



**INSIGHT Inventory®**

# **MATCHING ONE-TO-ONE WITH INSIGHT**

## **Comparing Your Style To Another Person's Style and Identifying Ways to Work Better Together**

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**Matched with:** Angie Dumala  
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*Insight . . . understanding yourself and others*



## Welcome to Your *Matching One-to-One with INSIGHT* Report

*Matching One-to-One with INSIGHT* helps you identify the similarities and differences between your Work Style and Angie Dumala's Work Style. Most importantly, it provides guidelines on how you can flex your style to be more effective when communicating with Angie.

### Understanding Your Differences

Personality differences can be powerful assets or points of tension between you and Angie. Sometimes even similarities, while normally beneficial, can lead to misunderstandings. This report helps you capitalize on your similarities and make your differences the strength of your working relationship.



### Flexing Your Style

Successful leaders and team members learn to temporarily change or flex their styles to communicate more effectively with others. This report gives specific guidelines for flexing your behavior to better communicate with Angie. Reviewing these and discussing them with Angie will help you work together to create a plan for improving your communications.

### Making the Best of This Report

You can make the most of this report by:

- Completing the discussion activities with Angie and talking about how your similarities and differences impact your relationship.
- Reviewing the flexing guidelines and asking Angie to point out the areas she believes it would be most helpful for you to flex.
- Writing on it, underlining key points, circling ideas, and using it as a workbook and discussion guide.



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### SECTION ONE: Comparing Your Styles

Explore the similarities and differences between your style and Angie Dumala's style.

### SECTION TWO: Flexing Your Style to Communicate Better with Angie

Learn the ways you can flex your behavior and communicate more effectively with Angie.

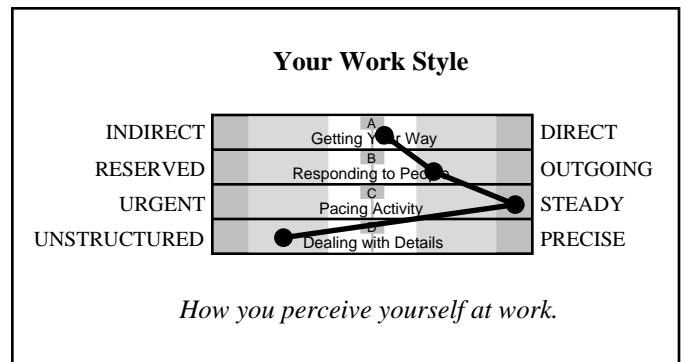
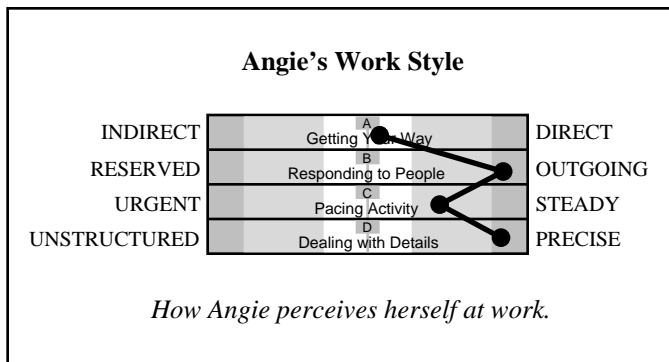
### SECTION THREE: Planning Ahead and Learning More

Develop a strategy for sharing these results with Angie and learning more about yourself.

## SECTION ONE: Comparing Your Styles

### Setting

Angie's Work Style Profile compared to your Work Style Profile.



### SCALE A: Getting Your Way (Indirect or Direct)

#### Angie scored slightly Direct and you scored slightly Direct.

Angie sees herself as slightly Direct in how she states his opinions and influences others at work. You also see yourself as slight Direct therefore, the two of you scored the same on this trait. You both are slightly more candid and assertive than the average person. When in agreement you probably appreciate each other's straightforward, frank, and to-the-point manner of expressing your thoughts and opinions. However, you've likely had some "heated" discussions around issues which the two of you have disagreements or conflicting opinions. The good news here is that you both like to get things out in the open and clear the air. Little is left uncovered or unsaid. As long as you appreciate and respect each other's candid, straightforward styles you'll probably communicate well; however you'll have to watch that you don't occasionally get caught up in struggles over power or control.

