

# DISC Fundamental



## REPORT

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DISC Fundamental

# TEST REPORT

DISC Fundamental is a tool to study a person's interpersonal style, including individual behaviour and communication. Different styles mean different needs, motivators and inclinations whose recognition and satisfaction is the essence of effective communication and cooperation between people.

The questionnaire distinguishes 75 individual types resulting from a combination of four basic types.



Every human being has qualities of all interpersonal types. As a rule, the characteristics of one or two types dominate in a given person, making him or her act in this way not another, communicating with others in a certain way and adapting to situations or people, also individually.

Four different interpersonal types build relationships in different ways and communicate differently with the world around them. Knowledge of your interpersonal type will help you to develop by learning about your strengths and weaknesses. It will be supportive in improving your interpersonal relationships by matching up your communication style and reflecting your behaviour in both private and professional life in a better way.

Remember that there is no single perfect type.

Everyone has advantages and disadvantages - everyone has areas to be proud of and to improve. In this report you have the opportunity to look at the main types in terms of their strengths and weaknesses, their motivators and demotivators of taking action or the way they speak or listen.

The report you hold in your hand presents your typical ways of behaving, feeling, thinking and communicating with others in different life situations.

The results are accompanied by recommendations for conscious and effective communication with others and conscious management of your behaviour in various social situations.

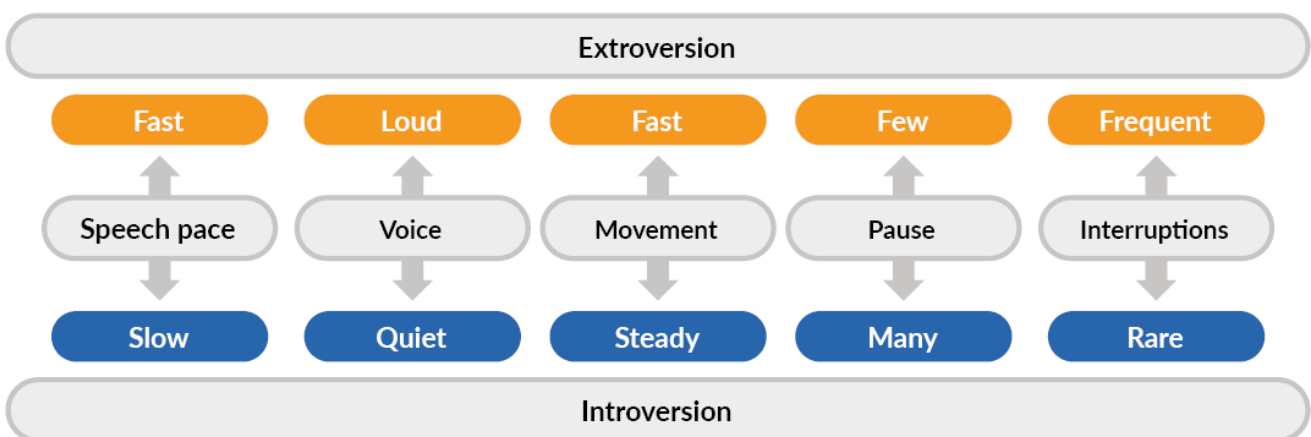
# MAIN INTERPERSONAL TYPES

## GENERAL CHARACTERISTICS

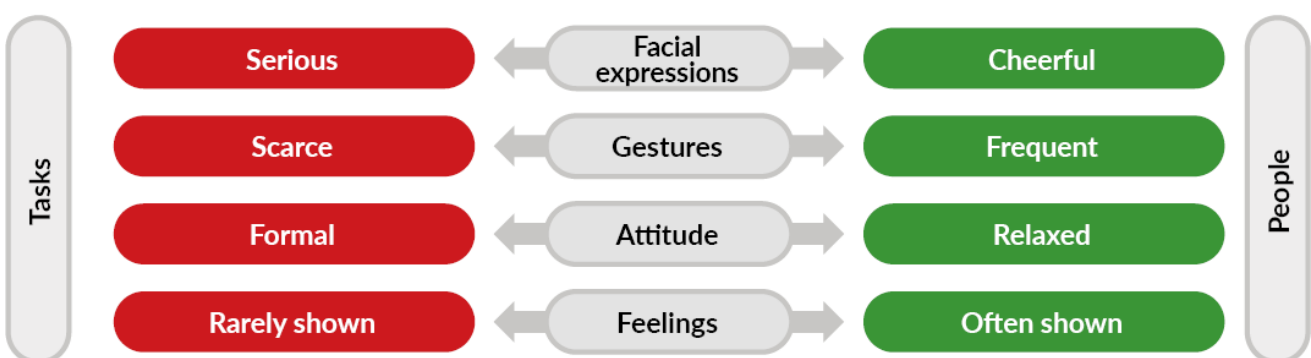
The identification of the main interpersonal types is the result of the analysis of two basic categories which differentiate people:

1. Direction of energy expenditure
2. Dominating orientation of the mental process

Taking into account the direction of energy expenditure, we distinguish extroversion and introversion.



Taking into account the dominant orientation of the thought process, however, we distinguish between the relationship-building and task-accomplishment orientations.



