

MANAGING YOUR MANAGER

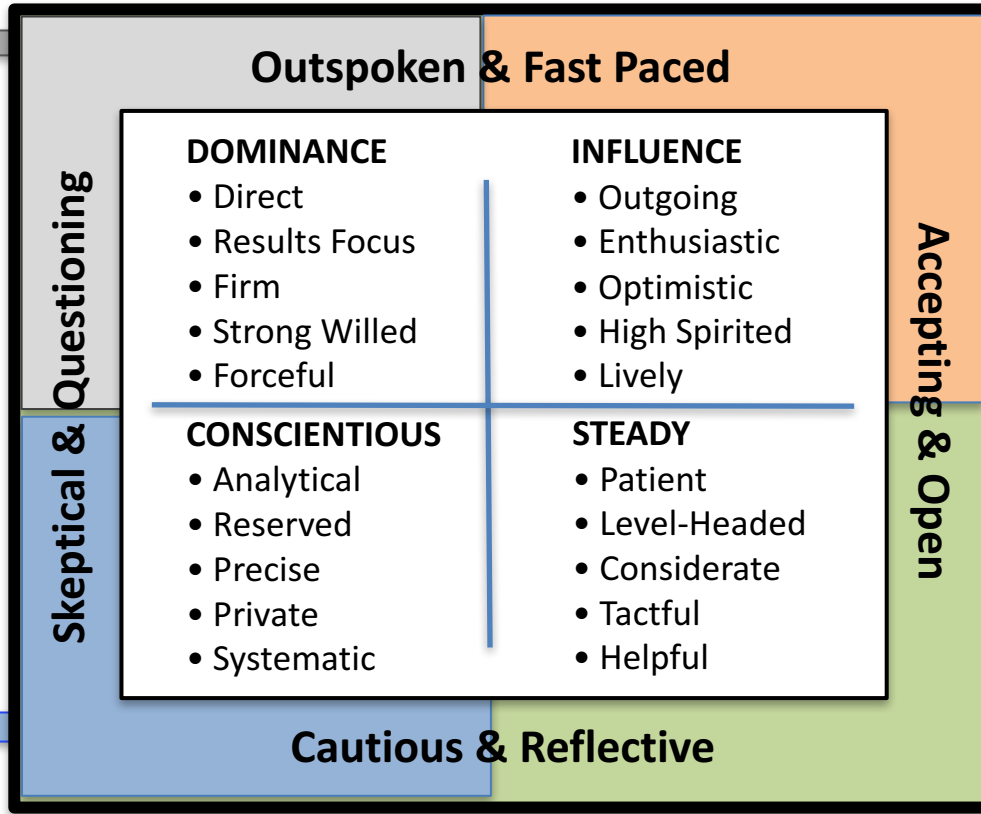
It's as Simple as 1,2,3,4

1 Start Here

Which quadrant **best** describes your manager's style at work?
We know people can be more than just one style; how are they 51% of the time?

2

Which quadrant **best** describes your style at work? (Pick one)



3

Follow the arrow from **your** style

4

Find your manager's quadrant ... consider the advice offered

CONSCIENTIOUS	AVOID	<ul style="list-style-type: none"> • Not thinking of big picture • No risk-taking in approach • Slow decision making 	TRY THIS	<ul style="list-style-type: none"> • Offer options, they decide • Minimize data presented • Be specific, & to the point • Deliver committed results • Use their time efficiently 	INFLUENCE
	AVOID	<ul style="list-style-type: none"> • Being constantly critical • Being curt, holding back • Over use of data 	TRY THIS	<ul style="list-style-type: none"> • Be cooperative in interaction • Relax concern for deadlines • Offer alternate solutions • Assist in risk assessment • Act decisively, move forward 	
DOMINANCE	AVOID	<ul style="list-style-type: none"> • Criticizing others' work • Slow or hesitant decisions • Resisting efforts to change 	TRY THIS	<ul style="list-style-type: none"> • Offer help setting timetables • Provide info about decisions • Be viewed as dependable • Offer help with data analysis • Encourage calculated risk 	STEADY
	AVOID	<ul style="list-style-type: none"> • Over dependence on data • Total bottom-line approach • Lack of emotion & feeling 	TRY THIS	<ul style="list-style-type: none"> • Use teams to solve issues • Be patient in all interactions • Provide details & specifics • Offer info & assistance • Be dependable & thorough 	

CONSCIENTIOUS	AVOID	<ul style="list-style-type: none"> • Lack of complete follow thru • Involving personal issues • Incomplete, inaccurate work 	TRY THIS	<ul style="list-style-type: none"> • Frequent status updates • Plan the work, work the plan • Value their time & attention • Stick to business discussions • Provide charts & figures 	INFLUENCE
	AVOID	<ul style="list-style-type: none"> • Pushing for quick decisions • Multiple or vague options • Lack of action & initiative 	TRY THIS	<ul style="list-style-type: none"> • Be patient as they evaluate • Provide specifics & details • Be consistent in your action • Listen actively, with interest • Ensure details are complete 	
DOMINANCE	AVOID	<ul style="list-style-type: none"> • Lack of initiative on problem • Expecting to get into details • Soft approach to tough issue 	TRY THIS	<ul style="list-style-type: none"> • Offer choices, they decide • Stick to agenda in discussion • Focus on business issues • Be brief, be bold, be gone • Be helpful but focused 	STEADY
	AVOID	<ul style="list-style-type: none"> • Being overly cautious • Acting slowly & carefully • Living by rules, all the time 	TRY THIS	<ul style="list-style-type: none"> • Document important details • Have some informal time • Seek out their opinion • Act decisively, take initiative • Deliver on all commitments 	

CONSCIENTIOUS	AVOID	<ul style="list-style-type: none"> • Pushing for quick decisions • Having disorganized info • Overbearing personality 	TRY THIS	<ul style="list-style-type: none"> • Think through the details • Give them time to decide • Use facts, logic & figures • Focus on task completion • Be patient in interactions 	INFLUENCE
	AVOID	<ul style="list-style-type: none"> • Tough, single-minded view • Vague or multiple options • Expecting a quick decision 	TRY THIS	<ul style="list-style-type: none"> • Provide details & specifics • Be consistent in your action • Listen actively to opinions • Ask open-ended questions • Build relationship first 	
DOMINANCE	AVOID	<ul style="list-style-type: none"> • Unyielding on your opinions • Holding back, having secrets • Acting frantic, out of control 	TRY THIS	<ul style="list-style-type: none"> • Offer solutions not problem • Set priorities for your action • Direct communication • Take action, be decisive • Set goals, deliver results 	STEADY
	AVOID	<ul style="list-style-type: none"> • Criticizing & objecting • Being curt, cold & distant • Rigid, inflexible approach 	TRY THIS	<ul style="list-style-type: none"> • Focus on solving problems • Assess risks, act decisively • Gain agreement first • Focus on initiating action • Offer solutions not problem 	

CONSCIENTIOUS	AVOID	<ul style="list-style-type: none"> • Surprises of any kind • Pushing for quick decisions • Unrealistic over-committing 	TRY THIS	<ul style="list-style-type: none"> • Focus, one thing at a time • Use facts not opinions • Explain process, hi-level first • Set goals tied to milestones • Don't wasteful of time 	INFLUENCE
	AVOID	<ul style="list-style-type: none"> • Quick decisions • Impulsive actions • Manipulation 	TRY THIS	<ul style="list-style-type: none"> • Slow down your pace • Build a relationship first • Provide specifics & details • Be patient in interactions • Use step-by-step approach 	
DOMINANCE	AVOID	<ul style="list-style-type: none"> • Impulsiveness & dramatics • Having disorganized data • Inefficient use of time 	TRY THIS	<ul style="list-style-type: none"> • Use business-like approach • Offer choices & recommend • Arrive on time or early • Be brief, be bold, be gone • Keep agreements & deliver 	STEADY
	AVOID	<ul style="list-style-type: none"> • Long drawn out explanation • Impractical hasty solutions • No implementation details 	TRY THIS	<ul style="list-style-type: none"> • Focus on process • Act decisively & take action • Stay on track in meetings • Ask for their alternatives • Deliver committed results 	