



Working with Type Workbook

Ei4Change

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WORKING WITH TYPE

If your preference is EXTRAVERSION

If your preference is INTROVERSION

Working with individuals that prefer EXTRAVERSION

- Allow ample time and space for others to talk about ideas, issues and problems without premature closure or threat of penalty.
- Remember that the volume / energy generated does not necessarily count for anything.
- Think before you speak (count to ten).
- Repeat what's really important.

- Talk to individuals frequently and openly, engage them and keep them active.
- Remember that they tend to view power in a way that is vocal, visible, and active - so at times force yourself into the spotlight.
- Ask for feedback and argue / discuss it on the spot.
- Now and then, have a simple chat.

Working with individuals that prefer INTROVERSION

- Remember that silence does not mean agreement or consent.
- Allow time and space for individuals to assimilate information and reflect.
- Remember that they tend to view power in a way that is understated and reflective.
- Ask for performance feedback and then listen to what they have to say.

- Engage individuals by sharing your ideas, intentions and plans actively seeking input and feedback.
- Become a role-model for some overt actions that might facilitate communication.
- Determine what issues need verbal vs. written reinforcement.
- Keep reminding yourself that silence is not always golden!

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WORKING WITH TYPE

If your preference is SENSING

If your preference is INTUITION

Working with individuals that prefer SENSING

- Communicate how specific actions and efforts will affect the big picture.
- Focus on the positive possibilities that the future could bring, then communicate them to people.
- Seek outside help to keep you aware of trends, patterns and future possibilities.

- Remember that your focus on the big picture will irritate as much as inspire people.
- Allow a focus on specifics and details, but encourage individuals to discuss how small issues add up to form a bigger effort.
- Remember that your vision will be realised only when details are acknowledged and ideas are implemented.

Working with individuals that prefer INTUITION

- Remember that your focus on details and facts will frustrate as much as inspire the team.
- Within the context of acting on a new possibility, push individuals to develop detailed plans of action.
- Remember that your management of detail and specifics will manifest itself in good leadership when focused toward attaining some future state.

- Communicate what specific actions will be taken, when and by whom.
- Seek outside guidance to keep you aware of which details of your industry will impact your efforts.
- There cannot be too many reality checks.

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WORKING WITH TYPE

If your preference is THINKING

If your preference is FEELING

Working with individuals that prefer THINKING

- People will judge your effectiveness as a leader by your ability to remain objective and logical and make tough decisions that are not impulsive.
- Focus on what the impact of your actions and decisions are on the people whom you work with.
- Remind yourself that all humans have emotions and feelings.

- People will judge your effectiveness as a leader by your ability to remain objective and logical.
- Say what you mean, mean what you say and then let go of it.
- Work hard not to personalise everything.
- Be slow to compliment and to apologise.

Working with individuals that prefer FEELING

- People will judge your effectiveness by your ability to connect personally and adjust your decision making to circumstances.
- "Thank you" and "I'm sorry" can buy a great deal of motivation.
- Try not to fix or improve everything.
- Casual conversation (within limits) can be good.

- People will judge your effectiveness as a leader by your ability to connect personally and adjust your decision making to circumstances.
- Become a role-model showing tough and impersonal behaviour now and then.
- The more you want to rescue and get personally involved, DON'T!

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WORKING WITH TYPE

If your preference is JUDGING

If your preference is PERCEIVING

Working with individuals that prefer JUDGING

- Schedule a little spontaneity every so often.
- Now and then, work with and accept new insights.
- Become a role-model and show options every chance you get.
- Give advance warning of impending changes.

- State your boundaries and stay within them.
- Do the structure and closure thing even when you do not want to.
- Limit your changes of mind to one a day or week or....
- Don't be afraid to be FINAL and STICK TO IT!

Working with individuals that prefer PERCEIVING

- State and restate your boundaries and limits.
- Let go now and then and learn from experience.
- Balance each criticism with a compliment or keep the criticism to yourself.
- Be genuine in trying new behaviours.

- Now and then, follow through on something.
- Compete with one another in being timely.
- Plan your work and work your plan.
- Jointly tick off, with some regularity, something on the "to do" list.

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Taking Action

My greatest insights from my Personality Type are

1

2

3

In relation to my job function, what are the areas in which I am performing well?

What needs improvement?

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How do these relate to my Type?

For those areas needing improvement what must I work on?

What specific goal can I set to enhance my performance and effectiveness through personal change?

What is the first thing I will do to apply what I have learned and accomplish my goals?

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Who can I ask for support?

On what date will I review my progress?

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