
Training Instrument 12–15

Creating Teams

TEAM PERSONALITIES

DRIVER

This Describes Me: I’m pretty direct when I talk to you about issues. Some people might see that as blunt. I think of myself as a problem solver. I don’t mind taking risks or making decisions. Give me a situation and let me run with it.

When You Deal With Me, Do These Things: Get to the point. Stay focused on the business at hand. Give me the pros and cons.

Please Don’t Do These Things: Don’t ramble or make a lot of small talk. Don’t focus on problems. Come to me with potential solutions. Don’t be vague. Give me specifics. Don’t make statements that you can’t back up.

As a Team Player: I’m in control and great in a crisis. I’m innovative in getting results. I stay focused on goals. I am specific and direct. I can provide direction and leadership. I will push the team toward decisions. I am willing to speak out. I welcome challenges without fear and am willing to accept the risk. I’m a big-picture person.

Notes:

INFLUENCING

This Describes Me: I enjoy talking and communicating with others. I’m enthusiastic and optimistic. I’m trusting. I can be very persuasive. I have been known to be impulsive.

When You Deal With Me, Do These Things: Let me talk about my ideas and then help me come up with a plan to turn my talk into action. Ensure that we have time for discussion and sociable activities. Give me the details in writing so I can look at them later. Work with me as a partner. Come up with good recognition and reward plans to help me stay motivated.

Please Don’t Do These Things: Don’t eliminate social time. Don’t do all the talking. Don’t ignore my ideas or downplay my accomplishments. Don’t tell me what to do; instead work with me to create a plan of action.

As a Team Player: I’m a creative problem solver. I’m a motivator, communicator, and peacemaker. I’m good at working with the team to accomplish goals. I’m agreeable and respond well to the unexpected. I like to create a comfortable atmosphere for the team. I have a good sense of humor.

Notes:

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Training Instrument 12–15, continued**Creating Teams****STEADY**

This Describes Me: I'm a steady, stable worker. I'm a good listener and a great team player. I take ownership of my projects. I'm understanding and friendly to my co-workers. I'm pretty predictable in my actions.

When You Deal With Me, Do These Things: Create a favorable environment for discussion by being personal and agreeable. Express a genuine interest in me as a person. Explain tasks specifically. Talk to me to find out my goals. If we have to go through change, present the information to me in a nonthreatening manner and give me a little time to adjust to the idea. Explain our team goals to me clearly and my role in achieving those goals. Assure me that I'll have your support.

Don't Do These Things: Don't be pushy with your ideas or demands. Don't be overly aggressive or demanding. Don't be too confrontational.

As a Team Player: You can count on me—I'm reliable and dependable. I'm a loyal team player and I follow the rules. I'm a good listener, I am patient, and I can help you resolve conflicts. With good common sense, I can often see an easier way of doing things. I'm focused and have a good sense of people and relationships. I'm pretty even tempered and provide stability on the team. I'm patient, realistic, and practical.

Notes:

COMPLIANT

This Describes Me: I pride myself on being accurate and detail-oriented. I'm analytical and like to work with organized systems. I'm conscientious and careful. I'm a fact finder. I'm organized and precise in my work. I have high standards of quality.

When You Deal With Me, Do These Things: Prepare your case in advance with accurate data. Submit an exact job description with a precise explanation of how that task fits into the big picture. Disagree with the facts rather than with me as a person. Be patient, persistent, and diplomatic while providing explanations.

Don't Do These Things: Don't refuse to explain details. Don't answer questions vaguely or casually. Don't surprise me.

As a Team Player: I'm conscientious and even tempered. I'm organized. I define the situation, gather and test information. I like to create and maintain systems and enjoy a logical, consistent environment. I pay attention to details and emphasize quality. I'm a good evaluator of the team's progress. I ask important questions and maintain focus on tasks. I offer conservative approaches.

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