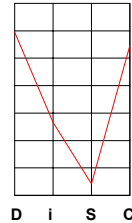




How Jayne Smythe Tends to Manage

This section describes how Jayne may tend to manage based on her natural behavioral tendencies. Some of these key management behaviors may have been modified due to life experience and Jayne's values system and, therefore, represent only potential behaviors. Some of the behaviors may appear contradictory as they represent the different behavioral tendencies that comprise Jayne's style. Review and discuss the list, determining which behaviors are most effective in this management environment.



NOTE: The combination of behavioral tendencies that make up Jayne's profile may appear to be contradictory due to the conflicting nature of the tendencies. Many people with this combination find that some of the information listed more accurately describes them than the rest of the information. Upon closer examination, they find the other information represents behavior that is potential but not used routinely.

COMMUNICATING

- ☐ Tends to be direct, factual, bottom-line oriented
- ☐ Tends to avoid wasting time on small talk or social amenities
- ☐ May be perceived as blunt, cold, or uncaring
- ☐ Tends to be systematic in her communications, using logic and data to persuade
- ☐ Tends to use formal, written communication, documenting discussions
- ☐ Prefers a reserved, impersonal, business-like approach in oral communications
- ☐ Tends to avoid discussion of personal information or socializing in the work environment
- ☐ May be perceived by others as cold, detached, and uninvolved

DELEGATING

- ☐ Tends to delegate to others the responsibility for follow-through on details
- ☐ May be so non-specific and results-oriented in assigning tasks that others have difficulty finding out how to do it
- ☐ May have difficulty delegating authority to go with the responsibility because she wants to maintain control
- ☐ Tends to give specific, detailed instructions for assignments
- ☐ May do important work herself so that she can be sure that it will be done correctly
- ☐ May have difficulty finding people who meet her standards
- ☐ Tends to monitor progress and results closely so that others may feel under inspection constantly
- ☐ Prefers working with people who share high standards and commitment to quality performance



How Jayne Smythe Tends to Manage

--Continued--

DIRECTING PEOPLE

- ☐ Tends to tell people what to do in a forceful, direct manner
- ☐ Likes to control the results
- ☐ May be so direct and forceful that people have difficulty asking questions, clarifying understanding, and pointing out potential problems
- ☐ Tends to be impersonal, precise, and factual in directing people, by focusing on what needs to be done how, why, by whom, and when
- ☐ May prefer to give assignments in written, formal communications, requesting specific feedback in response
- ☐ Tends to control the work produced in the environment, checking on quality by frequently questioning people
- ☐ May have difficulty with people who resist close supervision

DEVELOPING PEOPLE

- ☐ Tends to put people to work right away believing that "hands-on" involvement on the job is the best way to learn
- ☐ Prefers self-initiating, self-directed learners and tends to be impatient with having to provide instruction
- ☐ Values practical experience highly
- ☐ Tends to prefer a systematic, comprehensive approach to training, with competency requirements specified and assessed
- ☐ Sets high standards for performance and may become critical, impatient, and demanding
- ☐ Tends to provide resources for on-going training and skill development

DECISION-MAKING

- ☐ Tends to be quick, decisive, independent, and firm
- ☐ Tends to be bottom-line oriented, assessing the short-term impact
- ☐ May fail to consider long-term consequences and fail to include all factors in complex situations



How Jayne Smythe Tends to Manage

--Continued--

How Jayne Smythe Tends to Manage (Continued)

- ☐ Tends to be a careful decision-maker, gathering information and assessing possible risks before making decisions
- ☐ May want to defer risky decisions to higher levels of authority or at least get approval

MANAGING TIME

- ☐ Tends to operate with a sense of urgency, taking short-cuts wherever possible
- ☐ Tends to take pride in efficient solutions that allow her to pack a lot into a day
- ☐ May underestimate time involved in some activities, resulting in cutting things short, potentially missing deadlines
- ☐ May be critical of others who do not share her sense of urgency or work at the same fast pace
- ☐ Follows a systematic approach, taking pride in finding unique, efficient techniques that produce high quality results
- ☐ May be critical of others who do not use a systematic approach
- ☐ Tends to have high standards and may spend more time gathering information and perfecting results than is justified

PROBLEM-SOLVING

- ☐ Tends to prefer simple, practical, easy-to-implement solutions
- ☐ May have difficulty involving others in the problem-solving process because of her impatience and desire for immediate solutions
- ☐ Tends to use an analytical approach to solving problems, considering many variables in developing the solution
- ☐ May be very effective in solving complex problems but may spend too much time analyzing simple problems
- ☐ Tends to use information systems to anticipate problems
- ☐ Tends to want the perfect solution and may lose sight of other realities such as deadlines



How Jayne Smythe Tends to Manage

--Continued--

MOTIVATING OTHERS

- ☐ Tends to create competitive challenges
- ☐ Sets short-term goals and recognizes achievement of results
- ☐ Provides specific information on what is expected and specific feedback on performance, stating the logical benefits of working for this organization
- ☐ States factually why the person is of value to the organization

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Management Style Worksheet

--Continued--

5. Given the specific nature of this work environment, what DECISION-MAKING behaviors would be most effective for Jayne to use? (start, stop, continue)
6. What TIME MANAGEMENT behaviors would be most effective for Jayne to use in this work environment? (start, stop, continue)
7. What PROBLEM-SOLVING behaviors would be most effective for Jayne to use in this work environment? (start, stop, continue)
8. What strategies for MOTIVATING OTHERS would be most effective for Jayne to use in this environment? (start, stop, continue)

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