tempered
- Systematic
- Stable
- Steadfast

Key Word: PEACE

Meet the Thinker

- Accuracy and precision
- Analytical
- Follow directions
- Sensitive to criticism
Basic Tendencies of the Thinker

- Analytical
- Sensitive
- Does things correctly
- Cautious, Intense
- Conscientious
- Strives for excellence
- Questioning

Key Phrase: Get it Right

Office Space...

The Director’s Office

The Socializer’s Office
People Oriented vs. Task Oriented

- **People Oriented**: the readiness and willingness with which a person outwardly shows emotions or feelings and develops interpersonal relationships. They tend to be flexible about time and base their decisions more on intuition and opinion than on hard facts and data. Relators and Socializers tend to be more people oriented and share their feelings with others.

- **Task Oriented** individuals as opposed to individuals that are people oriented, hide their personal feelings in the presence of others. They are seen as formal and proper. They tend to be more guarded and aloof in their interpersonal relationships. These people are more likely to follow the letter of the law and try to base their decisions on cold, hard facts.
Sources of Irritation

- **Director**
  - Weakness
  - Laziness
  - Indecisiveness
  - Lack of Discipline
  - Lack of Authority
  - Lack of a Plan
  - Lack of a Purpose
  - Lack of Control
  - Lack of Direction
  - Lack of a Challenge

- **Socializer**
  - Disinterest
  - Slowness
  - Pessimism
  - Details
  - Time Restraints
  - Doubt
  - Structure
  - Lack of Enthusiasm
  - Lack of team participation
Sources of Irritation

- **Relator**
  - Pushiness
  - Instability
  - Inflexibility
  - Anger
  - Disloyalty
  - Insensitivity
  - Pride
  - Unfairness
  - Discrimination
  - False Impressions

- **Thinker**
  - Incompetence
  - Disorganization
  - Foolishness
  - Dishonesty
  - Inaccuracy
  - Wastefulness
  - Inconsistency

**Director - Handling Stress**

- Stress builds up when their personal goals are blocked.
- Becomes demanding, angry, intense, forceful, direct, bossy
- Seek physical stress release
### Socializer - Handling Stress

- Becomes overly optimistic, immature, emotional, irrational, silly
- Become even more talkative and it can look like nervous energy.

### Relator - Handling Stress

- Insecure, gets fearful, becomes withdrawn, gets stubborn
- The high relator might relieve stress by taking a nap, watching TV or going for a walk.
- Stress takes its greatest toll on the high relator.
Thinker - Handling Stress

- Becomes moody, contemplative, gets critical, negative
- Prefers to tune stress out.
- Isolates themselves and involve themselves in a task to process stress.
- If they are avoiding you, YOU might be the source of their stress

Before & After

- Do people change after you have been in a relationship for an extended period of time?
- Yes, people do change but we also perceive things differently
The “Change” for a Director

- Before
  - Decisive
  - Independent
  - Efficient
  - Practical
  - Determined

- After
  - Controlling
  - Pushy
  - Dominating
  - Severe
  - Harsh

The “Change” for the Socializer

- Before
  - Stimulating
  - Enthusiastic
  - Dramatic
  - Outgoing
  - Personable

- After
  - Excitable
  - Egotistical
  - Reactive
  - Manipulative
  - Talkative
### The “Change” for the Relator

<table>
<thead>
<tr>
<th>Before</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supportive</td>
<td>Conforming</td>
</tr>
<tr>
<td>Willing</td>
<td>Awkward</td>
</tr>
<tr>
<td>Dependable</td>
<td>Dependent</td>
</tr>
<tr>
<td>Reliable</td>
<td>Slow</td>
</tr>
<tr>
<td>Agreeable</td>
<td>Lack of Initiative</td>
</tr>
</tbody>
</table>

### The “Change” for the Thinker

<table>
<thead>
<tr>
<th>Before</th>
<th>After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thorough</td>
<td>Critical</td>
</tr>
<tr>
<td>Persistent</td>
<td>Stuffy</td>
</tr>
<tr>
<td>Orderly</td>
<td>Indecisive</td>
</tr>
<tr>
<td>Serious</td>
<td>Moralistic</td>
</tr>
<tr>
<td>Industrious</td>
<td>Picky</td>
</tr>
</tbody>
</table>
**Tension Among Styles Model**

- **Director**
- **Socializer**
- **Thinker**
- **Relator**

**Responses to Conflict**

<table>
<thead>
<tr>
<th></th>
<th>Natural</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Tends to attack</td>
<td>Restore with compassion</td>
</tr>
<tr>
<td>Socializer</td>
<td>Exposes others</td>
<td>Make others look good</td>
</tr>
<tr>
<td>Relator</td>
<td>Wants to support or submit</td>
<td>Care enough to confront</td>
</tr>
<tr>
<td>Thinker</td>
<td>Tends to criticize</td>
<td>Examine self first</td>
</tr>
</tbody>
</table>
**Behavioral Adaptability**

- Your willingness and ability to adjust your approach or strategy based on the particular needs of the situation or relationship at a particular time.