#### Discussion suggestion:

Ask Angie to describe a past situation in which she believes there was an advantage to both of you having Direct styles. Follow this by sharing an example you remember. Then, discuss any tensions or problems that occasionally may have arisen in the past due to Direct styles and how you resolved them.

### SCALE B: Responding to Others (Reserved or Outgoing)

#### Angie scored very Outgoing and you scored moderately Outgoing.

Angie sees herself as very Outgoing and you see yourself as moderately Outgoing. This similarity indicates that both you and Angie are expressive, talkative, and gregarious; Angie a bit more so than you. The two of you are probably comfortable talking about a wide range of things from business topics to inner feelings and personal thoughts. It is likely that you appreciate each other's enthusiasm, warmth, and contagious laughter; this no doubt this energizes you both. However, there may be times you both find it difficult to get a word in edgewise if the other one of you has a lot to say or issues to talk out. You both can consume a lot of airtime and are comfortable being the center-of-attention. If Angie does most of the talking, you may leave a conversation feeling that you didn't have time to talk about what was important to you. If this is reversed, the same feeling can be experienced by Angie.

#### Discussion suggestion:

Ask Angie to tell you about a situation where there was a benefit to you both having Outgoing, talkative styles. Also, share your own example. Then, discuss any misunderstandings or communication gaps that have arisen from the Outgoing styles you both

share.

### **SCALE C: Pacing Activity** (Urgent or Steady)

#### **Angie scored moderately Steady and you scored very Steady.**

Angie sees herself as moderately Steady in her style of pacing activity at work and you see yourself almost the same, just a bit more so. When the two of you have equivalent knowledge and experience, you'll both make well-informed decisions, but only after careful deliberation. You and Angie like to think things over, take your time, and consider numerous options; if you were to pick a motto it might be, "Timing is everything," or "There's no time like tomorrow." Most likely, though, there have been situations when hindsight revealed that you took action too slowly and missed an opportunity that was available for only a short period of time. However, chances are that there were other times when you felt you made a better decision by waiting and uncovering a better option you would have missed otherwise. Your strengths when working together include supporting each other in making deliberate, well thought-out decisions, and, perhaps, encouraging each other to take action before getting bogged down too many alternatives.

#### **Discussion suggestion:**

Ask Angie to describe a situation when your Steady styles worked against the two of you. Talk about how this situation impacted you both. Then, discuss the advantages your shared steadiness and patience give you.

### **SCALE D: Dealing with Details** (Unstructured or Precise)

#### **Angie scored very Precise and you scored moderately Unstructured.**

Angie rated herself very Precise indicating that she sees herself as quite structured and organized. You rated yourself nearly the opposite, as somewhat Unstructured, nonconforming, and disinterested in the details of organizing and planning. You can both produce high quality results, but you'll follow quite different processes in achieving them. Angie probably likes to get everything organized: filing first, creating to-do lists, and writing out action plans before getting started. You, on the other hand, probably tend to leave paperwork out in seemingly disorganized piles and proceed with projects without reading directions or making detailed plans; you enjoy just jumping in and figuring things out. Although there are advantages to both styles, you both may get frustrated with each other's opposite approaches. Most likely, you are open to changing established procedures and working around rules, while Angie prefers following rules and creating organized systems for completing tasks.

#### **Discussion suggestion:**

Ask Angie to recall a time when she felt frustrated with your Unstructured work habits and another time when she saw an advantage to them. Then, reverse the conversation and talk about times when you found her Precise behavior difficult and times when you appreciated it.

## SECTION TWO: Flexing Your Style to Communicate Better with Angie

### Flexing Your Style

Flexing means to temporarily change your behavior in ways that improve communications with others. This section provides guidelines for flexing your style to communicate more effectively with Angie. These suggestions, based on a comparison of your Work Style profile to Angie's Work Style, are written specifically for you.



### Taking the Initiative

When you want to improve communications with Angie, don't wait for her to flex her style; take the initiative and change your behavior first. The following guidelines will help you improve communications with Angie immediately.

Ensure success: review the flexing guidelines with Angie. Ask her to place checkmarks beside the suggestions she would most like you to follow.

