

MYERS-BRIGGS TYPE INDICATOR® | STEP I™ COMMUNICATION STYLE REPORT

Prepared for
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April 13, 2016



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About Your Report

You communicate with others every day. You may not always take the time, though, to think about how your natural communication style affects others. Your Myers-Briggs® Communication Style Report is designed to help you become aware of some important differences in communication styles.

The MBTI® assessment was developed by Isabel Briggs Myers and her mother, Katharine Cook Briggs, based on the personality type theory proposed by psychologist Carl Jung. The assessment identifies which of 16 different personality types best describes you. Personality type is a nonjudgmental tool for understanding the strengths and gifts of individuals. All personality types are equally valuable and useful.

This report can help you

- Understand more about your Myers-Briggs personality type preferences
- Learn about and appreciate your natural communication style and the influence your personality type has on it
- Learn strategies for adapting your style to communicate effectively with others

Your MBTI type indicates which preference you favor in each of four pairs of opposites.

HOW YOUR REPORT IS ORGANIZED

- Your Myers-Briggs® Personality Type
- Clarity of Your Preferences
- Extraversion and Introversion in Communication
- Sensing and Intuition in Communication
- Thinking and Feeling in Communication
- Judging and Perceiving in Communication
- Your Communication Style
- Communication Tips for Your Personality Type

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|--------------|----------|----|----------|--------------|--|
| EXTRAVERSION | e | or | i | INTROVERSION | Opposite ways to direct and receive energy |
| SENSING | s | or | n | INTUITION | Opposite ways to take in information |
| THINKING | t | or | f | FEELING | Opposite ways to decide and come to conclusions |
| JUDGING | j | or | p | PERCEIVING | Opposite ways to approach the outside world |

Keep in mind that this report describes your natural preferences, not your learned skills or abilities. Everyone can learn to use all of the preferences to communicate effectively. Your report gives you general descriptions about how people with your preferences tend to communicate. These descriptions aren't intended to limit you; they're meant to help you recognize your natural style and see how your communication style differs from others.



Your Myers-Briggs® Personality Type

Your answers to the questions on the MBTI assessment show which preference in each of the four pairs of opposites you prefer.

Your reported Myers-Briggs personality type
ESTP
Your preferences
Extraversion | Sensing | Thinking | Perceiving

Although each of us can and does use all of the preferences at least some of the time, people typically find one in each pair more comfortable and natural than its opposite. Think of your choices as something like being right- or left-handed. Both hands are valuable and useful, but most people use the hand they favor naturally more often and become more adept with it. In the same way, your type preferences are choices between equally valuable and useful qualities. Your ESTP results are described below.

THE WAY YOU DIRECT AND RECEIVE ENERGY

Extraversion

People who prefer Extraversion tend to direct their energy toward the outside world and get energized by interacting with people and taking action.



Introversion

People who prefer Introversion tend to direct their energy toward their inner world and get energized by reflecting on their ideas and experiences.

THE WAY YOU TAKE IN INFORMATION

Sensing

People who prefer Sensing tend to take in information that is real and tangible. They focus mainly on what they perceive using the five senses.



Intuition

People who prefer Intuition tend to take in information by seeing the big picture. They focus mainly on the patterns and interrelationships they perceive.

THE WAY YOU DECIDE AND COME TO CONCLUSIONS

Thinking

People who prefer Thinking typically base their decisions and conclusions on logic, with accuracy and objective truth the primary goals.



Feeling

People who prefer Feeling typically base their decisions and conclusions on personal and social values, with understanding and harmony the primary goals.

THE WAY YOU APPROACH THE OUTSIDE WORLD

Judging

People who prefer Judging typically come to conclusions quickly and want to move on, and take an organized, planned approach to the world.



Perceiving

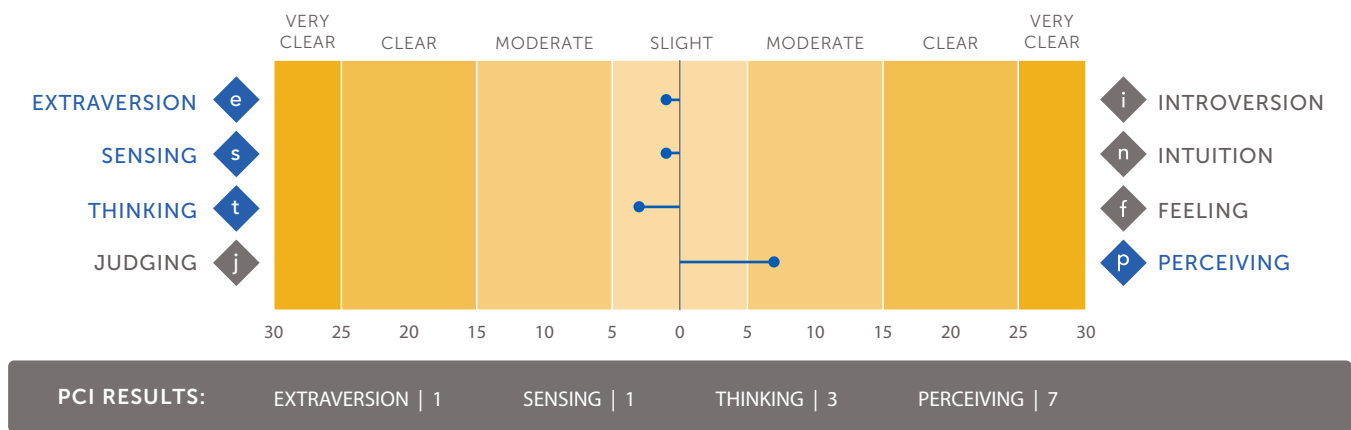
People who prefer Perceiving typically look for more information before coming to conclusions and take a spontaneous, flexible approach to the world.



Clarity of Your Preferences

Your MBTI responses also provide a picture of how clearly or consistently you chose your preference in each pair of opposites. This *preference clarity index* (pci) is indicated in the graph below. A longer line suggests that you are quite sure about a preference; a shorter line means that you are less sure about whether that preference truly describes you. Your preference clarity does not indicate how well developed your preferences are or how well you use them.

CLARITY OF YOUR PREFERENCES: ESTP



Do your assessment results seem to fit? Many find that their type results capture their personality attributes quite well. Others find that changing one or more of the preferences in their four-letter type yields a type description that fits them better. Your results can be influenced by circumstances, experiences, demands, and expectations you were feeling when you took the assessment. If your reported type does not seem to fit, work with your Myers-Briggs practitioner, who can assist you in finding the type that fits you best.



Extraversion and Introversion in Communication



Let's talk this over.

You prefer Extraversion over Introversion.

EXTRAVERSION

Your Key Strengths

- Are active, energetic, and enthusiastic
- Think on your feet
- Establish networks of contacts
- Have a broad range of interests
- Provide extensive information and feedback

Your Communication Approach

- Seek interactions and diversions
- Share thoughts freely in lively group discussions
- Can discuss a wide range of topics
- Change topics and opinions as a conversation progresses
- Think out loud
- Share ideas or information immediately
- Respond rapidly
- Talk more than listen
- Interrupt and may finish other people's sentences
- Ask lots of spur-of-the-moment questions

Tips for Communicating with Introverts

- Let them finish their thoughts; don't interrupt them
- Think before speaking or let them know that you are thinking out loud
- Respect their need for privacy, build trust, and ensure confidentiality
- Choose a time and place to communicate with a minimum of distraction
- Speak slowly and calmly (without being condescending)
- Pause and wait for a response; don't jump in to fill silence, especially with small talk
- Have one-to-one conversations rather than communicating in a group setting
- Don't come across as imposing or demanding an immediate response
- Provide information ahead of time and allow time and space for processing
- When possible, provide written information that they can consider in their own time



Sensing and Intuition in Communication



Just the facts, please.

