

STYLE Assessment (page 1 of 2)

At work, when I	The way I usually conduct myself
1. Make a presentation: this could be in-person or virtual to a small, medium or large audience.	<ul style="list-style-type: none"> A. Passionate and excited B. Direct and to the point C. Focused on building relationships D. Concentrate on the facts and figures
2. Run a project: this could involve project management, program management or portfolio management.	<ul style="list-style-type: none"> A. Follow a standard such as the PMBOK[®] Guide B. Embrace the method that most people prefer C. Use the approach that has proven to get results D. Choose the system that people talk about
3. Conduct a training session: this could involve instructor-led or on-the job training.	<ul style="list-style-type: none"> A. Reserved and stick to the key points B. Detail oriented to ensure I cover all stated objectives C. Approachable to make sure people like me as the trainer D. Animated and energized to engage the audience
4. Facilitate a meeting: this could be in person or virtual to a small, medium or large group of internal or external stakeholders.	<ul style="list-style-type: none"> A. Comfortable being heard and sharing my opinion B. Concerned to ensure people like me C. Taking notes to make sure I am not missing anything D. Actively listening to the strategy to see if it will work
5. Try to solve a problem: this could involve creative thinking brain storming sessions or critical thinking root cause analysis.	<ul style="list-style-type: none"> A. Focus on creating explanatory visuals and dashboards B. Approach the situation carefully to gain group consensus C. Cut to the chase to get to the bottom of the problem D. Begin the discussion by getting to the whiteboard if possible
6. Engage in consulting: this could involve negotiation and influencing a key stakeholder, sponsor or vendor.	<ul style="list-style-type: none"> A. Remain controlled during the discussion B. Strive to build a welcoming relationships C. Try to analyze the people, personalities and situation D. Let people know where I am coming from
7. Encounter conflict: with a project team member that may be internal or external to the organization.	<ul style="list-style-type: none"> A. Tend to pull back and respond with kindness B. Deal with it head on in hopes of getting through C. Talk through it to whatever extent necessary D. Create a mental outline and figure out the right approach
8. Participate in a learning event: self-study reading a document, role plays, e-learning, etc.	<ul style="list-style-type: none"> A. Connect with others to share ideas B. Contact the instructor to discuss the course with them C. Read the entire document D. Get through it as quickly as practical
9. Evaluate a process to determine the impact or results (summative) or how it can be improved or changed (formative)	<ul style="list-style-type: none"> A. Like working with others to get their buy-in B. Prefer working alone to complete it as quickly as possible C. Can work alone or with others as long as I can share my ideas D. Okay working alone as long as the data is correct
10. Perform an audit of a system to determine conformance to internal standards or compliance to external regulatory requirements	<ul style="list-style-type: none"> A. Reserved and stick to the key points B. Make sure that I have documentation very detailed C. Try to get to know the people and understand the issues D. Tell the people what should be done

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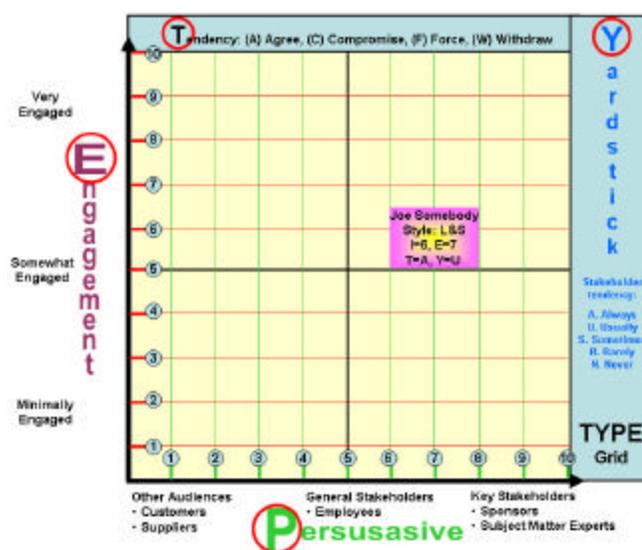
At work	The term that best describes me
11. Reflecting upon the organization's mission and vision	<ul style="list-style-type: none"> A. Reinforce it B. Embrace it C. Talk to others about it D. Analyze it
12. Going to dinner with co-workers.	<ul style="list-style-type: none"> A. Sociable getting to know others B. I stay to myself C. Life of the party D. Check out how people interact with each other
13. Becoming involved in charitable events at work to help the community at large.	<ul style="list-style-type: none"> A. Relationship builder B. Accountant C. Spokes person D. Fund raiser
14. Being involved in team building events.	<ul style="list-style-type: none"> A. I take the lead with getting people involved B. I like to keep track of score in competition events C. I make sure that everyone feels comfortable participating D. I prefer to read the rules aloud
15. The term that best describes me is.	<ul style="list-style-type: none"> A. Detail oriented B. Empathetic C. Determined D. Opinionated
16. When a new employee is hired at work the role that I play is.	<ul style="list-style-type: none"> A. Introducing them to other people B. Going over the employee handbook C. Letting other people know they are coming on board D. Helping them understand all the parts of their job description
17. The way that my co-workers would describe me is	<ul style="list-style-type: none"> A. Highly organized B. One who likes to get my way C. Friendly D. A big talker
18. The way in which I deal with external parties, i.e., contractors, vendors, suppliers and consultants at work	<ul style="list-style-type: none"> A. Business like and follow protocol B. Try to get to know them personally C. Openly share my thoughts and hear what they have to say D. Figure out if their products and services are priced correctly
19. The way that I generally feel when at work is best described as	<ul style="list-style-type: none"> A. Needing to stay on schedule B. Wanting to be in control C. Desiring to feel wanted D. Hoping to be heard
20. When I am involved in social networking, i.e., professional association, Linked-in, twitter, FaceBook, or texting friends, etc.	<ul style="list-style-type: none"> A. Good mixer trying to get people communicating with each other B. Facilitator of the discussion C. Somewhat bossy to make sure the discussions stay focused D. One who prefers to define the discussion groups and content

