



Communication

What Style of Communicator Are You?

The Director



- Looks for direct lines of communication and stays focused on tasks.
- Makes decisions quickly, confidently, and practically.
- Can be dominant in discussions, which may lead to being impatient and insensitive.
- Doesn't like being questioned, especially if he or she is the one providing directions.
- Doesn't waste time and sets goals to get things done quickly.

The Team-Player



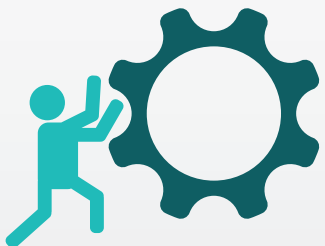
- Supports others.
- Has an enthusiasm that makes the individual approachable.
- Speaks with animated gestures.
- Is willing to make changes and be creative to reach goals.
- Thinks out loud and involves others in decisions.
- Desires to support others and is sensitive to their needs, making the person vulnerable to criticism.
- Decisions are based on personal wishes, needs, and desires and often lack details and follow-through.

The Thinker



- Is always prepared, ready to analyze, and searching for the details.
- Likes to make lists so that he or she can keep all of the facts out in the open.
- Strives for accuracy when trying to get his or her point across.
- May be too cautious or inflexible when it comes to making decisions.
- Adheres to high standards that others might find critical or insensitive to the needs of the group.
- Likes to ask questions and look for solutions to problems that others have overlooked.

The Contributor



- Tends to support the decisions of others rather than provide his or her own direction.
- Is dependable, relaxed, and supportive.
- Listens carefully to what others have to say and provides genuine responses.
- Can be seen as being too passive or indecisive, because of his or her support of others.
- Doesn't always share true feelings to keep from creating confrontation with others.

Communicate for Success: Make the Most of Communication



Initiate

Good things don't come to those who wait; they come to those who initiate. If you're shy at social gatherings, introduce yourself to people and make them feel comfortable. There are two parts to mingling -- being interesting and being interested.



Keep in touch

Greeting cards, personal notes and short e-mail messages can keep your name in the minds of those you've met. If you keep in touch at least four times a year, you'll be doing better than most. Then, when the need arises, you'll have a network of resources to give you information, guidance and encouragement.



Small talk

The best mode of communication is plain old conversation. The goal isn't to wow people with brilliant commentary; it's to make them comfortable with us. Finding commonality via conversation is how to do that. Ask about people's hobbies, vacations, pets and family, or where they're from; you may know people in their hometowns. The object is to find something in common.



Learn to network

Befriend people in different departments within your company by introducing yourself to them and by inviting a different co-worker to lunch each week. Meet new people in your community by joining associations, getting involved in community projects and attending social gatherings.