These two categories designate four main interpersonal types, which are:

**Efficient**

Speech pace:  
**FAST**  
Voice:  
**LOUD**  
Movement:  
**FAST**  
Pauses in communication:  
**FEW**  
Interrupting in conversation:  
**OFTEN**  
Facial expressions:  
**SERIOUS**  
Gestures:  
**SPARING**  
Attitude:  
**FORMAL**  
Emotions:  
**RARELY SHOWN**

**Contact**

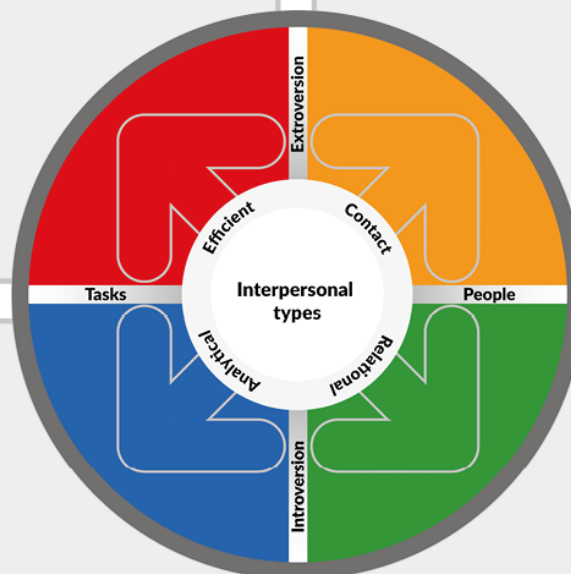
Speech pace:  
**FAST**  
Voice:  
**LOUD**  
Movement:  
**FAST**  
Pauses in communication:  
**FEW**  
Interrupting in conversation:  
**OFTEN**  
Facial expressions:  
**CHEERFUL**  
Gestures:  
**RICH**  
Attitude:  
**RELAXED**  
Emotions:  
**OFTEN SHOWN**

**Analytical**

Speech pace:  
**SLOW**  
Voice:  
**QUIET**  
Movement:  
**STEADY**  
Pauses in communication:  
**MANY**  
Interrupting in conversation:  
**RARE**  
Facial expressions:  
**SERIOUS**  
Gestures:  
**SPARING**  
Attitude:  
**FORMAL**  
Emotions:  
**RARELY SHOWN**

**Relational**

Speech pace:  
**SLOW**  
Voice:  
**QUIET**  
Movement:  
**STEADY**  
Pauses in communication:  
**MANY**  
Interrupting in conversation:  
**RARE**  
Facial expressions:  
**CHEERFUL**  
Gestures:  
**RICH**  
Attitude:  
**RELAXED**  
Emotions:  
**OFTEN SHOWN**



Persons who are representatives of the Efficient and Contact types, as well as of the combined type, EfficientContact, are typical Extraverts. Persons who are representatives of the Analytical and Relational types as well as the combined type, Analytical-Relational, are typical Introverts, while those who are representatives of the combined types, Relational - Contact or Efficient-Analytical, are Ambiverts.

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**Extraverts** are persons who need contact with other people. Staying in a bigger company gives them. They are open, energetic and optimistic about life. They stand out for their vividness. Thanks to their go-getting nature and charisma they usually dominate in the group. Their life is full of events which they are happy to talk about. They often act on impulse, they speak before they think, which they sometimes regret later.

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**Introverts** are persons who appreciate peace and moments of solitude. They avoid places which are noisy and loud. They are reflective and their decisions are preceded by an analysis. They are rather quiet and shy, they talk less and listen more. They need peace around them in order to concentrate and do the job well. As a rule, they do not like to play first fiddle. They avoid situations in which the attention of others is to be focused on them. Introverts take care of their privacy and they rather talk very little about themselves.

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**Ambiverts** are persons who combine the typical characteristics of a muted and reflective introvert with those of an open and agitated Extrovert. The strength of these traits is smaller in an Ambivert, so a typical Ambivert is neither extremely euphoric nor detached. This gives them exceptional communication skills. They can naturally adapt in communication and build a relationship with both loud and go-getting as well as with quiet and withdrawn people.

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INTERPERSONAL TYPE

# EFFICIENT

The Efficient Type persons are very fast and dynamic. This is also what they expect from the people around them. In their efficiencies they are focused on tasks which are clearly defined in time. Their main goal is to quickly move on to key issues and resolve them.

They feel very good after the decision has been made, and even better after the task has been completed.

In their decisions and efficiencies they demonstrate great confidence and decisiveness. They make decisions rationally and quickly, and they move to efficiency just as quickly. They can be counted on in situations when none of the options is perfect, as they live according to the principle „a bad decision is better than no decision at all“.

The Efficient Type persons are very demanding. They radiate great energy and easily take command in efficiencies, projects or tasks.

They are leader types who know what to do. Sometimes they are authoritarian - then they can lose contact with people in the team.

They are very assertive - they can take care of their rights, privileges and awards.

They communicate clearly and directly with others, naming their needs and expectations in a straightforward way.

They can be perceived as arrogant or too self-confident. However, they know what they are striving for and they are doing it at a fast pace.

Enthusiasm, energy of efficiency and a strong will cause that the Efficient Type persons are perceived as go-getters who take matters into their own hands and achieve their goals.