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Logic and Systems = L&S	Tasks and Results = T&R	Harmony and Relationships = H&R	Show and Tell = S&T	
1	A = S&T	B = T&R	C = H&R	D = L&S
2	A = L&S	B = H&R	C = T&R	D = S&T
3	A = T&R	B = L&S	C = H&R	D = S&T
4	A = S&T	B = H&R	C = L&S	D = T&R
5	A = L&S	B = H&R	C = T&R	D = S&T
6	A = T&R	B = H&R	C = L&S	D = S&T
7	A = H&R	B = T&R	C = S&T	D = L&S
8	A = H&R	B = S&T	C = L&S	D = T&R
9	A = H&R	B = T&R	C = S&T	D = L&S
10	A = T&R	B = L&S	C = H&R	D = S&T
11	A = T&R	B = H&R	C = S&T	D = L&S
12	A = H&R	B = T&R	C = S&T	D = L&S
13	A = H&R	B = L&S	C = S&T	D = T&R
14	A = T&R	B = L&S	C = H&R	D = S&T
15	A = L&S	B = H&R	C = T&R	D = S&T
16	A = H&R	B = T&R	C = S&T	D = L&S
17	A = L&S	B = T&R	C = H&R	D = S&T
18	A = T&R	B = H&R	C = S&T	D = L&S
19	A = L&S	B = T&R	C = H&R	D = S&T
20	A = H&R	B = S&T	C = T&R	D = L&S
Add the number of STYLE attributes below to calculate dominant characteristics – Focus on Top Two				
TOTALS	L&S =	T&R =	H&R =	S&T =

Strong Traits You Likely Exhibit	
<ul style="list-style-type: none"> Methodological Factual Analytical 	<ul style="list-style-type: none"> Determined Dominant Decisive
Logic & Systems	Tasks & Results
Harmony & Relationships	Show & Tell
<ul style="list-style-type: none"> Supportive Empathetic Cooperative 	<ul style="list-style-type: none"> Verbal Impulsive Convincing



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Workplace Attributes	Logic and Systems = L&S	Tasks and Results = T&R	Harmony and Relationships = H&R	Show and Tell = S&T
Perceived Strength	Detail Oriented	Determined	Relationship Oriented	Popular
Developmental Opportunities	Not being a perfectionist	Patience	Focus on getting job done	Active Listening
How They Perceive Themselves	Organized	Leader	People Person	Spokes person
How Others Might Perceive Them	Slow to respond	Forceful	Friendly	Talkative
How They Appear to Think	Critical Thinker	Critical Thinker	Creative Thinker	Creative Thinker
How They Prefer to be Approached	Facts and Figures	Status and Progress	Understanding and Sensitivity	Positive Attitude
What to Avoid when Dealing with them	Lack of information or data	Failure or lack of accomplishment	Lack of concern for situation or people	Negativity
When is a Good Time to work with Them	After their day has started and they can focus	Beginning or end of day	Breakfast, lunch, dinner and break times	Middle morning or middle afternoon
Where is a Good Place to work with them	At the computer	In their office or conference room	In the break room	Next to white board of flip chart
Who can improve relationship with them	Those with access to data, i.e., Info. Technology	Those reporting to them	Friends in the office	Their boss
Body Language	Minimal	Minimal	Compassionate	Animated
Tone	Factual	Confident	Mild	Happy
The bottom section is for your own notes to detail attributes of specific stakeholders				

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