You prefer Sensing over Intuition.

SENSING

Your Key Strengths

- Are anchored in current realities and common sense
- Are practical and realistic
- Are observant and attend to details
- Retain and learn best from experiences
- Immediately apply what is communicated

Your Communication Approach

- Seek facts, details, and concrete examples
- Link information to immediate applications
- Want specific plans and procedures
- Like step-by-step explanations
- Relate information to what has happened in the past or is happening now
- Prefer practical, plain language to symbols, metaphors, theory, or abstraction
- Focus on the here and now
- Don't trust long-term, strategic communications
- Trust what has already been tried and proven to be true
- Are comfortable with familiarity and practicality

Tips for Communicating with Intuitive Types

- Integrate and link concepts when sharing information
- Be open to possibilities that may initially seem far-fetched
- Offer alternative ideas and perspectives to stimulate their thoughts
- Provide an overview or thumbnail sketch before presenting details
- Be willing to brainstorm and generate ideas with them
- Share only as much detail as necessary to get your point across
- Discuss far-reaching implications and consequences of ideas or decisions
- Show how your ideas and decisions will create possibilities for the future
- Listen as they share their ideas, visions, and dreams for the future
- Help them test and strengthen their ideas by providing a reality check



Thinking and Feeling in Communication



Is this logical?

You prefer Thinking over Feeling.

THINKING

Your Key Strengths

- Assess situations and ideas impartially
- Provide honest, frank feedback
- Analyze, evaluate, and critique
- Are objective and principled
- Deal with situations in a direct and dispassionate manner

Your Communication Approach

- Use logic and analysis to spot flaws or weaknesses
- Need to know why
- Prefer information that is presented objectively as a matter of fact
- Debate or challenge information
- List and consider pros and cons
- Create or use clearly defined criteria
- Trust competence and expertise
- Like competition and want to win
- Use precise and concise language
- Are task and goal focused

Tips for Communicating with Feeling Types

- Take time to get to know them and develop rapport
- Avoid critiquing and evaluating when you are listening
- Focus on people in the situation; find out what is valued and important
- Foster harmony and create a positive atmosphere and setting
- Be friendly and approachable; offer encouragement and support
- Provide corrective feedback selectively; do this gently and critique behaviors, not people
- Include personal needs as criteria in decision making; consider how people may be affected
- Connect first, then challenge later; find areas of agreement
- Be careful to acknowledge and not analyze others' feelings and values
- Create win-win solutions to problems



Judging and Perceiving in Communication



Let's wait and see.

You prefer Perceiving over Judging.

PERCEIVING

Your Key Strengths

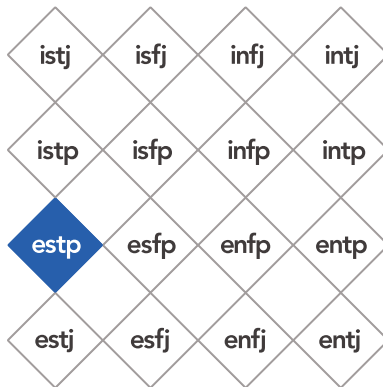
- Are flexible and adaptable
- Respond to the situation as needed
- Are open to new information
- Generate and consider a wide range of options
- Take an easygoing approach to change

Your Communication Approach

- Seek new information and explore options
- Include lots of data and ideas in the decision-making process
- Have a flexible, spontaneous, and unstructured communication style
- Are open to responding to unexpected requests or opportunities
- Can postpone decisions or make tentative decisions that can change
- Seek input from others exactly when you need it
- Feel boxed in if immediate decisions are requested
- Ask questions and provide options
- Prefer open-ended discussions and language to conclusive statements
- See opportunity in interruptions and diversions