Their dynamism impresses others, but sometimes their ruling nature can estrange them from the people around them.

The Efficient Type persons have a strong inner motivation to act. They are goal-oriented, not distracted by trivialities and are not held back by obstacles - they even treat them as challenges.

The Efficient Type persons have a fairly formal and official style of behaviour. They are less likely to have a smile on their faces, and are more likely to look serious. During a conversation with others they maintain eye contact and expect the same from their interlocutors. In communication with others, they focus on facts and details, they do not accept bloviating, they become quickly impatient and are opinion-forming. Their voice is loud and firm. In their answers they are quick and concrete.

They value time and the freedom of choice above anything else. That is why they use their time to study and work to the maximum, sometimes considering rest as unnecessary. The freedom of choice gives them energy. The Efficient Type persons need to control their life, they need to paddle their own canoe.





INTERPERSONAL TYPE

# ANALYTICAL

Persons of the Analytical Type are task-oriented and focus on the involved details. They are excellent analysts considering all possible options with a focus on possible threats. They take a calm, analytical and critical approach to decisions.

When deciding, they see an infinite amount of data for analysis. Each option has advantages and disadvantages and additionally positive and negative advantages as well as positive and negative disadvantages.

They are often perfectionists, who find it difficult to complete their research, make a final decision and move on to efficient. Prior to starting their work, they create a plan and run a thorough analysis. They show great consistency in pursuing a goal. They are precise, accurate, systematic and logical. They work slowly but precisely, according to the schedule. They are sometimes perceived as formalists, but impartial. They can be distanced and objective, without involving their own emotions to judge the situation.

They don't like changes, and certainly not those they don't understand. They are the type of people for whom logic is very important, so they look for it everywhere and in everything they come into contact with. They are not interested in illogical things. As typical scientific minds, they like rational things, they makes decisions based on facts, not intuition or emotions.

They appreciate their inner world, their own reflections and thoughts. They do not need a crowd to be around - it virtually takes away their energy. They are rather distanced in his relations with others.

In communication they are concrete and accurate, and at the same time very detailed. They require logic and focus on rational premises and facts. In speaking they are rather slow, in attitude they are static and formal. In life they value safety and stability. In their efficiencies they like order, discipline and clear rules. They get lost in chaos. They can control their emotions by themselves and require this in contact with others. They rather rests alone - they „recharge their batteries“.

They appreciate factual knowledge in others and seek out knowledge authorities. They also appreciate factual criticism. In their assessments they are accurate, systematic, diplomatic and analytical. Other people describe them as pedantic, inflexible, cynical and conservative.

Their formal style can also be seen in their behaviour and even in their outfit. There is rarely a smile on the face of an analytical type, more often it looks serious. Their facial expression is not very lively and their gestures are sparing. They do not like to maintain eye contact, nor do they require this from their interlocutors. They are balanced and quiet when speaking. They weigh their words as every word has a meaning. Their statements are governed by order and logic. They use frequent pauses, they do not answer immediately - they need time to think and prepare their answers. In a conversation they ask very specific and detailed questions. They are not interested in general facts, but in all the details. They are tactful but distant in their behaviour, they prefer formal rather than casual outfit.



INTERPERSONAL TYPE

# RELATIONAL

Relational type persons place importance on the relationships with other people. They are always helpful and cooperative. They are empathic, able and willing to listen to others. In life they value safety, silence and a few proven friends.

They are extremely tolerant - they accept almost everyone, but also expect the same from others. They do not like judging. They offer emotional support to others - they are able to listen, understand and comfort. Because of their focus on other people, they sometimes give up their own needs for the benefit of others. They should think about themselves more often.

They are quiet and reflective types. Their inner world is for them a source of energy and a safe zone, which they often enter. They happen to be seen by others as nice, sensitive, empathic and rather shy.

Above all, they like peace. Pressure blocks them. They don't like to be suddenly called up for answers, they don't need to be highlighted in the forum either.

They react extremely badly to aggression and even hostility from the other side. They can treat raised voice as an attack on themselves.

Masters of the background - they don't like to be in the centre of attention or play first fiddle, however, they feel great as team members. They care about the good atmosphere in the group they join. They are experts in conflict resolution and in building positive relations.

When making decisions, they switch on emotional aspects. Therefore decisions about people become problematic and they go through them slowly and carefully.

In their assessment they are loyal, able to work in a team and reliable. They are sometimes perceived by others as amenable, submissive and even exploitable.

He often have a smile on their faces. In communication they are focused on listening , rather quiet and compassionate.

When talking to others, they usually avoid eye contact, the whole body is calm - there are no excessive gestures. There is composure on their faces.

Reflectiveness can also be seen in the pace of speaking which is rather slow. The opinions they express are well-thought-out. They use frequent pauses in their statements and speak rather quietly. In their behaviour they are rather informal, flexible and adapted to others.





INTERPERSONAL TYPE

# CONTACT

Persons of the Contact Type are energetic, enthusiastic and optimistic about life. In their decisions and efficient they pay attention to people who have an important place in their hierarchy.

They are emotional and emotions can be seen in the whole body. You can read everything from their faces like from an open book.

They are the type you can see and hear - they like to stand out and they are often called the „Stars“. They are colorful and expressive. They like to be in the centre of attention, eager to be praised, preferably in public.

Their optimism and sociability make people cling to them. They have a sense of humour and create a light, pleasant atmosphere. They like to act and work in teams. Loneliness is rather difficult for them and may cause loss of form. The Contact Type persons draw energy from their relationships with others and lose it when they are alone. They are perceived as enthusiastic, cheerful, visionary and sociable people. They make friends easily and are often the life and soul of the party.

They are a multithreaded and multi-tasking type - they do not like boredom, stagnation and repetitiveness. While looking for new challenges, they make „something“ happen. They read several books at the same time, they are passionate about many tasks, sometimes completely divergent. They get a „bird's eye view“ of things. Engaging in many tasks, they are able to make a synthesis, find a non-standard solution combining facts from different areas. However, being in many tasks at once it is difficult to be deeply involved in each single one. So by nature, people of this type do not like details, they are more visionary than meticulous. They are also inconsistent and waste their time because of short-lived energy.

In communication, they like speed and a focus on concrete things but embellished with digressions. They are fast in thinking, speaking and acting. They make decisions quickly, often impulsively and intuitively. They do not always listen. They ask

questions, but they happen to have them answered by themselves. This is often an expression of their lack of patience.

In their own eyes, they are full of ideas, spontaneous and emotional. They are sometimes perceived by others as scatter-minded and unreliable. In their own opinion, they are talkative but in the eyes of others they happen to be indiscreet. They often say something they regret later. Unfortunately, reflection often comes after the efficient.

Nonverbal speech of the Contact type people also shows their approach to life. They often have a smile on their face and have lively facial expressions and gestures. When they share a story with others, they need a lot of space. In interpersonal contacts, they shorten the distance and prefer informal style. In a conversation, they maintain eye contact and expect this from their interlocutors. They act, walk, speak and think fast. They rarely use pauses in their statements.

They are always eager to make sudden changes, always looking for an innovative solution and to get a way out of a situation. They are flexible, they do not like rigid rules and principles. They like to compete, but always have to win.

