

## TIPS ON HOW TO COMMUNICATE WHEN WORKING TOGETHER

<p style="text-align: center;"><b>BLUE</b></p> <p>Clearly outline your expectations for performance in a friendly, but frank way.</p> <p>Recognize their contribution often.</p> <p>Identify rewards for achievement individually and in teams. This builds cooperation and excitement.</p> <p>Couch your comments in feelings terms. "I value your uniqueness and your contribution. You are important to me as a person, and I care about how you feel."</p> <p>Provide personal contact through pats on the back or a light touch of approval.</p> <p>Recognize their creativity and the depth of feeling they put into their work.</p>	<p style="text-align: center;"><b>GOLD</b></p> <p>Clearly established expectations short and long- term goals, and plans for achieving them give specific measures for their performance and achievement.</p> <p>Tangible rewards have the greatest appeal.</p> <p>Provide clear, specific feedback regarding the work accomplished and its contribution to the organization.</p> <p>Traditions, rituals and ceremonies are meaningful. When pre-planned, they provide incentives for performance.</p> <p>Hierarchical structure and clearly defined roles aid their performance.</p>	<p style="text-align: center;"><b>GREEN</b></p> <p>Clear expectations and project outcomes with the latitude to figure out how to accomplish them works well.</p> <p>Provide sincere recognition only when warranted. This color group does not appreciate "hoopla".</p> <p>Assign tasks requiring designing new models or thing up new approaches.</p> <p>Compliments relating to his/her intelligence are the greatest source of esteem.</p> <p>Reinforce through the contributions their knowledge provides for completing projects.</p>	<p style="text-align: center;"><b>ORANGE</b></p> <p>Outcome based short-term goals will be most effective.</p> <p>Focus on behavior and performance more than the finished products.</p> <p>Reward by freeing them to act on their own initiative</p> <p>Tangible rewards and competitive situations create stronger incentives.</p> <p>Set high expectations, which challenge their skills casing them, to know they have really earned the recognition received.</p> <p>Clearly identify the impact their performance has on the organization.</p>
<p><b>Praise Their:</b></p> <p>Unique contributions</p> <p>Personal achievements</p> <p>Personal characteristics that are valued and meaningful</p> <p>Honesty and sincerity</p> <p>Energetic and enthusiastic manner</p> <p>Contributions to the performance of the group and the organization</p>	<p><b>Praise Their:</b></p> <p>Accomplishments</p> <p>Thoroughness and sense of responsibility</p> <p>Provide a "pat on the back" regularly and consistently</p> <p>Contributions to the growth and development of the organization and its performance traditions</p>	<p><b>Praise Their:</b></p> <p>Competence</p> <p>Quality of work</p> <p>Language capabilities</p> <p>Independent initiative and ingenuity</p> <p>Analysis abilities</p> <p>Clear, logical explanations in precise terms</p> <p>Good ideas and capabilities</p>	<p><b>Praise Their:</b></p> <p>Cleverness</p> <p>Skill</p> <p>Quickness</p> <p>Spontaneity</p> <p>Versatility</p> <p>Quick and timely responses</p> <p>Creativity</p> <p>Motivational skills</p>
<p><b>They Dislike:</b></p> <p>Insincerity</p> <p>Hypocrisy</p> <p>Deception</p>	<p><b>They Dislike:</b></p> <p>Non-conformity</p> <p>Ambiguity</p> <p>Waste</p>	<p><b>They Dislike:</b></p> <p>Incompetence</p> <p>Unfairness</p> <p>Injustice</p>	<p><b>They Dislike:</b></p> <p>Rigidness</p> <p>Authority</p> <p>Rules</p>