

# IMPROVE WORKING WITH YOUR PEERS

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

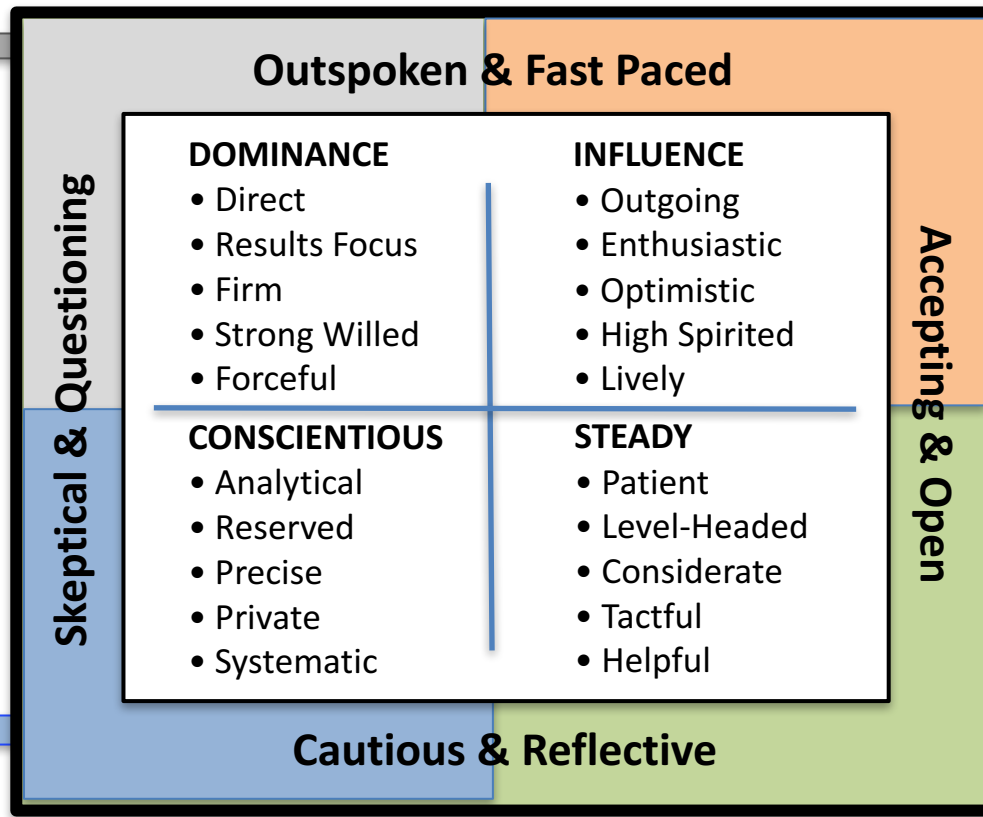
**1** Start Here

Think of a peer...  
Which quadrant **best** describes their 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 peer's quadrant ... consider the advice offered

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

DOMINANCE	<b>AVOID</b> <ul style="list-style-type: none"> <li>• Lack of initiative</li> <li>• Expecting to get into details</li> <li>• Building relationship early</li> </ul> <b>TRY THIS</b> <ul style="list-style-type: none"> <li>• Offer choices, they decide</li> <li>• Stick to agenda in discussion</li> <li>• Focus on business issues</li> <li>• Be brief, be bold, be done</li> <li>• Be helpful but focused</li> </ul>	<b>AVOID</b> <ul style="list-style-type: none"> <li>• Acting slowly &amp; carefully</li> <li>• Low energy or initiative</li> <li>• Living by rules, all the time</li> </ul> <b>TRY THIS</b> <ul style="list-style-type: none"> <li>• Document important details</li> <li>• Have some informal time</li> <li>• Seek out their opinion</li> <li>• Act decisively, take initiative</li> <li>• Deliver on all commitments</li> </ul>	INFLUENCE
	<b>AVOID</b> <ul style="list-style-type: none"> <li>• Lack of complete follow thru</li> <li>• Having disorganized info</li> <li>• Incomplete, inaccurate work</li> </ul> <b>TRY THIS</b> <ul style="list-style-type: none"> <li>• Frequent status updates</li> <li>• Plan the work, work the plan</li> <li>• Value their time &amp; attention</li> <li>• Stick to business discussions</li> <li>• Provide charts &amp; figures</li> </ul>	<b>AVOID</b> <ul style="list-style-type: none"> <li>• Expecting a quick decision</li> <li>• Multiple or vague options</li> <li>• Lack of action &amp; initiative</li> </ul> <b>TRY THIS</b> <ul style="list-style-type: none"> <li>• Be patient as they evaluate</li> <li>• Provide specifics &amp; details</li> <li>• Take time, build relationship</li> <li>• Listen actively, with interest</li> <li>• Ensure details are complete</li> </ul>	STEADY

DOMINANCE	<b>AVOID</b> <ul style="list-style-type: none"> <li>• Being stubborn &amp; unyielding</li> <li>• Holding back, having secrets</li> <li>• A predetermined decision</li> </ul> <b>TRY THIS</b> <ul style="list-style-type: none"> <li>• Offer solutions not problem</li> <li>• Set priorities for your action</li> <li>• Honest communication</li> <li>• Focus on taking action</li> <li>• Set goals, deliver results</li> </ul>	<b>AVOID</b> <ul style="list-style-type: none"> <li>• Criticizing &amp; objecting</li> <li>• Missing commitments</li> <li>• Being rigid &amp; inflexible</li> </ul> <b>TRY THIS</b> <ul style="list-style-type: none"> <li>• Focus on solving problems</li> <li>• Assess risks together</li> <li>• Gain agreement first</li> <li>• Focus on initiating action</li> <li>• Ensure things get finished</li> </ul>	INFLUENCE
	<b>AVOID</b> <ul style="list-style-type: none"> <li>• Pushing for quick decisions</li> <li>• Having disorganized info</li> <li>• Overbearing personality</li> </ul> <b>TRY THIS</b> <ul style="list-style-type: none"> <li>• Think through the details</li> <li>• Give them time to evaluate</li> <li>• Bring facts, logic &amp; figures</li> <li>• Focus on task completion</li> <li>• Set limits, goals, milestones</li> </ul>	<b>AVOID</b> <ul style="list-style-type: none"> <li>• Tough, single-minded view</li> <li>• Being impatient &amp; hurried</li> <li>• Expecting a quick decision</li> </ul> <b>TRY THIS</b> <ul style="list-style-type: none"> <li>• Spend time on relationship</li> <li>• Provide details &amp; specifics</li> <li>• Ask open-ended questions</li> <li>• Listen patiently to opinions</li> <li>• Be candid, honest &amp; polite</li> </ul>	STEADY

DOMINANCE	<b>AVOID</b> <ul style="list-style-type: none"> <li>• Impulsiveness &amp; dramatics</li> <li>• Being disorganized</li> <li>• Poor use of time - lateness</li> </ul> <b>TRY THIS</b> <ul style="list-style-type: none"> <li>• Take things seriously</li> <li>• Offer choices &amp; recommend</li> <li>• Arrive on time or early</li> <li>• Be bold &amp; take risks</li> <li>• Keep agreements &amp; deliver</li> </ul>	<b>AVOID</b> <ul style="list-style-type: none"> <li>• Long drawn out explanation</li> <li>• Impractical hasty solutions</li> <li>• No implementation details</li> </ul> <b>TRY THIS</b> <ul style="list-style-type: none"> <li>• Focus on steps in a process</li> <li>• Start/end meetings on time</li> <li>• Stay on track in discussions</li> <li>• Ask for their alternatives</li> <li>• Deliver committed results</li> </ul>	INFLUENCE
	<b>AVOID</b> <ul style="list-style-type: none"> <li>• Surprises of any kind</li> <li>• Poor use of time - lateness</li> <li>• Unrealistic over-committing</li> </ul> <b>TRY THIS</b> <ul style="list-style-type: none"> <li>• Focus, one thing at a time</li> <li>• Use facts not opinions</li> <li>• Explain process, hi-level first</li> <li>• Set goals tied to milestones</li> <li>• Be prepared, do the details</li> </ul>	<b>AVOID</b> <ul style="list-style-type: none"> <li>• Quick actions &amp; decisions</li> <li>• Not having a plan/direction</li> <li>• Poor use of time - lateness</li> </ul> <b>TRY THIS</b> <ul style="list-style-type: none"> <li>• Slow down your pace</li> <li>• Build a relationship first</li> <li>• Provide specifics &amp; details</li> <li>• Be patient in interactions</li> <li>• Use teams to fix problems</li> </ul>	STEADY