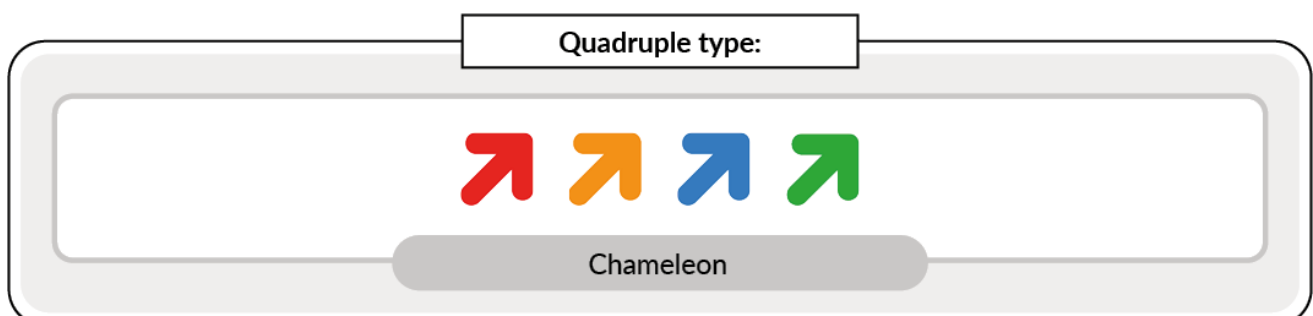
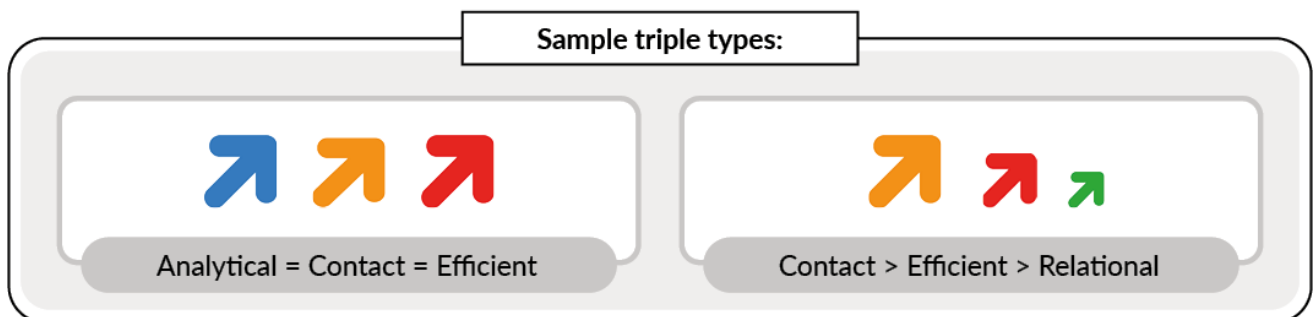
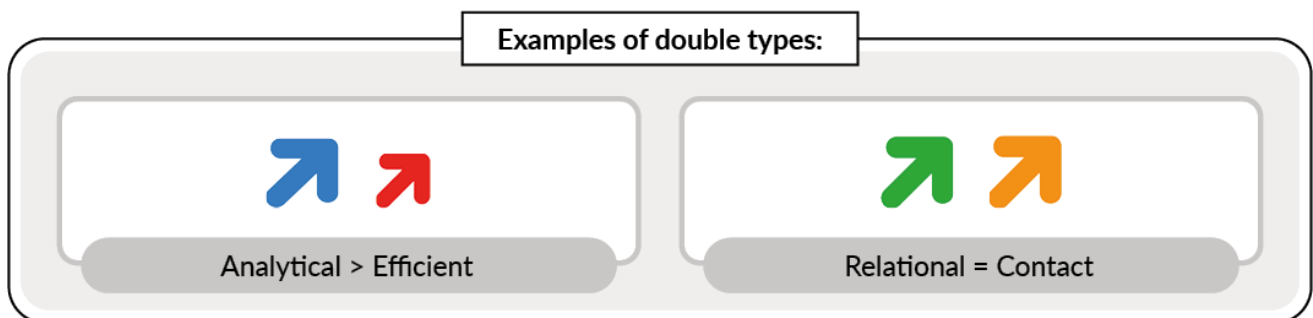
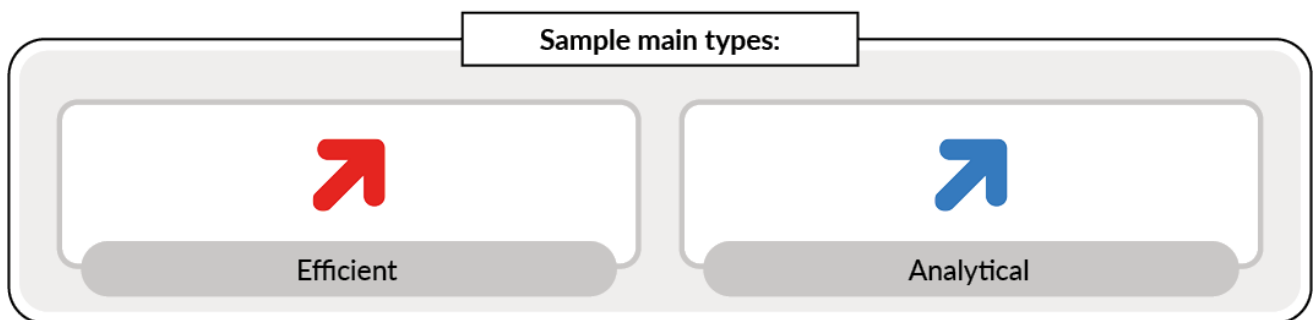
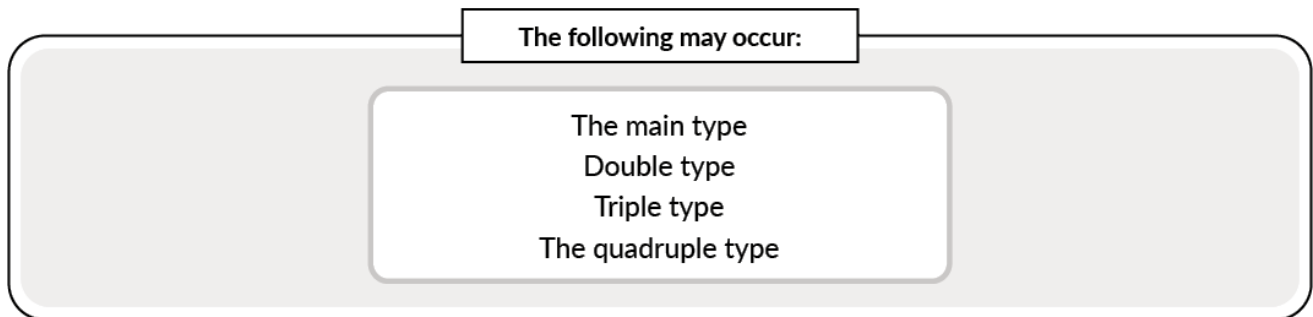


## COMPARISON OF FOUR INTERPERSONAL TYPES

The four types differ in their approach to everyday life. They differ in their needs, their motivators, how they behave in a relationship and how they speak. Below you can compare all types in terms of different areas.

	Efficient	Contact	Analytical	Relational
Values	Result	Appreciation	Safety	Peace
Need	to decide for loyalty for achievements	for attention for approval attachment	for silence for accuracy for order	for acceptance for respect for harmony
Speciality	Control	Social life Inspiring	Technical matters	Support
Strength	Quick decisions Responsibility Energy Efficiency	Optimism Creativity Energy	Precision Details Consistency	Sensitivity Empathy Listening
Areas of improvement	Impatience Self-assertion Impulsivity	Inaccuracy Lack of conscientiousness Hastiness in decision making	Procrastination Resistance to change Sarcasm	Assertiveness Retreating into yourself
Motivators	Goals Effectiveness	Tight team Praise	Precisely delegated task Rules	Good atmosphere Tight team
Relation building	Self-centred	Energetic	Formal	Relational
Critical behaviour	Autocratic	Attacking	Avoiding	Submissive
Negotiation style	Tough Winning mindset	Flexible Winning mindset	Formal Based on details	Soft Win-Win
Speaking	Fast and loud	Fast and loud	Peaceful and quiet	Peaceful and quiet
Listening	Evaluating Often no active listening	Evaluating Often no active listening	Active Focused on details	Active Empathic
Messages	Prescriptive	Multithreaded	Detailed	Taking care of the interlocutor
Derailers	Arrogance	Fatasizing	Perfectionism	Lack of assertiveness
Relief	Getting out of trouble Starting a new project	New task Relaxation	Planning Analysing	Conflict resolution Relaxation

Your result can be one of four types or a compilation of them, depending on how strong your particular characteristics are.



