

Worksheet #7.1:

Do's and Don'ts for the Four Social Styles

Communicate creatively with your boss, your direct reports, your colleagues, your spouse, your children and your friends!

(Attention Pastors! Your congregation includes all 4 styles!)

List names below. Learn the “Do’s and Don’ts” for relating to them!

Driving	Expressive	Analytical	Amiable
Name: Name: Name:	Name: Name: Name:	Name: Name: Name:	Name: Name: Name:
DO	DO	DO	DO
<ul style="list-style-type: none"> • Speak in terms of concrete results • Focus on the present, the short term • Stick to the point • Do your homework • Stress how the Driver will “win” with your proposition 	<ul style="list-style-type: none"> • Seek ideas, input • Focus on the future • Illustrate concepts with stories • Focus on the big picture • Stimulate their creative impulse • Stress how the Expressive will stand out from the others 	<ul style="list-style-type: none"> • Be logical and well organized • Focus on past, present and future • Give facts, evidence, and lots of data • Focus on detail • Allow time to ponder • Stress how the Analytical can be assured of being right 	<ul style="list-style-type: none"> • Be personal and personable • Focus on tradition • Emphasize a team approach • Be flexible • Allow time to “feel good” • Stress how the Amiable can be “safe”
DON'T	DON'T	DON'T	DON'T
<ul style="list-style-type: none"> • Be ambiguous • Focus on the long-term • Back down if you're convinced you're right • Give too much detail • Get into a control contest 	<ul style="list-style-type: none"> • Put down the Expressive's enthusiasm and excitement • Be cool and impersonal • Be impatient with side trips and creativity • Be too serious • Give too much detail • Nit-pick 	<ul style="list-style-type: none"> • Rush things • Be intolerant of details • Overlook the past • Be too personal • Be too emotional • Press for immediate action • Appear to not be serious 	<ul style="list-style-type: none"> • Press hard to change things • Push for too much detail • Push for immediate commitment • Be cool and impersonal • Attack • Be dictatorial or autocratic

Figure 7.5 (Chapter 7, page 117)