

Drive	Low	High
<b>A</b> Dominance	<p><b>Communication Style</b></p> <ul style="list-style-type: none"> <li>- Inclusive, collaborative</li> <li>- Asks for input, listens</li> <li>- “Us”, “Our”, “We”</li> </ul> <p><b>Individual Needs in Meetings:</b></p> <ul style="list-style-type: none"> <li>- Provide encouragement to help keep them engaged</li> <li>- Allow time/space for collaboration</li> </ul>	<p><b>Communication Style</b></p> <ul style="list-style-type: none"> <li>- Direct, authoritative</li> <li>- Telling, assertive in presenting own ideas</li> <li>- “I”, “Me”, “My”</li> </ul> <p><b>Individual Needs in Meetings:</b></p> <ul style="list-style-type: none"> <li>- Provide them with the “big picture”</li> <li>- Publicly recognize their contributions</li> </ul>
<b>B</b> Extraversion	<p><b>Communication Style</b></p> <ul style="list-style-type: none"> <li>- Reserved, cautious</li> <li>- Limited and more specific/pointed</li> <li>- Task-focused, technical, facts and figures</li> </ul> <p><b>Individual Needs in Meetings:</b></p> <ul style="list-style-type: none"> <li>- Allow time for reflection</li> <li>- Provide facts needed for decisions</li> <li>- May be uncomfortable with public recognition</li> </ul>	<p><b>Communication Style</b></p> <ul style="list-style-type: none"> <li>- Persuasive, selling</li> <li>- Open, frequent communication</li> <li>- Concepts and ideas</li> </ul> <p><b>Individual Needs in Meetings:</b></p> <ul style="list-style-type: none"> <li>- Provide a short amount of time to socialize and small talk</li> <li>- Public recognition is welcomed</li> </ul>
<b>C</b> Patience	<p><b>Communication Style</b></p> <ul style="list-style-type: none"> <li>- Fast, quick</li> <li>- Interrupting, finishing others’ sentences</li> <li>- Focus on change and doing it quickly</li> </ul> <p><b>Individual Needs in Meetings:</b></p> <ul style="list-style-type: none"> <li>- Keep the pace of the meeting moving</li> <li>- Provide variety (topics, moderators, team members, etc.)</li> </ul>	<p><b>Communication Style</b></p> <ul style="list-style-type: none"> <li>- Patient</li> <li>- Laid back</li> <li>- Listens (versus talking)</li> </ul> <p><b>Individual Needs in Meetings:</b></p> <ul style="list-style-type: none"> <li>- Provide them with support during proposed change</li> <li>- Show how things connect to the established plan</li> </ul>
<b>D</b> Formality	<p><b>Communication Style</b></p> <ul style="list-style-type: none"> <li>- Open, freewheeling</li> <li>- Limited details</li> <li>- One-liners</li> </ul> <p><b>Individual Needs in Meetings:</b></p> <ul style="list-style-type: none"> <li>- Keep a casual, friendly tone</li> <li>- Prefers less details/minutiae</li> <li>- Discuss broad goals and objectives</li> </ul>	<p><b>Communication Style</b></p> <ul style="list-style-type: none"> <li>- Logical, linear</li> <li>- Information laden</li> <li>- Point, subpoint, conclusion</li> </ul> <p><b>Individual Needs in Meetings:</b></p> <ul style="list-style-type: none"> <li>- Give them time to get up to speed</li> <li>- Present information in an organized manner</li> <li>- Provide clear expectations and detail</li> </ul>