



School of Information Studies

### Whites - Analyticals

- Tendency towards perfectionism
- Deal with facts, data, logic, details
- Sometimes slow to make decisions
- May appear overly cautious and not good risk-takers
- Decisions and information provided are usually accurate and thoughtful
- Feelings and emotions kept inside

# Working with Whites – Do:

- Be patient
- Be accepting and open
- Be supportive



- Look for non-verbal clues to their feelings
- Be precise and provide structure
- Give them time to think alone
- Listen to them



### Working with Whites – Don't:

- Be aggressive
- Expect an immediate answer
- Be cruel or domineering
- Demand conformity
- Overwhelm them
- Force confrontation





#### **Blues-Amiables**

- "Warm and fuzzies"
- People and friendship are very important.
- Like to get others involved in activitie
- Good at juggling multiple tasks
- Concerned about feelings of others
- Less inclined to speak their mind openly
- Can get hurt feelings or be offended easily

### Working with Blues – Do:

- Be Sincere
- Make Genuine Effort
- Be Understanding
- Appreciate them
- Be Kind
- Be Committed
- Be Loyal
- Limit their Risk Level





### Working with Blues – Don't:

- Make them feel guilty
- Be rude or abrupt
- Promote too much change
- Abandon them
- Demand perfection
- Expect spontaneity
- Push them to make quick decisions



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#### **Red - Drivers**

- Strong, decisive and results-oriented
- Provide strong guidance for others
- May appear pushy at times
- Demanding of themselves and others
- Highly self-critical
- Resent those who "waste" time with idle chitchat

### Working with Reds – Do:

- Be precise
- Be factual
- Be direct
- Present issues logically
- Demand their attention and respect
- Be productive and efficient
- Verbalize your feelings
- Do your homework



### Working with Reds – Don't

- Show fear
- Ask if you really don't want to know
- Take abruptness personally
- Embarrass them
- Be slow and indecisive
- Be emotional
- Attack them personally



### **Yellow - Expressives**

- Party people
- Love to have a good time
- Highly creative and enthusiastic
- Operate primarily by intuition
- Little tolerance for those who are not expressive
- Easily bored
- Difficult to keep on task
- Easily distracted





#### **Working with Yellows -**

- Be positive and upbeat
- Promote creative outlets
- Be fun and light-hearted
- Accept their playful teasing
- Allow for verbal expression
- Remember they hold feelings deeply

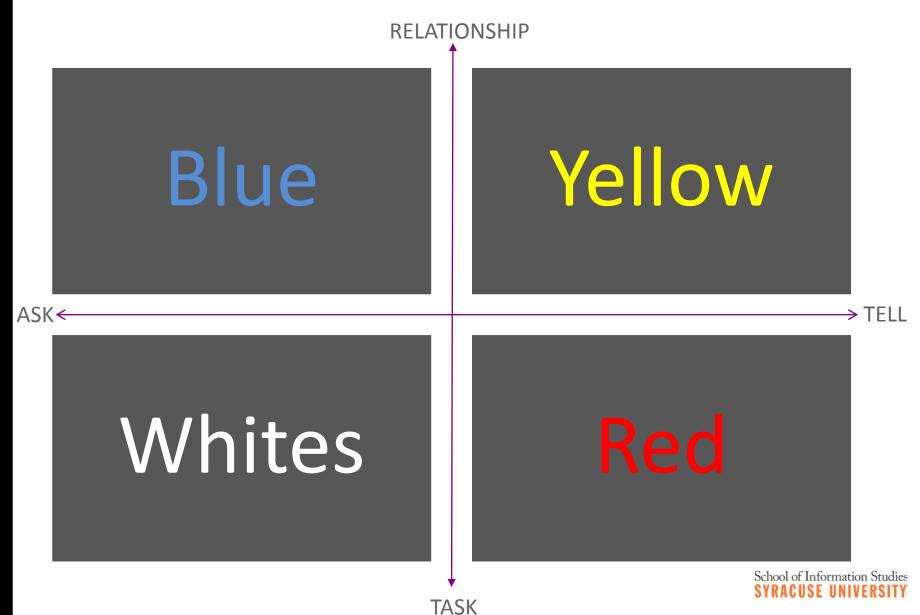


### Working with Yellows – Don't

- Try to control them
- Tell them how to act
- Ignore them
- Demand perfection
- Classify them as lightweights
- Forget they have "down" moments
- Be unforgiving



# **Behavioral Styles**



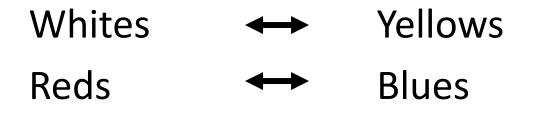
#### **Matching styles**

	Expressives	Drivers	Analytics	Amiables
They need you to be	Entertaining	Efficient	Accurate	Agreeable
They are interested in	Ideas and possibilities	Outcomes	Facts	Relationships & communication
Their pace is	Fast, spontaneous	Fast, decisive	Slower, systematic	Slower, relaxed
They seek	Applause	Results	To be right	Acceptance
They want you to support	Dreams	Conclusions	Process	Feelings
They want to save	Effort	Time	Face	Relationships
They have questions about	Why?	What?	How?	Who?

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# **Toxic relationships**

 Natural tensions occur between individuals whose orientations are dramatically different from one another:







# "Style flex"



- Versatility is the ability to communicate with someone else based upon the other person's comfort zone, the way in which the other person wants to communicate.
  - Style flex involves tailoring your behavior so the way you work fits better with the other person's style – like a baseball player swinging at different pitches...
  - Style flex is a temporary adjustment of a few behaviors at key times.

Source: *People Styles at Work: Making Bad Relationships Good and Good Relationships Better*, Robert Bolton and Dorothy Grover Bolton.

# Temperament?



# **Two Kinds of Intelligence**

- Intellectual (IQ)
- Emotional (EQ)
- IQ gets you the job, EQ makes you successful

Emotional intelligence is twice as important as all other factors for success in jobs at all levels.

90% of the difference between outstanding leaders and average leaders is due to emotional intelligence.