

# THE 100

Building Blocks for  
Business Leadership

# D24

Partner Communication Cheat Sheet

**TOM SALONEK**

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## How to Use this Download

- This cheat sheet allows team members to share how they prefer to work and communicate
- Creating the cheat sheet is prefaced by all team members completing an assessment that shares how they are wired. We used Insights Discovery profile but there are other tools.
- Tools like *'Insights'* can cost hundreds of dollars per assessment.
- If you're not in a position to make the investment in having each team member take an assessment, you can ask each team member to define 3-5 key ways they prefer communication or interaction at work.
- On the next two pages are an example and a template.

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## Cheat Sheet - Example

Employee	Considerations
Mark	<ul style="list-style-type: none"><li>• Match his pace in presenting to him</li><li>• Don't be vague or leave things open to interpretation</li><li>• De-motivated by routine tasks</li></ul>
Bob	<ul style="list-style-type: none"><li>• Stick to facts</li><li>• Don't give new projects on Monday</li><li>• Be flexible on non-urgent project dates</li></ul>
Sue	<ul style="list-style-type: none"><li>• Give time to think, share reasoning behind decisions</li><li>• Expects responsibility</li><li>• State expectations—is this a priority, is there a deadline</li></ul>
Sally	<ul style="list-style-type: none"><li>• If not engaging in joking, it doesn't mean she doesn't approve</li><li>• On big projects, help by encouraging delegation</li><li>• Point out important things</li></ul>
John	<ul style="list-style-type: none"><li>• Give time to think</li><li>• Ask, don't tell</li><li>• If doesn't believe in an idea, won't do it</li><li>• May get into more detail than needed</li></ul>

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## Cheat Sheet

Employee	Considerations

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