**WORKING**

**STYLES**

**QUIZ**

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# Working Styles Quiz

You will be working with other team members with different working styles and backgrounds. Your working style may be very different than your colleague’s style. To work as efficiently and effectively as possible, it’s helpful to assess your working style to determine the way you prefer to work.

Teams are made up of individuals with different work experience and backgrounds, each with his or her own working style. There are many different working styles to think about, and every person’s individual working style plays a key role in the team’s development and success.

# Instructions

1. Complete the questionnaire below.
2. From each of the questions in the table, choose which most reflects your Work Style. Choose A, B, C or D.
3. You have approximately 15 minutes to complete the questionnaire.
4. Once you have completed the questionnaire, transfer the results to the score sheet on the following page.

# Quiz

|  |  |  |
| --- | --- | --- |
| 1. **When performing a job, it is most important to me to** | | |
| Choose an item. | A | do it correctly, regardless of the time involved. |
| B | set deadlines and get it done. |
| C | work as a team, cooperatively with others. |
| D | demonstrate my talents and enthusiasm. |
|  | **2. The most enjoyable part of working on a job is** | |
| Choose an item. | A | the information you need to do it. |
| B | the results you achieve when it’s done. |
| C | the people you meet or work with. |
| D | seeing how the job contributes to progress. |
|  | **3. When I have several ways to get a job done, I usually** | |
| Choose an item. | A | review the pros and cons of each way and choose. |
| B | choose a way that I can begin to work immediately. |
| C | discuss ways with others and choose the one most favoured. |
| D | review the ways and follow my “gut” sense about what will work the best. |
|  | **4. In working on a long-term job, it is most important to me to** | |
| Choose an item. | A | understand and complete each step before going to the next step. |
| B | seek a fast, efficient way to complete it. |
| C | work on it with others in a team. |
| D | keep the job stimulating and exciting. |
|  | **5. I am willing to take a risky action if** | |
| Choose an item. | A | there are facts to support my action. |
| B | it gets the job done. |
| C | it will not hurt others’ feelings. |
| D | it feels right for the situation. |

# Working Style Score Sheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** |
| **Calculate how many responses you had for each letter** |  |  |  |  |

Your HIGHEST score is your preferred or dominant working style. In the case of a tied score, you should pick the working style you feel is most like you.

**A = Logical, analytical, and data-oriented**

**B = Organised, plan-focused, and detail-oriented**

**C = Supportive, expressive, and emotionally oriented**

**D = Strategic, integrative, and idea-oriented**

My preferred working style is .

# Working Style Characteristics

|  |  |
| --- | --- |
| **Logical, analytical, and data-oriented** | **Organised, plan-focused, and detail-oriented** |
| * Cautious actions and decisions * Likes organization and structure * Dislikes involvement with others * Asks many questions about specific details * Prefers objective, task-oriented work environment * Wants to be accurate and therefore relies too much on data collection * Seeks security and self-actualisation | * Acts decisively * Likes control * Dislikes inaction * Prefers maximum freedom to manage self and others * Cool and independent, competitive with others * Low tolerance for feelings, attitudes, and advice of others * Works quickly and efficiently by themselves |
| **Supportive, expressive, and emotionally oriented** | **Strategic, integrative, and idea-oriented** |
| * Slow at acting and making decisions * Likes close, personal relationships * Dislikes interpersonal conflict * Supports and “actively” listens to others * Weak at goal setting and self-direction * Demonstrates excellent ability to gain support from others * Works slowly and cohesively with others * Seeks security and inclusion | * Spontaneous actions and decisions, risk taker * Not limited by tradition * Likes involvement * Generates new and innovative ideas * Tends to dream and get others caught up in the dream * Jumps from one activity to another * Works quickly and excitingly with others * Not good with follow-through |

# Working with other styles

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Your style** | | | |
| **Other styles** |  | **A** | **B** | **C** | **D** |
| **A** | Establish priority of tasks to be done. Commit to firm time frames for your work and stick to them. | Take a deep breath, relax, and slow down. With analytical team members you need to demonstrate you have considered all or most options or outcomes before moving ahead. | Cut short the social hour and get right down to the specifics. The more information you must support your position, the better. | Translate your vision into specific tasks or goals. Involve analytical team members in research and developing the details of the plan of action. |
| **B** | Organize your  work around major  themes; prepare  “executive summaries” with headings  or bullets that state  the conclusions  first and supporting  data and analysis  second. | Remind each other  of your similarities  and your need to  adopt qualities of  the other styles. | Don’t take anything personally.  Getting results is  what counts with  drivers; be decisive and dynamic.  Emphasize the  bottom line. | Take time to think  about what your  vision really is.  Translate it into  action steps with  objectives and  timelines |
| **C** | Start of on a  personal note,  gravitate to project specifics and  expectations.  Emphasise the  greater good of  the project. | Spend time up  front gaining trust  and confidence.  Be inclusive. Be sure to be specific  about deadlines,  even when it seems  obvious. | Laugh with each  other about how  important it is  being relational.  Then focus on what  we really need to  accomplish here  and do it. | Tell them how  important the  team concept is to  making your vision  a reality. Give  amiable team members the job  of team building  to make the dream  come true. |
| **D** | Jazz up your  presentation; try  to think of the BIG  picture. Involve the  expressive in developing the “vision”  or marketing of  the plan. | Be patient and try  to work with a flip  chart to harness  creative spirits.  Emphasize time  lines and due  dates. Build in  flexibility to allow  the free rein of  creativity. | Engage the  expressive with  appreciation of  their vision and creativity. Harness this  energy to deal with  pesky but important details only  they can address. | Remind each other  of your tendency  to generate a lot of  ideas without thinking through how to  implement them. |