



Mentoring and Coaching

Gameplan

John Doe, ABC Company

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COMMUNICATOR'S NAME

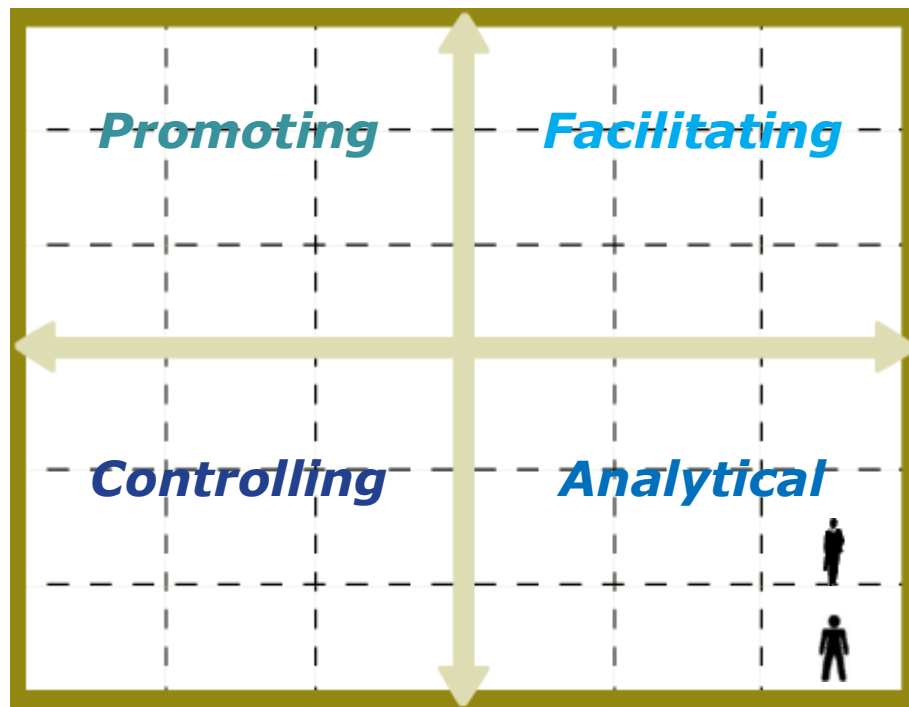
John Doe

LISTENER'S NAME

John Doe

GAMEPLAN

The following printout is designed to assist you in communicating more effectively with your listener. Use it as a guide to develop an action plan for your next meeting.



John Doe



John Doe

The matrix above shows a graphic comparison of certain behavior patterns for you as the communicator, and the other person as the listener. In case of overlap only one symbol will appear on the matrix.

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LISTENER'S PROFILE

According to the data, in relationship to you, your counterpart is analytical communication style (ACS). In general, ACS persons tend to be perceived in the following manner:

Characteristics

ACS individuals are often described by others as being patient, reserved, precise, exacting, detailed, and careful. Extreme ACS behavior may also be interpreted as stubborn, picky, and perfectionistic.

Orientation

This person tends to be detail oriented. Being task oriented, he wants examples from the past which offer concrete evidence that things work successfully.

Time Usage

Precise use of time tends to be valued. He will strive to be on time for meetings. This person expects similar respect for keeping agreements with others. Moreover, this person tends to have a strong sense of duty. He will work as long as it takes to get the job done.

People

ACS individuals tend to spend time with knowledgeable people.

Feelings

Be aware that the ACS person's favorite bad feeling is guilt. This is based on the feeling that he can never seem to do anything totally right. If you can determine the reason for this feeling and relieve the discomfort caused by it, you are much more likely to be effective.

Motivation

This person tends to be motivated by activity. The more tasks he has to do the better.

Rely On

ACS individuals tend to rely on being the person with the necessary knowledge or know-how to get the job done.

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COMPARISON TO YOU AND KEY GAMEPLAN ELEMENTS

Although you and your listener share the same Analytical Communication Style compared to you, he is about equally assertive but a little more visibly emotional. You are both basically task oriented and probably share many common tendencies. However, to enhance your listener's comfort level, some expression of concern and/or feelings may be important especially where the team is involved. You also should initiate communications.

In approaching your next meeting with this person, keep in mind the following key elements in developing your focused approach gameplan:

Trust

In building trust with this person, concentrate on being reliable in terms of doing what you say you will do. Don't over promise. Promise only what you can deliver. Be on time for meetings. Be accurate when speaking. Know in detail what you are talking about.

Needs

This person's basic need is for security in terms of being correct with the facts. Be sure to have all available data at your fingertips.

Space

It is probably best not to intrude on this person's physical territory. A quiet, relatively motionless behavior tends to be preferred. Adjust your natural style accordingly.

Language

Stick to the facts. Keep the tone businesslike. Avoid too many expressions of emotion.

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NEGOTIATION PROCESS

Preparation

Think of your meeting in terms of how your product/service/ideas will be safe to use and increase this person's security.

Your specific preparations:

Beginning

In your initial benefit statement, stress how what you have works.

Your initial benefit statement:



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NEGOTIATION PROCESS

Discovery

Be precise. Explore his needs in detail. Spend as much time as needed to explore all issues.

Your specific questions and approach:

Presentation

When presenting your product/service/ideas, demonstrate how using what you have to offer will be safe. Since saving face tends to be important to this person, show how this also can be achieved. Remember that this person does not want to be wrong because he didn't have the necessary knowledge. You should supply sufficient data so that this person feels sure that his decision is the correct one based on the facts.

Specific benefits for this person in your own words:



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NEGOTIATION PROCESS

Support

Continue to share logic which demonstrates the correctness of the decision to act. Add more data to support the logic. Giving examples or a physical demonstration probably will be helpful.

Your specific approach:

Decision Making

This person will probably tend to act with deliberation and weigh the various alternatives. His tendency is to accept tested alternatives. He is more interested in the facts, figures, and data to support a decision than you probably tend to be. Giving everything you have as soon as possible should help to shorten the decision making process.

Your tactic for this person:

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NEGOTIATION PROCESS

Action Step

You should give this person a limited number of alternatives from which you will want to act as a guide in determining which course of action is best.

Your tactic for this person:
