

Horizons

Commissioner Conference 2023
Girlguiding London & South East England



Girlguiding
London and
South East England

Head for the horizon with the right team

Your trainers for this workshop:

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Aim and Outcome of this workshop

Aim

To look at different working styles. How can we use them to get the team we want and need?

Outcome

At the end of this workshop commissioners will be able to build a team that works well. We can head for the horizon together.

Objectives of this workshop

By the end of the workshop, commissioners will have had the opportunity to

1. Discover their own working style
2. Gain or increase their knowledge of the four main working styles
3. Use this knowledge to select a team for an event
4. Form a team that works well and supports each other
5. Look at ways to work with different working styles.

Together, we can head for the horizon

What's your working style?

Activity



Why are we doing this?

This quiz can help you to understand why you work in the way you do.

There are no right or wrong choices. You may find that more than one choice fits because you have more than one working style.

Instructions

- Read each statement
- There are 4 choices for each statement
- Using the numbers 1-4 put them in order, as follows:
 1. This **BEST** describes me
 2. This *next* best describes me
 3. This doesn't describe me very well
 4. This **LEAST** describes me

Please only use whole numbers

Instructions

When you have completed the quiz, put the results on to the score sheet. For example, this is Debbie's score sheet:

Your Working Style Score Sheet								
Transfer the answers from the Working Styles Quiz onto this grid. Enter the number you chose from each letter. Next, add up the columns. Record the answers in the total boxes.								
1	A	3	B	2	C	1	D	4
2	A	3	B	2	C	1	D	4
3	A	2	B	3	C	1	D	4
4	A	3	B	4	C	1	D	2
5	A	1	B	4	C	3	D	2
TOTAL	A	12	B	15	C	7	D	16

Working Style Characteristics A and B

A: Analytical

- Cautious actions and decisions
- Likes organisation and structure
- Dislikes involvement with others
- Asks many questions about specific details
- Prefers objective, task-oriented work environment
- Wants to be accurate and therefore relies too much on data information
- Seeks security and realisation of own full potential

B: Driver

- Takes action and acts decisively
- Likes control
- Dislikes inaction
- Prefers maximum freedom to manage self and others
- Cool and independent, competitive with others
- Low tolerance for feelings, attitudes and advice of others
- Works quickly and efficiently by themselves

Working Style Characteristics C and D

C: Amiable

- Slow at taking action and making decisions
- Likes close, personal relationships
- Prefers a friendly working relationship
- Supports and “actively” listens to others
- Weak at goal setting and self-direction
- Demonstrates excellent ability to gain support from others
- Works slowly and cohesively with others
- Seeks security and inclusion

D: Expressive

- Spontaneous actions and decisions, risk taker
- Not limited by tradition
- Likes involvement
- Generates new and innovative ideas
- Tends to dream and to get others caught up in the dream
- Jumps from one activity to another
- Works quickly and excitedly with others
- Not good with the follow-through

Choosing the right team

Please get into groups of 4 or 5

Each group should have all 4 colours represented

Head for the horizon: a DIVISION FUN DAY for all Sections

Form a team to plan this event

- What skill sets do you need for this team to be successful?
- What working styles will be needed?
- Choose a team of 6 volunteers who have the right skill sets and working styles

Head for the horizon: Feedback

- Who became the natural leader in your group? What was her working style? Was that important?
- How easy was it for your group to reach agreement for the make-up of the team?
- How did the changes introduced by the trainers affect your planning?

Working Styles: Discussion

Think about the four different working styles.

How does someone with one working style get the best from someone with a different working style?

Working Style Characteristics

A – Analytical	B – Driver	C – Amiable	D – Expressive
Cautious actions and decisions	Takes action and acts decisively	Slow at taking action and making decisions	Spontaneous actions and decisions, risk taker
Likes organisation and structure	Likes control	Likes close, personal relationships	Not limited by tradition
Dislikes involvement with others	Dislikes inaction	Dislikes interpersonal conflict	Likes involvement
Asks many questions about specific details	Prefers maximum freedom to manage self and others	Supports and “actively” listens to others	Generates new and innovative ideas
Prefers objective, task-oriented work environment	Cool and independent, competitive with others	Weak at goal setting and self-direction	Tends to dream and to get others caught up in the dream
Wants to be accurate and therefore relies too much on data information	Low tolerance for feelings, attitudes and advice of others	Demonstrates excellent ability to gain support from others	Jumps from one activity to another
		Works slowly and cohesively with others	Works quickly and excitedly with others
Seeks security and realisation of own full potential	Works quickly and efficiently by themselves	Seeks security and inclusion	Not good with the follow-through

