

Tips for the “Social Styles” personality types in the workplace

Behavior styles and time management

Style I: Driver

Drivers excel at time management. With their “get it done” attitude, they are task-oriented and very efficient. It is important for Drivers to have patience with styles that work at a slower pace.

Style II: Expressive

Expressives tend to be more impulsive, thinking it best to “act first, plan later.” They tend to be weaker when it comes to time management, and are often behind schedule or habitually miss deadlines. They should avoid the temptation to rush major decisions to minimize problems that can be avoided with a little more planning.

Style III: Amiable

Amiables can be counted on to get just about any task completed. They will often drop what they’re doing to help a co-worker complete a project. While this is often constructive, it can also prevent them from completing their own projects in a timely manner. Amiables should ensure that they are on-track with their own work before offering to assist with the work of others.

Style IV: Analytical

Systematic and organized, Analyticals are good at implementing highly effective processes that produce outstanding results. While they are punctual for meetings, they tend to get caught up in making sure things are done perfectly, and can lose track of project deadlines. Analyticals need to make sure things are done well, but also on time.

Styles and conflict

Style I: Driver

There’s no hiding conflict with a Driver. Their directness and blunt way of stating opinions causes Drivers to tackle issues head-on. This style tends to address the more reserved styles, Analyticals and Amiables, in what they might interpret as overly “aggressive” behavior. It is important for Driver’s to keep this in mind when addressing conflict with other styles.

Style II: Expressive

Expressives act as their name implies—they openly express their opinions. Like Drivers, they want to get conflict out in the open, discuss and resolve it. However, this might come across as abrasive to Amiables and Analyticals. Expressives' friendly personalities can be leveraged to address issues of conflict with others in an inoffensive manner.

Style III: Amiable

Because of their desire to keep the peace in the workplace, Amiables tend to evade conflict. Of all the styles, they are often the best at being able to see things from multiple perspectives, and can come up with a solution that will suit everyone. Their quiet friendliness makes them easy people to talk to regarding issues of conflict.

Style IV: Analytical

When conflict arises, Analyticals retreat into their heads, becoming emotionally detached from the situation. They have a tendency to phrase thoughts as questions rather than directly stating opinions. This frustrates Expressives and Drivers in particular, though Amiables can relate to this tendency to evade issues.

How styles perceive each other

Style I: Driver

Because of their "You win some, you lose some" outlook, Amiables and Analyticals may perceive a Driver as irresponsible. Their fast-paced, high energy and directness may trigger resentment in others. Drivers might have sincere concern for people, but not really talk about it, implying that they don't care. This will particularly vex Expressives and Amiables.

Style II: Expressive

As the most outgoing style, their energy can often overwhelm Amiables and Analyticals. Drivers can relate to their "go getter" attitude, but can be off put by the extent to which personal emotions and opinions influence decisions.

Style III: Amiable

Amiables will leave goal planning and organization to others, working best as part of a team. Drivers in particular might view this as a lack of initiative. Like Analyticals, Amiables work best within a clearly structured environment; though unlike Analyticals, they are not so meticulous

when it comes to details and facts, preferring to talk with people rather than read and study reports. Their opinions may come late or not at all, as they like to hear others' thoughts before voicing their own. Expressives and Drivers are in danger of having their opinions dominate conversations.

Style IV: Analytical

Drivers may become irritated with Analyticals' meticulous attention to detail. Sparring of compliments and bearers of high standards, they may come across as overly critical. Other styles should recognize that their calculated risk taking is done at the attempt to make sure the right choice is made and mistakes are minimized. Expressives and Amiables may be frustrated by their emotional retreat when conflict arises.

