

▲ Communication Styles Chart ▲

Style	Strengths	Potential weaknesses	Recognize me... (Words, body language, questions, etc)	Convince me... (Information, body language, etc)
Thinker (Owl)	Thinking Thorough Disciplined	<ul style="list-style-type: none"> Excludes _____ from decisions Goes too far; perfectionist Too rigid or _____ of self/others 	I will... <ul style="list-style-type: none"> Initially appear _____ Not share how I feel Ask lots of _____ Ask about details 	<ul style="list-style-type: none"> Be _____; state the facts. Organize your discussions in a _____ order: Background, Present situation, Outcome Break down your recommendations. Include _____ and alternatives with pros and cons. Do not rush a process-oriented person. Outline your proposal.
Connector (Dove)	Supportive Patient Diplomatic	<ul style="list-style-type: none"> Tends to _____ to wishes of others No _____ boundaries; things do not get done Not assertive or directive 	I will... <ul style="list-style-type: none"> Appear _____ Not ask many questions Not be in a hurry _____ quickly just to make you happy Change my answer to conform to what I think is expected 	<ul style="list-style-type: none"> Allow for _____; do not start the discussion right away. Stress the relationship between your proposal and the people concerned. Show how the ideas worked well in the past. Show how she'll be _____ by respected people.
Doer (Eagle)	Independent Decisive Determined	<ul style="list-style-type: none"> Has trouble working with _____ Does not take time to _____ other perspectives Domineering; too focused on doing it "my way" 	I will... <ul style="list-style-type: none"> Appear _____ or distant; unwilling to "hang out" Seem directed, always on my way to do something Not often be interested in _____ conversation 	<ul style="list-style-type: none"> Focus on the _____ first; state the conclusion at the outset. State your best recommendation; do NOT offer many alternatives. Be as _____ as possible. Emphasize the practicality of your ideas. Use visual aids.
Influencer (Peacock)	Good communicator Enthusiastic Imaginative	<ul style="list-style-type: none"> Tends to _____ too much Comes on too strong Dreamer; _____ 	I will... <ul style="list-style-type: none"> Appear to be interested in _____ Be enthusiastic about your idea but may _____ to more than I'll actually do Take the "conversation ball" and keep it going 	<ul style="list-style-type: none"> Allow enough _____ for discussion. Do not get impatient when he or she goes off on tangents. Try to relate the discussed topic to a broader _____ or idea. Stress the uniqueness of the idea or topic at hand. Emphasize future _____ or relate the impact of the idea to the future.

I need to be careful that I do / don't: _____

I can communicate better by: _____

▲ Communication Styles Chart Master ▲

Style	Strengths	Potential weaknesses	Recognize me (Words, body language, questions, etc)	Convince me* (Information, body language, etc)
Thinker (Owl)	Thinking Thorough Disciplined	<ul style="list-style-type: none"> Excludes <u>FEELINGS</u> from decisions Goes too far; perfectionist Too rigid or <u>DEMAND-ING</u> of self/others 	I will... <ul style="list-style-type: none"> Initially appear <u>CLOSED</u> Not share how I feel Ask lots of <u>QUESTIONS</u> Ask about details 	<ul style="list-style-type: none"> Be <u>PRECISE</u>; state the facts. Organize your discussions in a <u>LOGICAL</u> order: Background, Present situation, Outcome Break down your recommendations. Include <u>OPTIONS</u> and alternatives with pros and cons. Do not rush a process-oriented person. Outline your proposal.
Connector (Dove)	Supportive Patient Diplomatic	<ul style="list-style-type: none"> Tends to <u>CONFORM</u> to wishes of others No <u>TIME</u> boundaries; things do not get done Not assertive or directive 	I will... <ul style="list-style-type: none"> Appear <u>AGREEABLE</u> Not ask many questions Not be in a hurry <u>AGREE</u> quickly just to make you happy Change my answer to conform to what I think is expected 	<ul style="list-style-type: none"> Allow for <u>SMALL TALK</u>; do not start the discussion right away. Stress the relationship between your proposal and the people concerned. Show how the ideas worked well in the past. Show how she'll be <u>SUPPORTED</u> by respected people.
Doer (Eagle)	Independent Decisive Determined	<ul style="list-style-type: none"> Has trouble working with <u>OTHERS</u> Does not take time to <u>CONSIDER</u> other perspectives Domineering; too focused on doing it "my way" 	I will... <ul style="list-style-type: none"> Appear <u>ALOOF</u> or distant; unwilling to "hang out" Seem directed, always on my way to do something Not often be interested in <u>LONG</u> conversation 	<ul style="list-style-type: none"> Focus on the <u>RESULT</u> first; state the conclusion at the outset. State your best recommendation; do NOT offer many alternatives. Be as <u>BRIEF</u> as possible. Emphasize the practicality of your ideas. Use visual aids.
Influencer (Peacock)	Good communicator Enthusiastic Imaginative	<ul style="list-style-type: none"> Tends to <u>TALK</u> too much Comes on too strong Dreamer; <u>UNREALISTIC</u> 	I will... <ul style="list-style-type: none"> Appear to be interested in <u>YOU</u> Be enthusiastic about your idea but may <u>COMMIT</u> to more than I'll actually do Take the "conversation ball" and keep it going 	<ul style="list-style-type: none"> Allow enough <u>TIME</u> for discussion. Do not get impatient when he or she goes off on tangents. Try to relate the discussed topic to a broader <u>CONCEPT</u> or idea. Stress the uniqueness of the idea or topic at hand. Emphasize future <u>VALUE</u> or relate the impact of the idea to the future.

I need to be careful that I do / don't: _____

I can communicate better by: _____

* These are available online from **Peter Urs Bender's Guide to Strengths and Weaknesses of Personality Types.**