INTERPERSONAL TYPE

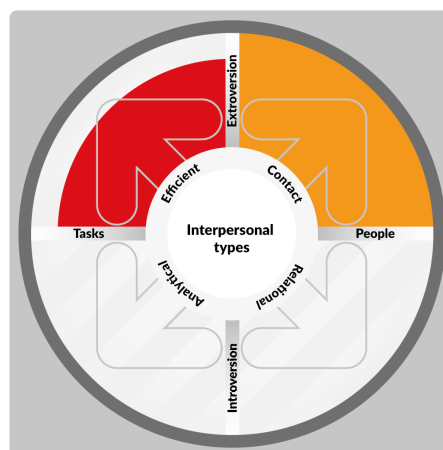


Your interpersonal type is a combination of two of the four main types.

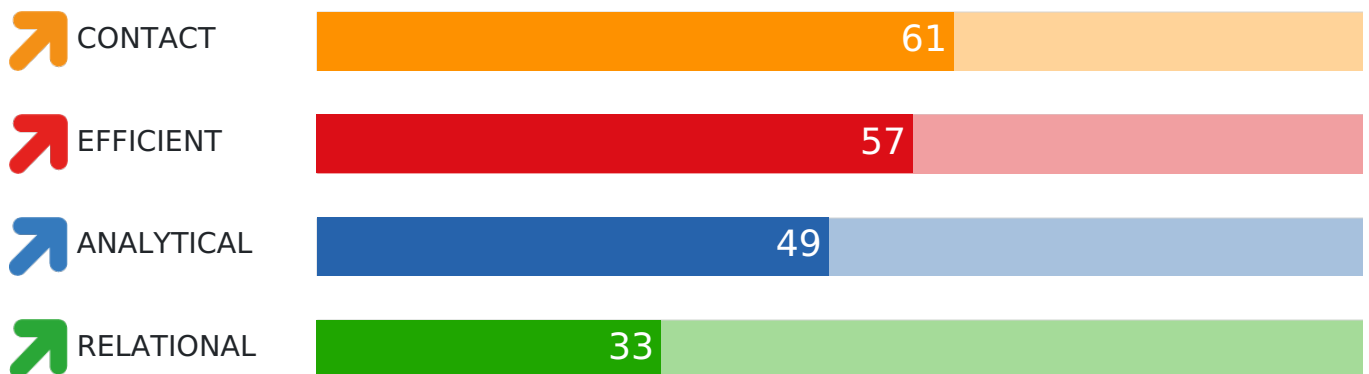


Your individual style of behaviour and communication is the result of obtaining the highest number of points for the Contact Type and a little less but an equally significant amount for the Efficient Type. The Contact-Efficient Type gathers people who are energetic, fast and in need of many stimuli from the outside world.

YOUR DIAGRAM



YOUR RESULTS



## What your type says about you

Most importantly, you are an energetic, enthusiastic and optimistic person. In your decisions and actions you pay attention to people who occupy an important position in your hierarchy, but you always have your pursued goals under control. You are a fast and dynamic person. This is also what you expect from others. Your main goal is to quickly move on to key issues and solve them. You feel very good after the decision is made, and even better after the task is completed.

You are a typical extrovert for whom being among others is necessary. Loneliness is rather difficult for you and can cause a loss of shape.

You draw energy from your relationship with others and utilise it by yourself. Others see you as enthusiastic, cheerful, visionary and sociable. You make friends easily, you are often a social butterfly. Your optimism and sociability make people cling to you. You have a sense of humour and create a light and pleasant atmosphere. You like to act and work in teams.

You're also a demanding person, both towards yourself and to others. You have a lot of energy and take the lead in actions, projects or tasks easily. You are the type of leader who knows what to do and an excellent strategist, focused on the future and on the milestones needed to achieve your goal.

You have a strong internal motivation to act. You are goal-oriented, although you may be distracted and redirect your energy to other activities.

You value time and freedom of choice. That is why you use up your time to study and work to the maximum, sometimes considering rest unnecessary. Freedom of choice gives you energy. You need to control your life, you need to paddle your own canoe.

You make decisions quickly, you move on to taking action just as quickly.

## How you behave

Your behaviour is dynamic. You perform tasks quickly, you even walk fast. Enthusiasm, high energy and strong will make you a feisty person who takes matters into their own hands and achieves their set goals. Your spontaneity impresses others, but you can sometimes alienate your surroundings.

