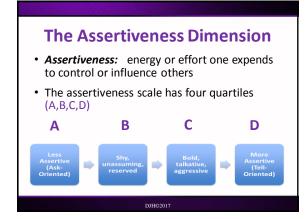
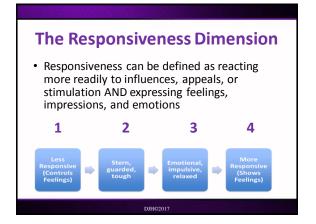


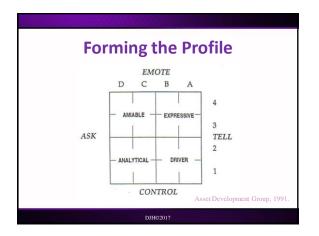
Everyone has a different way of communicating; therefore, we must ADAPT:

• Analyze patterns & characteristics
• Determine the style of others
• Assess your own style
• Plan to accommodate others' needs
• Treat others as they want to be treated







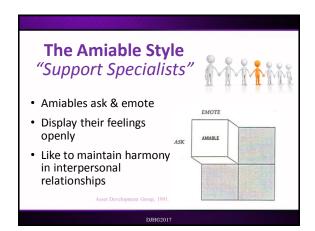












The Amiable Style: Major Themes

- Embrace personal relationships & support
- Good team players-strive to build & maintain synergy within a group
- · Effective diplomats
- Stick with the comfortable & avoid risks



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The Analytical Style "Technical Specialists"



- Analyticals ask & control
- Low in assertiveness, but high in controlling emotions
- · Ask questions & gather facts



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The Analytical Style: Major Themes

- Live according to facts, principles, logic & consistency
- Appear to lack enthusiasm
- · Good administrators
- Often reluctant to make decisions

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Determine the Style of Others

- Talking
 - What they talk about
 - How they talk
 - Tone of voice
 - Pace of speech
- Body Language
- Communication Style
- Responsiveness
- Listening Pattern
- Work Style



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Talking: Driver & Expressive

- Driver
- -"I will..."
- States & commands
- Loud tone
- Very fast paced speech
- Expressive
- "I want..."
- States & commands
- Loud & easily excited
- Fast paced speech



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Talking: Analytical & Amiable

- Analytical
 - "I think..."
 - Enquires
 - Quiet toneModerate speech pace
- Amiable
 - "I feel..."
 - Enquires
 - Quiet tone
 - Slower paced speech



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Body Language

DRIVER

-Leans forward
- Limited facial expressions
- Intense eye contact
- Deliberate movements

ANALYTICAL

-Leans back -Limited facial expressions -Limited eye contact -Limited gestures

EXPRESSIVE

-Leans forward - Controlled facial expressions -Good eye contact -Lots of gestures

AMIABLE

-Leans back
-Some facial expressions
-Good eye contact
-Regular gestures

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Communication Style & Responsiveness



DRIVER

-Direct, outspoken, formal
- May appear pushy
- More reserved and cautious
-Can appear preoccupied

ANALYTICAL

-Specific, concise, logical
-May appear unresponsive
-Reserved & cautious
-Can appear preoccupied

EXPRESSIVE

-Animated, excitable, informal
- Open & warm
-Can come on too strong
-Enjoys conversation

AMIABLE

-Dreamy thoughts, vague, informal -Friendly & responsive -Enjoys conversation

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Listening Pattern

- Driver
 - Poor listener, wants to control conversation



- Listens & reacts
- Analytical
 - Listens, but may appear as though they're not
- Amiable
 - Good listener & cares about what you're saying

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Work Style



- Driver
 - Intense, driven, & generates ideas
- Expressive
 - Unstructured, likes freedom, interacts with many
- Analytical
 - Thorough, attention to detail, step by step
- Amiable
 - Easy going, cooperative, willing to be of service

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Driver Style

DO

- Focus on the present
- · Be brief & efficient
- Talk about short-term goals
- Give them options
- Let them feel in control
- Emphasize the importance of the task

DON'T

- Focus on the long-term
- Give too much detail
- Be ambiguous
- Get too personal
- "Beat around bush"
- Get into control contest
- Back down

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Expressive Style

DO

- Focus on the future
- Illustrate concepts with stories
- Stimulate their creative impulse
- Show personal interest
- Stress how they will stand out from others

DON'T

- Get straight down to business
- · Dwell on details
- Be impatient
- Talk down to them
- Put down their enthusiasm & excitement

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Analytical Style

DO

- Focus on past, present, & future
- Talk facts
- Be logical & organized
- Tell them exactly what you want & when
- Allow time to ponder
- Be vague, inconsistent, or illogical
- Be intolerant of details
- · Rush things
- Be too personal or casual
- Press for immediate action

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Amiable Style

DO

- Focus on tradition
- Be flexible
- Be easy & informal
- Be personal & personable
- Emphasize a team approach

DON'T

- Push for too much detail
- Press hard to change things
- Hurry them
- Confront or attack them
- Be dictatorial

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Things To Remember



- The Social Style Model does NOT represent
 - Personality
 - -Good or bad behavior
 - Mental health
- Always remember, 75% of the world is not in your quartile!
- · Beware of
 - -Generalities (simplistic stereotyping)
 - -Snap judgments- avoid them!

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Summary of Key Ideas-1



- Classifying behavior helps meet needs in trying to relate successfully to others
- 2. The profile measures our social style. It describes behavior only.
- Social style is a combination of ASSERTIVENESS & RESPONSIVENESS
- 4. There is NO BEST social style

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Summary of Key Ideas-2



5. There are 4 social styles:

Driver: high-assertive/low-responsive (Tell-Control)

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Expressive: high-assertive/high-responsive (Tell-Emote)

Amiable: low-assertive/high-responsive (Ask-

Analytical: low-assertive/low-responsive (Ask-Control)

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Summary of Key Ideas-3

- 6. A major theme runs through each style
- Gain information relevant to a person's social style by listening, observing, examining
- 8. There are several do's & don'ts for each communication style

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