**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 yourwork around majorthemes; prepare“executive summaries” with headingsor bullets that statethe conclusionsfirst and supportingdata and analysissecond. | Remind each otherof your similaritiesand your need toadopt qualities ofthe other styles. | Don’t take anything personally.Getting results iswhat counts withdrivers; be decisive and dynamic.Emphasize thebottom line. | Take time to thinkabout what yourvision really is.Translate it intoaction steps withobjectives andtimelines |
| **C** | Start of on apersonal note,gravitate to project specifics andexpectations.Emphasise thegreater good ofthe project. | Spend time upfront gaining trustand confidence.Be inclusive. Be sure to be specificabout deadlines,even when it seemsobvious. | Laugh with eachother about howimportant it isbeing relational.Then focus on whatwe really need toaccomplish hereand do it. | Tell them howimportant theteam concept is tomaking your visiona reality. Giveamiable team members the jobof team buildingto make the dreamcome true. |
| **D** | Jazz up yourpresentation; tryto think of the BIGpicture. Involve theexpressive in developing the “vision”or marketing ofthe plan. | Be patient and tryto work with a flipchart to harnesscreative spirits.Emphasize timelines and duedates. Build inflexibility to allowthe free rein ofcreativity. | Engage theexpressive withappreciation oftheir vision and creativity. Harness thisenergy to deal withpesky but important details onlythey can address. | Remind each otherof your tendencyto generate a lot ofideas without thinking through how toimplement them. |