You're a multi-tasking type - you don't like boredom, stagnation and repetitiveness. As you keep looking for new challenges, you allow for "something" to continue to happen. You read several books at once, you are passionate about many, sometimes completely different tasks. You see things from a "bird's eye view". By engaging in many tasks you are able to synthesise, find a non-standard solution combining facts from different areas. However, being involved in many tasks at once, it is difficult to be deeply involved in each one. Thus you inherently dislike details, you are more of a visionary than a meticulous person. Sometimes you have short-lived energy. You get passionate about something, you get 100 percent involved, and then you let go of it and switch your energy to another task.

You're the type that people see and hear - you like to stand out. You're the expressive type. You like to be in the centre of attention, although sometimes you give it up to receive more benefits.

You are a very flexible type who doesn't like rigid rules and principles. You approach sudden changes eagerly, always looking for an innovative solution and a way out of the situation.

Depending on your need, you can be relaxed, emotional and spontaneous or formal, competitive and cool.



Your head is full of ideas for the future. In everyday life you act, walk, talk and think fast.

In your posture, your gestures, your voice, self-confidence can be seen. In your decisions and actions you show great firmness. You are an assertive person, so you can easily take care of your rights, privileges and rewards.

You make decisions quickly, sometimes impulsively and intuitively, and at other times by quickly analysing opportunities and threats.

### How you communicate

In communication, you enjoy a quick pace and specifics, but with digressions. You are the type who is fast in thinking, speaking and acting. You don't always listen. You ask questions, but you happen to answer them yourself. It is often an expression of your impatience.

You talk a lot, sometimes without thinking about it. That's why your environment may see you as an indiscreet person.

Your non-verbal speech also shows your approach to life. Your face shows confidence. You need a lot of space when you share a story with others. Your whole body shows an enormous amount of energy to act.

You can keep your distance in human relations, and where you want to, you shorten it. In a conversation, you keep eye contact and that's what you expect from your interlocutor. You rarely use pauses in your statements. Your voice is loud, so sometimes the environment silences you.

In your answers, you are a fast and precise person. You have a quick retort. You communicate clearly and directly with others, addressing your needs and expectations directly.

Favourite words and phrases:

- Reward
- Prestige
- Challenge
- Quality
- Speed of action
- Let's do it quickly
- Anything can be done, the question is how?
- No one can do it better than you
- Who, if not you
- Let's get down to business

Main features	Main motivators	Main predictors	Main demotivators
<ul style="list-style-type: none"> <li>• Visionary</li> <li>• Inspirer</li> <li>• High activity in action</li> <li>• Enthusiasm</li> <li>• Strategist</li> <li>• Organiser</li> </ul>	<ul style="list-style-type: none"> <li>• Trust</li> <li>• Reward</li> <li>• Prestige</li> <li>• Leadership</li> <li>• Development</li> <li>• Challenges</li> <li>• Discretion</li> </ul>	<ul style="list-style-type: none"> <li>• People</li> <li>• Action</li> <li>• Recognition</li> <li>• Time</li> <li>• Action</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of recognition</li> <li>• Rejection</li> <li>• Boredom</li> <li>• No control</li> <li>• Lack of purpose</li> </ul>

## Your strengths

The following are your strengths, which you can use in your daily life and school.

- Visionary
- Independence
- Spontaneity
- Creativity
- Optimism
- Ability to inspire others
- Ability to motivate others
- Ability to convince people to see things your way
- Ease of synthesis of facts
- Wide angle of perceiving matters
- Strategy building
- Rapid decision-making
- Taking responsibility for tasks
- Self-confidence
- Taking the initiative
- Focus on action

## Your areas for improvement

The qualities, behaviours and attitudes listed below are areas for you to consider and decide which of them are most important for improvement.

- Impatience
- Aversion to listening to others
- Dominating others
- Interrupting others
- Infallibility
- Tendencies to exaggerate and magnify
- Inaccuracy
- Short-lived energy
- Lack of regularity
- Sometimes a lack of consideration
- Sometimes impulsive actions

## Derailers

Below you will find a set of behaviours distinctive for your interpersonal type which may potentially hinder action or develop into distractors in building and maintaining interpersonal relationships.

- High optimism - No risk analysis
- Creativity - Fantasising
- Self-esteem - Egoism
- Self-confidence - Arrogance
- Rapid decision making - No consideration for other people's views
- Independence - No delegation
- Autonomy in decision-making - Autocracy

## Communicating - your needs/expectations

In communication with others you need:

- To focus on yourself and your goals
- Interlocutor's involvement
- Direct communication
- Fast-track conversation
- Shortness of speech
- Eye contact
- A proactive attitude of the interlocutor
- Appreciation of your ideas
- Reinforcements
- To rely on the positives
- Logical and precise arguments
- To talk about milestones, not details
- To rely on real life examples
- To address several topics
- To talk about facts and emotions interchangeably
- Digressions

## Communicating - what you don't like

In communication you don't like:

- Monotonous tone of voice
- Silence instead of answers
- The interlocutor's lack of energy
- Being manipulated
- Being malcontent
- Interruptions
- Imposing solutions
- Going into small details
- Wasting time
- Advice and instructions
- Transferring responsibility onto others

