Initial Meeting

1. **Self Understanding**
   a. Personality Test: https://www.16personalities.com/free-personality-test
   b. What feedback style do I think I am? What feedback style do I want to have?
      i. <u>Explorers</u> – Explorers are very open to feedback and seek to explore and understand what it means and how they can benefit from it. Explorers will ask many questions to understand better what the feedback means, where it applies and so on. Explorers often may be mistaken for Controllers, described below, since both will ask questions and poke and prod on the information. The main difference is that Explorers tend to use what they learn from the feedback while Controllers often will disregard it. Explorers will find positive feedback to be less interesting than constructive feedback, which provides opportunities to learn. Constructive feedback that is set up as a chance to imagine better ways of working will be most effective.
      ii. <u>Pleasers</u> – Pleasers mainly care about making you happy and receiving praise. Pleasers will mainly seek to find out what you want them to do, and how you want them to do it so that they can give you what you want. They will tend to be less open to a dialogue about what worked and what didn't, preferring to have you let them know how they can better serve you. Constructive feedback can be very hard for Pleasers and may need to be tempered
      iii. <u>Just the Facts</u> – Just the Facts types just want to know what to do, when, where and how. They tend to prefer detailed and specific performance-related feedback so they know exactly what to do. Just the Facts types tend to be comfortable with both positive and constructive feedback. While Just the Facts types, like Pleasers, will prefer direct instruction over dialogue, Just the Facts types are more likely to push back or engage on feedback that they find confusing or inaccurate, while Pleasers are more likely to do their best to understand and follow whatever feedback they receive.
      iv. <u>Controllers</u> – Controllers tend to control or manipulate the feedback, either by arguing and debating or by spinning and reinterpreting the feedback to match their beliefs. Feedback for Controllers usually has to be specific and supported by examples. Feedback with Controllers often is a process, where the same feedback is delivered multiple times to ensure it is heard, and with follow-up to make sure the person is acting on the feedback.
      v. <u>Passive Aggressives</u> – Passive Aggressive types often outwardly acknowledge the feedback but internally disagree or disregard it. Passive Aggressive types requires significant follow-up and monitoring to ensure that feedback is followed.
      vi. <u>Emoters</u> – Emoters tend to react emotionally to feedback, regardless of its nature. Emoters often will disregard or dismiss positive feedback and become paralyzed by constructive feedback. Feedback for Emoters is best given more frequently and in smaller chunks or increments.

2. **Understanding "Actions" vs. "Intentions"**
   a. We judge ourselves by our intentions and others by their actions.
   b. How do my actions affect those around me?
   c. How do my assumptions affect my thoughts & behavior towards others?
   d. Before I assume things about others' actions and intentions, how can I remember we're all working toward the same goal?

3. **Setting a Communication Plan**
   a. How do I prefer to be communicated with?
   b. How does my personality style affect how I communicate with others?
   c. What tools and processes can I use to ensure effective communication between myself and others.