

Adapting the style to suit

Minder	Organiser	Director	Enthusiast
Minder talking with			
Easy conversations Ensure objectives and decisions are made Watch the time	Give them all the facts Stay logical Don't worry if they seem cynical it's their nature	Be confident Up the pace and volume Get to the point Avoid small talk	Smile Be friendly Up your pace Keep them on track and time Appeal to their ego
Organiser talking with			
Limit figures Give time to process Be friendly Be reassuring	Be open to their way Avoid excess detail, focus on result Watch time	Give bottom line answers Less detail Be confident Up your pace	Smile Be excited Avoid detail Make it fun Think big
Director talking with			
Slow down Soften voice Let them talk Give time to think and give assurance	Give them all the detail Answer their questions Give time to think	Avoid battles Seek win/win Allow others to speak	Smile Have social conversations Ask don't tell Acknowledge their strengths
Enthusiast talking with			
Avoid excess chit chat Listen Slow down Be supportive	Be factual Be on time Softer, quieter Be patient Answer their questions	Avoid chit chat Be more serious and get to the point Abruptness is their way	Share the limelight Focus on objectives Watch the time

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Spotting the styles

Minder	Organiser	Director	Enthusiast
Email			
Polite Conversational Asking	Facts, figures Detailed Neat Prefers email	Few words To the point Telling	Chatty Up beat Typo's
Phone			
Will pick up Sincere Good listener Patient Slower pace	Lets it go to voicemail Hard to engage Short conversations View phone as an interruption	Abrupt Loud Gets straight to the point Comfortable hanging up Fast pace	Lively tone Happy to chat Likely to laugh Long conversations
Face to face			
Reserved Conservative nature Listens well	Serious Avoids social gatherings Closed body language	Loud On the go Rarely sits Assertive	Animated Smiling Loud Optimistic

Remember

- All styles are equal
- Know your default conversational style
- Identify the default conversational style of others
- Adapt your style to suit theirs



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