Tips for Communicating with Judging Types

- Set and follow a schedule
- Offer conclusions and your rationale to facilitate decision making
- Be willing to make a decision and move forward
- Share information in a structured and organized way
- Avoid sharing too many open-ended options; focus on what is most important
- Negotiate specific time lines and deadlines
- Consistently meet commitments; show up on time and deliver results
- Provide clear roles and expectations when assigning tasks
- Make and follow through with plans
- Avoid adding unexpected tasks or options to a project, especially at the last minute



Your Communication Style

ESTP Communication Highlights

- Are convincing, objective, direct, straightforward, and matter-of-fact
- Are an adaptable, resourceful, practical troubleshooter who likes to take action
- Negotiate, persuade, and maneuver around barriers; take the most efficient course of action
- Examine and evaluate data by relating them to past experiences
- Are active, engaging, challenging, risk taking, and competitive

At First Glance

- Initially may seem somewhat detached or indifferent
- Focus on the facts and details of the situation at hand; are observant and responsive
- Consider a number of options; are open-ended, resourceful, and flexible
- Are analytical and practical; seek to understand how and why things work
- Solve practical problems; are grounded in what is happening right now

What You Want to Hear

- To-the-point, practical information
- Less talk and more action; interactions that are fun and stimulating
- Immediately applicable logical implications and consequences
- Minimal direction; rules and structure limit your ability to improvise
- Alternatives and options rather than decisions

When Expressing Yourself

- Are initially impersonal; can be charming, easygoing, tolerant, and casual
- Maneuver around power and structure; finesse situations to work to your advantage
- Act more than talk; are not likely to sit around discussing matters for long periods
- Like to act very quickly and don't want to slow down to explain your actions
- May take action that circumvents the rules without communicating your intent

Giving and Receiving Feedback

- Won't hesitate to confront others if you have a difference of opinion
- Tend to give more corrective than positive feedback and can be direct and blunt
- Are self-reliant and don't seek or require much ongoing validation
- Are more likely to evaluate yourself than to depend on external feedback
- May not focus on or see the need for self-development in interpersonal areas



Communication Tips for ESTPs

Here are some strategies to help you adapt your natural way of communicating to accommodate people with different personality types.

- Remember that many people seek harmony and personal relationships with co-workers. Develop patience for the sharing of personal information by others. Avoid coming across as blunt, detached, or impersonal.
- Strive to understand personal situations rather than analyze them in a logical or impersonal way. Balance your practical, task-focused approach with consideration of the needs and situations of the people involved.
- Take time to work out conflicts and deal with personal issues at work. Be willing to look at the roots of problems as well as make an immediate response.
- You may lose interest and not follow through on a commitment or task. Plan ahead to ensure that you complete tasks so others see you as dependable.
- Show that you appreciate others and offer positive feedback and encouragement. Check how others are feeling when giving corrective feedback. Balance corrective feedback with positive feedback, particularly when working with people who prefer Feeling.
- Others may see your maverick actions as a challenge to authority or disrespect for rules. Slow down and show or tell others how and why your plan will work.
- Improvising can be stressful to others around you who use a more thoughtful, carefully balanced approach. Incorporate a longer-term focus into your practical, immediate troubleshooting. This will help you solve problems more effectively in the long run.

Next Steps for Improving Your Communication

- Highlight the statements on the previous pages that most accurately describe you. Consider how your communication preferences affect your day-to-day interactions in positive ways and how your preferences may affect your interactions in negative ways.
- Review the suggestions for communicating with people who have a preference different from yours. Choose one or two tips to try first. After using the tip(s), assess whether the change has improved your communication.
- Review the tips for communication tailored to your personality type. Try one out. Track your progress by assessing whether the change was helpful.
- Learn about type dynamics, a theory that offers a deeper look into your communication style. Type dynamics can help you understand why and how you typically communicate and how your communication style may change when you are stressed.
- Discuss type development with the professional who recommended the MBTI assessment to you. Type development provides insights into how and why your communication style may evolve as you age.

