

Quick Tips: Communicating with Type in mind

When interacting with others, individuals tend to initially filter and interpret what they hear and see differently based on their type preferences. So, the more you know about a colleague's type, the more quickly you can learn to understand, appreciate and accommodate any differences in your communication styles and more effectively share your opinions, understand his or her perspective, solve problems and resolve issues.

When communicating in the workplace, consider the following:

People who prefer ENTP, ENFP, ESTP and ESFP	Share a preference for Extraversion and Perceiving . They tend to communicate with a flexible and open style and prefer to take in and consider novel information and ideas.
People who prefer ISTJ, ISFJ, INFJ and INTJ	Share a preference for Introversion and Judging . They usually like to understand things in depth . Once they have time to consider an issue thoroughly, they like to act to complete the required tasks and goals.
People who prefer ESTJ, ENTJ, ESFJ and ENFJ	Share a preference for Extraversion and Judging . They are apt to be most engaged when they can take steps to set and meet goals and deadlines, and they are effective and organised in their approach .
People who prefer ISTP, INTP, ISFP and INFP	Share a preference for Introversion and Perceiving . They generally approach the world in a flexible way , while evaluating information internally.

When you approach a communication situation, consider the type preferences of the parties involved:

- How can you customise your communication approach to maximise the chance that your message is heard?
- When in a leadership role, how can you adjust your approach to ensure that each employee understands your expectations as well as your feedback?

Source: Adapted from Dunning, *Introduction to Myers-Briggs® Type and Communication* (2003, 2016) p. 15-18

Remember: It is important to strike a balance between meeting your needs and the needs of others. Some personality types may need to challenge themselves to state their desires and perspectives up front, while others may need to make a conscious effort to ask for and consider what others are seeking to accomplish. As you approach communication opportunities, consider how assertive you typically are as well as the relative importance of the communication. Choose wisely when and where to assert yourself and when to be more accommodating.

To learn more about the role of type in communication, please read *Introduction to Myers Briggs® Type and Communication* by Donna Dunning, published by CPP, Inc.

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