## Communicating - how others perceive you

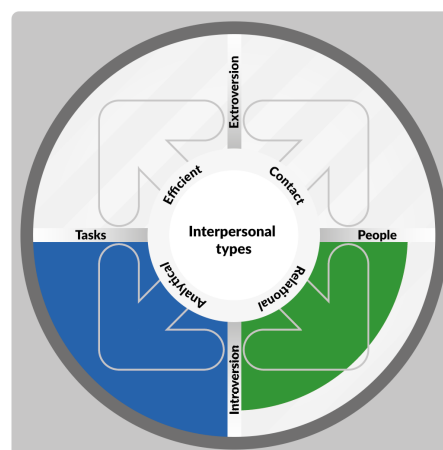
Your characteristics, the dominant behaviour you exhibit, and the attitude you have towards others make your environment perceive you as a person with the following qualities:

- Dominating
- Loud
- Quick
- Sociable
- Vigorous
- Creative
- Active
- Interrupting others
- Not listening to others
- Commanding
- Imposing their opinions

### COMMUNICATING WITH THE OPPOSITE STYLE

Your communication needs in relation to others are not reflected in their own needs. An individual's strengths, areas for improvement as well as needs and motivators change depending on the interpersonal type. It is important to recognise the communication needs of people around you and adapt to them. Due to this, you will become more similar to your interlocutors and you will be able to influence them even more.

The best way to learn about interpersonal differences is to look at the antagonistic types in relation to yours. The opposite type to the Contact-Efficient Type is the Analytical-Relational Type.



## Talking to the Analytical-Relational Type:

- Speak slowly
- Speak calmly
- Be professional
- Build up a relation with them
- Keep the conversation relaxed
- Be reflective
- Give them time to seek solutions
- Provide guarantees and warranties
- Provide a nice atmosphere during the meeting
- If you disagree with them - explain why
- Ensure that you've done everything you can to minimise the risk
- Do not rush

## ADAPTING TO THE OPPOSITE TYPE

### Analytical-Relational Type

#### Use

- Show genuine interest
- Listen and react
- Be honest and open
- Ask questions to get his/ her opinion
- Clearly define the limits of responsibility
- Provide support
- Stick to the main topic
- Give evidence
- Talk about safety
- Analyse the risks involved
- Keep the logic of speech
- Speak neutrally
- Give time to answer

#### Avoid

- Forcing quick decisions
- Exerting pressure
- Being violent
- Correcting his/her statements
- Interrupting
- Rushing
- Shouting
- Raised tone of voice
- Chaos in the conversation
- Lack of professionalism in behaviour
- Too much gesticulation
- Excessive exaltation
- Discussing several topics at once
- Using unreliable sources



## ADAPTING TO THE MAIN TYPES

### Relational Type

#### Use

- Break the ice by building a personal relationship
- Show a sincere interest
- Be honest and open
- Listen and react
- Ask questions to get their opinion
- Be informal
- Clearly define the limits of responsibility
- Provide support

#### Avoid

- Getting straight to the point
- Holding on only to interests without regard for personal matters
- Forcing them to make a quick decision
- Exerting pressure
- Shouting
- Raising the tone of your voice
- Excessively holding on to the rules
- Being violent
- Correcting their statements
- Interrupting

### Contact Type

#### Use

- Break the ice by building a personal relationship
- Take more time for small talk
- Be informal
- Limit the conversation about details
- Ask for an opinion
- Ask for ideas
- Talk about personal gains
- Support their ideas

#### Avoid

- Getting straight to the point
- Holding on to business matters only without paying attention to the person
- Talking only about the logical aspects of the case
- Being cold and distant
- One-upmanship
- Correcting their statements
- Interruptions
- Being dogmatic

## Efficient Type

### Use

- Speak plainly about what you want and what you mean
- When you talk, focus on the facts
- Talk about opportunities in the future
- Use specific, condensed communication
- Maintain visual contact
- If you're talking about a problem, come up with solutions
- Focus on objectives and results
- In case of conflict, focus on the task and not on the person

### Avoid

- Persuasion based on emotional decisions
- Talking about emotions and feelings
- Wasting time
- „Waffling“
- Being unprepared
- Chaos in the conversation
- Unprofessionalism in behaviour
- Focusing on the past
- Focusing on the problems
- Being malcontent

## Analytical Type

### Use

- Be formal
- Stick to the main topic
- When you talk, focus on the facts
- Give evidence
- Use specific, condensed communication
- Focus on the results
- In case of conflict, focus on the task and not on the person
- Talk about safety
- Analyse the risks involved
- Keep the logic of speech
- Don't shorten the distance
- Do not use diminutives
- Speak in a neutral way
- Give time to answer

### Avoid

- Talking about emotions and feelings
- Persuading on the basis of emotional decisions
- Wasting time on personal matters
- „Waffling“
- Being unprepared
- Chaos in the conversation
- Unprofessionalism in behaviour
- Too much gesticulation
- Excessive exaltation
- Making a few points at a time
- Rushing
- Raising the tone of your voice
- Using unreliable sources
- Exerting pressure

## Developmental recommendations

- Set priorities for action
- Focus on the outcome, less on the action itself
- Keep your time under control
- Control your emotions
- Give yourself the right to rest
- Sometimes you can slow down
- Celebrate successes
- Before you start a new project, celebrate the completion of the previous one
- Listen more
- Don't take on everything by yourself - delegate your responsibilities