Using your working style with other styles

<div style="text-align: right;">Your style</div> <div style="text-align: left;">Other styles</div>	Analytical
Analytical	<ul style="list-style-type: none"> • Establish priority of tasks to be done • Commit to firm time frames for your work and stick to them
Driver	<ul style="list-style-type: none"> • Organize the task into sections • Prepare summaries with headings or bullets: This is the plan This is how it will be achieved
Amiable	<ul style="list-style-type: none"> • Start off on a personal note • Gravitate to task specifics and expectations • Emphasise the greater good of the task
Expressive	<ul style="list-style-type: none"> • Jazz up the task to enthuse the expressive team member • Think of the BIG picture • Involve the expressive in developing the vision or marketing of the task

Using your working style with other styles

<div style="text-align: right;">Your style</div> <div style="text-align: left;">Other styles</div>	Driver
Analytical	<ul style="list-style-type: none"> • Take a deep breath, relax and slow down • Show that you have considered all or most options or outcomes before moving ahead
Driver	<ul style="list-style-type: none"> • Remind each other of: • your similarities • your need to be aware of the qualities of other styles
Amiable	<ul style="list-style-type: none"> • Spend time up front gaining trust and confidence • Be inclusive • Be sure to be specific about deadlines, even when it seems obvious
Expressive	<ul style="list-style-type: none"> • Be patient and try to harness their creative spirits • Emphasize time lines and due dates • Build in flexibility to allow the free rein of creativity

Using your working style with other styles

<div style="text-align: right;">Your style</div> <div style="text-align: left;">Other styles</div>	Amiable
Analytical	<ul style="list-style-type: none"> • Cut short the social hour • Get right down to the specifics • The more information you have to support your position, the better
Driver	<ul style="list-style-type: none"> • Don't take anything personally • Getting results is what counts with drivers • Be decisive and dynamic • Emphasize the goal: to reach the horizon
Amiable	<ul style="list-style-type: none"> • Celebrate the fact that amiables are the bedrock of the team • Focus on what is needed to reach the horizon. Then just do it
Expressive	<ul style="list-style-type: none"> • Engage the expressive with appreciation of their vision and creativity • Harness this energy to deal with pesky but important details only they can address

Using your working style with other styles

<div style="text-align: right;">Your style</div> <div style="text-align: left;">Other styles</div>	Expressive
Analytical	<ul style="list-style-type: none"> • Translate your vision into specific tasks or goals • Involve analyticals in research and developing the details of the plan of action
Driver	<ul style="list-style-type: none"> • Take time to think about what your vision really is • Translate it into action steps with objectives and timelines
Amiable	<ul style="list-style-type: none"> • Emphasise how important the team concept is to making your vision a reality • Give amiabls the job of team building to make the dream come true
Expressive	<ul style="list-style-type: none"> • Remind each other of your tendency to generate a lot of ideas without thinking through how to implement them.

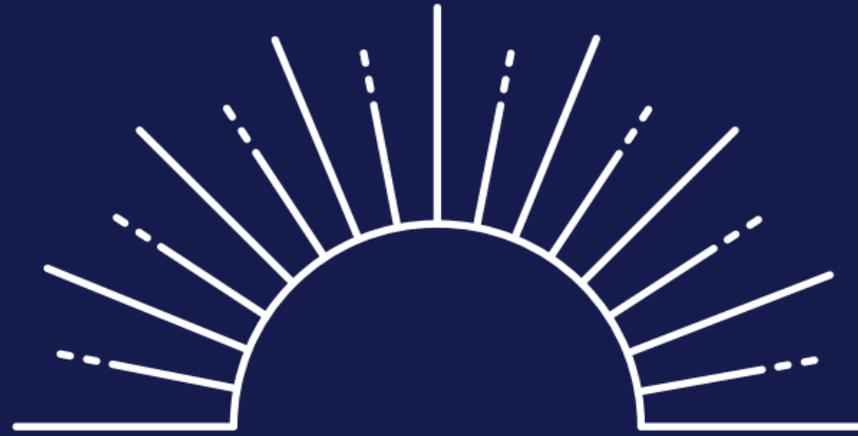
Action

Please take a moment to think about an action that you are going to take because of this workshop- make a note of it in your action booklet.



Thank
you!

The image features the words "Thank you!" in a highly stylized, 3D font. The word "Thank" is rendered in a gradient of pink, purple, and orange, while "you!" is in a gradient of blue, teal, and green. Each letter has a thick black outline and a 3D effect with a shadow. The text is surrounded by several yellow five-pointed stars, some of which are integrated into the lettering, such as the top of the 'T' and the dot of the 'i' in "you!". The background is a light gray gradient.



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