Ways to Grow

Style I: Driver

Drivers can unintentionally come across as pushy and insensitive to the ideas and feelings of others. One way that Drivers can grow is by working on becoming a **better listener**. Ways to do this could include:

- Allowing others to speak and ask questions first, hearing them out without interrupting
- Giving credit where credit is due when implementing another person's idea
- Be open to the fact that they will not always have the best idea, nor always be right

Style II: Expressive

As Expressives tend to be people-focused rather than task-focused, and tend to have strong emotional reactions to a situation or idea, they can grow by practicing being **less impulsive**. Ways to do this could include:

- Focusing on facts over feelings
- Allowing others to share questions and concerns
- Work to resolve conflicts rather than creating them with knee-jerk reactions

Style III: Amiable

Amiables tend to value peaceful relationships above all else, sometimes at the expense of making the best decision. This can make them look like pushovers to Drivers and Analyticals. Amiables can grow by **taking initiative** on projects. Ways to do this could include:

- Keeping emotional involvement in a decision to a minimum
- Sticking to project objectives, even if this creates tension with others
- Avoid developing close, personal relationships with those you seek to influence

Style IV: Analytical

Analyticals can be slow to make a decision until they have all the facts. Sometimes, it is impossible to have all the data. A way that Analyticals can grow is by taking steps to be **more decisive**. Ways to do this could include:

- Be candid and open by sharing opinions; don't always wait to be asked for your thoughts
- Thoughts could be shared in a more personal setting—over lunch or coffee
- Simplify points when speaking to a group. Avoid technical details that may distract others

Behavior styles and risk-taking

Style I: Driver

Results-driven and extremely decisive—*indecision is the decision* to them. If they believe there is slightly more than half the chance of an idea being successful, they will take it. They are very likely to take big risks.

Style II: Expressive

Act first, think later might be a good motto for Expressives. They are eager to jump on board with an idea before considering exactly how it will be implemented.

Style III: Amiable

Less assertive than the first two styles, they may be pulled into risks that they have reservations about in order to keep the peace and appease others. If they sense a decision will cause a major upset with some people, they will be slow to take a stand.

Style IV: Analytical

Least likely to take anything that looks like a risk. They like to have all the facts and data available before jumping into something and can be very slow arriving at a decision.

How each style handles emotion

Style I: Driver

Drivers tend not to show much emotion in a business environment. While they may have genuine concern for people, they don't talk about it, which may come across as insensitive to others.

Style II: Expressive

Highly emotional individuals, they tend to let their emotions dictate their reactions—which may at times be overly emotional. This may seem unprofessional to some. Expressives are very people-focused rather than task oriented.

Style III: Amiable

Amiables are also very emotionally-driven individuals, though more low-key than Expressives. The outward “niceness” and peace-keeping tendencies may sometimes mask deep concerns or reservations. They are extremely sensitive to how decisions affect others.

Style IV: Analytical

This style tends to be more reserved emotionally. Often, it can be difficult to gauge how an Analytical feels about a decision or idea. When upset, they tend to retreat into their heads, becoming more silent than usual. Very calculating in the decision making process, they rely on hard facts more than feelings.

Preferred methods of communication

Style I: Driver

Drivers prefer talking in blunt, non-theoretical and non-factual terms. Not interested in charts and graphs, they tend to be more fast paced, which can irritate Analyticals and Amiables, and come across as overbearing and careless.

Style II: Expressive

This style also prefers speaking, and can sometimes talk too much without letting quieter coworkers contribute their input. Very comfortable leading a meeting or discussion. They tend to be more sensitive to others emotions than Drivers.

Style III: Amiable

Amiables dislike reading memos and reports, preferring to hear directly from people. They like to talk face-to-face when possible, or over the phone.

Style IV: Analytical

Analyticals prefer to communicate important information through writing, as they can gather their thoughts better and present thoughts in a more organized and understandable way. When talking to a group, Analyticals tend to get caught up in the details and can easily digress. They prefer to have hard copies of reports, charts, etc., in order to make the most effective decision.

Workspace organization

Style I: Driver

As they are very fast-paced, Driver's might disregard memos, putting them aside to be reviewed later. They are likely to have a hap-hazard method of organizing their personal workspace.

Style II: Expressive

Expressives tend to be drawn to bright and bold colors. Their workspace is likely to be decorated with personal mementoes and art.

Style III: Amiable

Not overly meticulous planners or organizers, Amiables tend to favor their own relaxed method of organization.

Style IV: Analytical

Very organized and detailed, Analyticals are the ones to go to if you're looking for specific information or a lost memo.