### SCALE A: Getting Your Way (How you express your thoughts and opinions.) Indirect or Direct

#### You see yourself as slightly Direct and Angie sees herself slightly Direct.

Since you and Angie both see yourselves as slightly Direct, you are almost the same on this trait. Your shared preference for candor and frankness will help you communicate well, except when you have strong differences in opinion and neither of you wants to give in.

To flex your style and communicate more effectively with Angie:

- \_ Listen thoroughly to Angie's ideas before debating or arguing your position .
- \_ Avoid appearing too self confident and sure of yourself, or Angie may challenge you.
- \_ Find ways to suggest and recommend, rather than "tell" or command.
- \_ Validate Angie's ideas first before presenting your points or disagreeing.

### SCALE B: Responding to Others (How you approach and respond to others.) Reserved or Outgoing

#### You see yourself as moderately Outgoing and Angie sees herself very Outgoing.

You and Angie both rated yourselves fairly Outgoing on Scale B; Angie even more so than you. Therefore, you'll probably find it easy to strike up conversations and to enjoy each other's enthusiasm and sense of humor. However, there may be occasions where your similarity causes some tension.

To flex your style and communicate more effectively with Angie:

- \_ Share the spotlight; you and Angie may compete for the attention of others.
- \_ Remind yourself to listen to what Angie wants to say and to talk less yourself.
- \_ Keep the focus on Angie, rather than on yourself.
- \_ Try to learn what Angie really thinks because she may disguise her inner feelings behind her happy, expressive exterior.

### SCALE C: Pacing Activity (The speed at which you make decisions and take action.) Urgent or Steady

#### You see yourself as very Steady and Angie sees herself as moderately Steady.

You and Angie are similar on this scale. Angie sees herself as fairly steady, deliberate, and careful, if not cautious, when making decisions. You see yourself the same, if not more. Therefore, there may be situations when your shared steadiness causes

the two of you to delay decisions and miss opportunities.

To flex your style to work better with Angie:

- \_ Speed up the decision-making process so neither of you procrastinate too long.
- \_ Push each other to take action on time-sensitive matters so opportunities aren't overlooked.
- \_ Review and discuss payoffs for deciding quickly so clear advantages are seen.
- \_ Try to help Angie identify situations when urgency is a better option than extended patience.

**SCALE D: Dealing with Details** (How you structure time and organize tasks.) Unstructured or Precise

**You see yourself as moderately Unstructured and Angie sees herself as very Precise.**

The two of you scored quite differently in how you schedule time, organize projects, and attend to details. Since you are moderately Unstructured and Angie is nearly the opposite, very Precise, she may see you as disorganized, nonconforming, and careless with details.

To flex your Unstructured style and communicate more effectively with Angie:

- \_ Gather your facts before presenting information and ideas to Angie.
- \_ Be as organized as possible and arrive to meetings on time.
- \_ Stay on top of details, even when they seem to be trivial.
- \_ Follow work rules and policies, particularly those that Angie believes are important.

**Focus on understanding Angie and changing yourself.**

The information in this report provides a starting point for building a new relationship and communication pattern with Angie. First, strive to understand her better. Next, take responsibility for changing your behavior and flexing your style. Don't wait for Angie to change; focus on understanding her, change your behavior first, and improvements in your communications will follow.



**Get Angie involved.**

Suggest to Angie that she get a *Matching One-to-One with INSIGHT* report that compares your style to hers. That report will be a reverse image of this one, providing Angie with guidelines of how to flex her style to communicate better with you. If both of you take equal responsibility for improving your communications, you'll achieve even more.

**Learn how Angie sees you.**

Discovering how Angie's perceptions of you differ from how you see yourself can help you better gauge the degree to which you need to flex your behavior. To learn how Angie sees you, logon and invite her to rate you using the *Getting 360° Feedback with INSIGHT* assessment. Don't stop there, use this powerful report to also learn how other co-workers see you by inviting them, as well.



**Broaden your understanding of Angie.**

Keep in mind that both you and Angie may behave differently when you are away from work. It may be helpful for you and Angie to share your Personal Style profiles found on your *Gaining INSIGHT into Yourself* report. Take the time to discuss what aspects of your home environments bring out different behaviors. This activity will also help both of you see a broader, more complete view of each other.

*Best wishes for successful communications!*



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