**Growth Areas - Directors**

- Back off and seek peace
- Relax
- Think before reacting
- Control yourself
- Be patient, kind, friendly, sensitive
Growth Areas - Socializers

- Listen
- Be humble
- Be punctual
- Be careful with words
- Share the limelight with others
- Control your excitement
- Don’t try to please everyone
- Don’t expect others to have your energy

Growth Areas - Relators

- Don't follow others so easily, learn to trust yourself
- Don't hold grudges, try not to be stubborn and accept change
- Don't let others take advantage of you, be a little more assertive
- Don't ignore things hoping that they will go away
**Growth Areas - Thinkers**

- Be more joyful, positive, tolerant
- Be more trusting and enthusiastic
- Set aside the tendency to critique and judge everything, be more flexible
- Don’t worry so much or aim for perfection
- Work on your people skills, be more sociable, communicate, loosen up

**Connecting with the Director**

- Be direct, get to the point
- Be specific and don’t over-explain or repeat yourself
- Be organized and well prepared
- Speak in a fast pace
- Make direct eye contact
- Minimize small talk
- Focus on results to be achieved
**Connecting with the Director**

- Let them have personal control
- Help them find places to contribute
- Allow for innovation
- Express admiration for their accomplishments
- Strive for a win-win solution
- Control your own emotions
- Be less sensitive
- Answer “what” questions

**Connecting with the Socializer**

- Use a positive approach, make it fun
- Maintain balance between fun and achieving results
- Connect them with people
- Limit details and tasks
- Confirm any agreements made; follow up with a brief “to do” list so they remember what they agreed to do
- Reinforce them and let them know that you are pleased
- Don’t shoot down all of their ideas
- Provide opportunities for them to be in the spotlight
Connecting with the Socializer

- Make direct eye contact
- Speak in an energetic and fast paced manner
- Support your ideas with the opinions of people they respect
- Allow some socializing time in meetings
- Talk about experiences, people, opinions and facts
- Ask about their “gut” feelings
- Enjoy their humor and have fun with them
- Answer their “who” questions

Connecting with the Relator

- Minimize conflict, maintain a secure environment
- Allow time to adjust to change, allow for their pace, be patient
- Use less intense eye contact
- Speak in a moderate pace with a softer voice and moderate tone
- Show concern for what they are concerned about
- Encourage them to express their concerns without getting upset with them
- Make them feel part of the team
- Ask for their help
Connecting with the Relator

- Seek their opinions and ideas: then listen
- Try not to counter their ideas with logical arguments
- Allow time for them to make a decision to reduce pressure
- Aim for mutual agreement on work goals and completion dates
- Help them initiate things, help them make decisions
- Answer “how” questions

Connecting with the Thinker

- Allow for a slower more calculated pace and time to think through change
- Be more formal in your speech and manner
- Don’t speak in a loud or fast paced voice
- Provide obvious support, provide details
- Allow time for quality work
- Patiently answer questions and be prepared to provide explanations
- Present the pros and cons of an idea along with options
Connecting with the Thinker

- Expect doubts and questions
- Follow up in writing
- Be punctual and stick to guidelines
- Present information in an organized, planned and comprehensive manner
- Accept that plans requiring risk-taking options are generally not welcomed
- Be open to their suggestions
- Answer “why” questions

Survival
A Simulation Game

- A ball of steel wool
- Small ax
- A loaded .45-caliber pistol
- Can of Crisco shortening
- Newspapers (one per person)
- Cigarette lighter (without fluid)
- Extra shirt and pants for each survivor
- 20 x 20 ft. piece of heavy-duty canvas
- A sectional air map made of plastic
- One quart of 100-proof whiskey
- A compass
- Family-size chocolate bars (one per person)

Your task as a group is to list the above 12 items in order of importance for your survival. List the uses for each. You MUST come to agreement as a group.
**Survival**

A Simulation Game Scoring; award points for your top 5 items

- Cigarette lighter = 1pt
- Ball of steel wool = 2pt
- Extra shirt and pants for each survivor = 3pt
- Can of Crisco shortening = 4pt
- 20 x 20 foot piece of canvas = 5pt
- Small ax = 6pt
- Family size chocolate bar (one per person) = 7pt
- Newspapers (one per person) = 8pt
- Loaded .45-caliber pistol = 9pt
- Quart of 100 proof whiskey = 10pt
- Compass = 11pt
- Sectional air map made of plastic = 12pt

---

**Summary**

- Healthy teams embrace differences and value each person. We need each other. The workplace is made up of a variety of individuals, which when working together with a team mentality, are greater than the sum of their parts.