



Your Personality Type and its Impact on Your Relationships

Participant Guide

Part 1



27th Annual Conference for the Office Professional
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Overview

Have you ever wanted to understand why other people perceive you the way they do? Identifying your own and other personality types allows a better understanding of your needs and motivators as well as those around you. In this upbeat and entertaining session, you will learn how to uncover the personality types of people you encounter and how to speak their language in a way that is most persuasive to them. This proves to be very useful in both our personal and professional lives. These skills can be used to better manage employees, work more effectively with others, or simply just getting along with your relatives.

This activity is designed to give you an overview of the various personality types and an insight into communicating more effectively with those types.

Objectives

By the end of this session each participant will be able to:

- Identify your strongest personality types from Bull, Owl, Lamb, and Tiger profiles
- Identify differences between each personality style
- Identify characteristics and style attributes to help communicate and interact more effectively



Notes:

Facilitator:

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Personality Profile Activity

Key Takeaways:

- ✓ Some people are easy to connect with, others seem like they are from another planet.
- ✓ Those easy to connect with are most likely just like you.
- ✓ The more you understand about the basic personality styles that are different from yours, the faster you will be able to connect and build relationships.
- ✓ With that understanding you can establish trust and confidence faster.
- ✓ This knowledge helps to communicate more effectively in challenging situations.
- ✓ All four personality types have clear identifiable tendencies and traits.
- ✓ You may find yourself a combination of all styles.
- ✓ Identifying the personality indicators can allow you to alter your style to match others.

For the most effective communication – you do not want to alienate those who aren't your same personality style.



Notes:

B.O.L.T.'s Personality Profile

Instructions:

Complete the personality profile on the next page – rating yourself on each of the areas in the four quadrants as best as you can. On a 4 to 1 Scale:

4=Most like you 3=Moderately like you 2=Moderately not like you 1= not at all like you

Once you have completed the ratings tally the results and put a 1, 2, 3, and 4 next to each quadrant's score highest is 1 and lowest is 4.



4 = Most like you 3 = Moderately like you 2 = Moderately NOT like you 1 = Not at all like you

Rank the following variables as they describe you

<p>_____ Mathematical _____ Don't like over-excitement</p> <p>_____ Analytical _____ My personal checking account is always balanced</p> <p>_____ Methodical _____ I hang up my clothes at night</p> <p>_____ Judgmental _____ When it comes to major decisions, I like to think it over rather than decide right away</p> <p>_____ Exacting _____ I like being alone</p> <p>_____ Detailed</p> <p>_____ Realist</p> <p>_____ Conscientious</p> <p>_____ Systems Oriented</p> <p>_____ Non-Risk taker</p> <p>_____ Always on time</p> <p>_____ Very neat</p> <p>_____ Slow paced</p> <p>_____ Prefer security to prestige</p> <p>_____ Perfectionist</p> <p>TOTAL POINTS _____</p>	<p>_____ Hard driving _____ "Bottom-Line" is important</p> <p>_____ Commanding _____ I like to "get to the point"</p> <p>_____ Fearless _____ I'm an organized messy person</p> <p>_____ Cynical _____ Prestige and status are more important than security</p> <p>_____ Courageous _____ Fast to decide</p> <p>_____ Authoritative _____ Love a challenge</p> <p>_____ Bold _____ Like to be in control of all situations</p> <p>_____ Competitive _____ Like fast pace</p> <p>_____ Decisive</p> <p>_____ Adventurous</p> <p>_____ Organizes Others</p> <p>_____ High risk taker</p> <p>TOTAL POINTS _____</p>
<p>_____ Amiable _____ Have a hard time making decisions</p> <p>_____ Unhurried _____ I like to avoid conflict</p> <p>_____ Sensitive _____ I'm slow to make decisions</p> <p>_____ Kind _____ I often change my mind</p> <p>_____ Cooperative _____ I like people (that I trust) to help me make decisions</p> <p>_____ Warm</p> <p>_____ Patient _____ Harmony is very important to me</p> <p>_____ Mild</p> <p>_____ Steady</p> <p>_____ Dependable</p> <p>_____ Non-Judgmental</p> <p>_____ Non-risk taker</p> <p>_____ Usually on time in order to please others</p> <p>_____ Expressive in showing emotions to others</p> <p>TOTAL POINTS _____</p>	<p>_____ Expressive _____ I often throw my clothes in a pile when I take them off</p> <p>_____ Talkative _____ I like to get excited</p> <p>_____ Promoter _____ Social relationships are very important to me</p> <p>_____ Dreamer _____ Recognition is very important to me</p> <p>_____ Very socially oriented _____ Not into detail (prefer others to do it)</p> <p>_____ Hospitable</p> <p>_____ Trusting _____ I am a compulsive buyer</p> <p>_____ Eager</p> <p>_____ Fun-loving</p> <p>_____ Optimistic</p> <p>_____ Enthusiastic</p> <p>_____ High risk taker</p> <p>_____ Often late</p> <p>_____ Messy</p> <p>TOTAL POINTS _____</p>

Put a #1 by your highest score
Put a #2 by your second highest score

Put a #3 by your 3rd highest score
Put a #4 by your lowest score

