

Dos and Don'ts



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Do

Be well prepared & thorough

Put things in writing

Let me consider all the details



Don't

Get too close

Be flippant on important issues

Change my routine without notice

Do

Be direct & to the point

Focus on results & objectives

Be brief, be bright and be gone



Don't

Hesitate or waffle

Focus on feelings

Try to take over

Do

Be patient & supportive

Slow down & work at my pace

Ask my opinion & give me time to answer



Don't

Take advantage of my good nature

Push me to make quick decisions

Spring last minute surprises

Don't

Bore me with details

Tie me down with routine

Ask me to work alone



Do

Be friendly & sociable

Be entertaining & stimulating

Be open & flexible

Dos and Don'ts



Objective

To improve and open the lines of communications through a better understanding of what individuals need and what they don't want when being communicated with



Overview

Using the Effective Communication pages of the Discovery Personal Profile, participants will explore and discover how best to connect with others in their network. The output of this exercise can lead to better communication and more effective teamwork.



Resource

Discovery Personal Profile - Effective Communication Pages

Do's and Don'ts

How to run this exercise

Each person should select one statement from the Do and one statement from the Don't list. On a blank piece of paper they should then write their name on the top followed by the two statements they had previously identified and hand these to the manager.

Once everyone has completed this, explain to the team that a competition will be run where the statements on each piece of paper will be read out by the manager.

The aim is to identify which team member they think the statements might belong to by writing on another piece of paper their guess or 'Name that Colleague' as to who they think wrote the statement that was read out.

Remind them that the clues will be in the words themselves, so get them to pay attention to the colour energies behind the statements.

Review their results. Consider getting these paper statements typed up and include a Team Wheel as a reminder of how people want to be communicated with.