

Worksheet – My soft skills for my team's success

Name:

1. **Type of perception and decision-making:** Note down to which type of perception and decision making you have been assigned. Answer the two questions on page 3 of your profile.

2. **Strengths:** Answer the first question on page 5 of your profile.

Strengths: Answer the second question on page 5 of your profile and note why this is so.

Strengths: Answer the third question on page 5 of your profile and note what you use these strengths for, how and when.

3. **Professional roles:** Answer the question on page 8 of your profile.

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COMMUNICATION



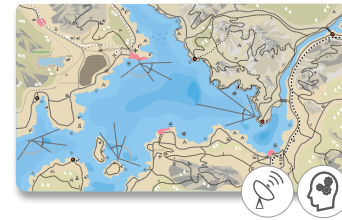
MAGNIFIER & HEAD: To reach out to people with these preferences, you should ...

- ... present step by step, conclusively, and with a focus on the factual level.
- ... inform them accurately and in great detail, preferably with the help of documentation, figures, data, and facts.
- ... point towards profitability and practicability.
- ... argue logically, objectively, and calmly.



MAGNIFIER & BELLY: To reach out to people with these preferences, you should ...

- ... establish a friendly atmosphere of trust as a basis for the communication.
- ... inform them with appreciation, accurately and comprehensively, and use concrete examples and personal experience.
- ... never lose sight of the goals and the entire process and create long-term solutions as well as win-win situations.
- ... listen with empathy and ask open questions.



RADAR & HEAD: To reach out to people with these preferences, you should ...

- ... focus on facts, but not lose sight of the relationship level.
- ... take a clear stand and demonstrate competence.
- ... start with the big picture and always offer ideas, plans, and potential for positive changes.
- ... inform logically, objectively, and calmly, and, when appropriate, provide figures, data, and facts if there is a need for details.



RADAR & BELLY: To reach out to people with these preferences, you should ...

- ... create a positive atmosphere and arrange enough time to get to know each other.
- ... start with the big picture and not focus on too much detail.
- ... allow for visions and dreams, various options, changes, and new possibilities.
- ... allow time for extensive discussion and show enthusiasm and energy

4.

Communication:

- a. Of all the 16 elements or patterns of communication listed above, which are you most comfortable with and why? Use a symbol (circle, star ...) to mark the two statements that you are most comfortable with and think about why this is the case..
- b. Of all the 16 elements or patterns of communication listed above, which are you least comfortable with and why? Use another symbol (circle, star ...) to mark the two statements that you are least comfortable with and think about why this is the case.
- c. Which communication channels do you prefer in the professional environment? Is this the same depending on the topic/occasion?
Examples of communication channels: conversation (face-to-face, video, telephone), picture/audio message (video, audio), written (social media, e-mail)