

**2016 National Postal Forum**Tune in to **Success**

# ***You Don't Have to be a Supervisor to be a Leader***


2016 National Postal Forum  
Nashville, TN

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## Overview

- Your Job and Your Personality
- Your Leadership IQ
- Your Destiny
- Your Work Style
- Personality Profile

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Survey One: Does Your Job Satisfy Your  
Personality Needs?

- A
- B
- C
- D

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Survey One: Does Your Job Satisfy Your  
Personality Needs?

- A - Analytical
- B - Behavioral
- C - Conceptual
- D - Directive

## DOES YOUR JOB SATISFY YOUR PERSONALITY NEEDS

**DIRECTIONS:** For each of the ten items below, choose two answers from among the lettered choices. Put the number 5 next to your first choice for each item, and the number 1 next to your second letter choice.

I enjoy jobs that:

- a. Have much variety
- b. Involve people
- c. Allow independent action
- d. Are technical and defined

In social settings, I generally:

- a. Think about what is being said
- b. Listen to conversations
- c. Observe what is going on
- d. Speak with others

My main objective is to:

- a. Be the best in my field
- b. Feel secure in my job
- c. Get recognition for my work
- d. Have a status position

I am good at remembering:

- a. Places where I met people
- b. People's personalities
- c. People's faces
- d. People's names

When faced with a problem, I:

- a. Apply careful analysis
- b. Rely on my feelings
- c. Look for creative paths
- d. Rely on proven approaches

Others consider me:

- a. Disciplined and precise
- b. Supportive and compassionate
- c. Imaginative and perfectionist
- d. Aggressive and domineering

When uncertain about what to do, I:

- a. Search for facts
- b. Delay making a decision
- c. Explore a possible compromise
- d. Rely on hunches and intuition

I dislike:

- a. Boring work
- b. Being rejected
- c. Following rules
- d. Losing control of others

Whenever possible, I avoid

- a. Incomplete work
- b. Conflict with others
- c. Using numbers and formulas
- d. Long debates

I am especially good at:

- a. Solving difficult problems
- b. Interacting with others
- c. Seeing many possibilities
- d. Recalling dates and facts

## SCORING

Tally up the number values you have assigned each letter. The two letters that have the highest scores correspond to your two major thinking styles.

## EXPLANATION

A) **ANALYTICAL:** Analytical people are problem solvers. They have a desire to find the best possible answers. They examine lots of details and use large amounts of data. They are innovative, creative and enjoy variety.

B) **BEHAVIORAL:** Behavioral people need human contacts. They are supportive, empathic people. They use little data in making decisions, preferring to talk things out with others. They communicate easily and prefer to use persuasion instead of pressure to win their point of view.

C) **CONCEPTUAL:** Conceptual people are broad-minded thinkers who like to contemplate the “big picture.” They are future-oriented and achievement-oriented and tend to be independent, humanistic and creative.

D) **DIRECTIVE:** Directive people are authoritarian taskmasters. They need power and expect results. They act decisively and are rule and regulation minded. They are highly verbal and tend to rely on intuition.

These patterns predict the kind of work that might suit a person best. Businesspeople tend to score high on the analytical and conceptual scales. They like to consider many options and develop broad plans for their companies. Technical people, engineers, scientists and others in similar types of work are analytical and directive. They enjoy solving problems logically, working with numbers and finding mathematical and scientific answers.

Those in the helping arts combine conceptual and behavioral frames of mind. They like to work closely with people in developing an understanding of human affairs. People who combine the analytical-behavioral frameworks tend to go into fields of education and law, while directive-behavioral frameworks people are often found in sales and politics.

The highest score obtainable in any category is 50, but few people ever make this score. The closer your score is to 50, the stronger your thinking style is in that category. Match your thinking style with your current job, and consider how well your work satisfies your personality needs.



Survey One: Does Your Job Satisfy Your  
Personality Needs?

- A - Analytical
- B - Behavioral
- C - Conceptual
- D - Directive



Survey One: Does Your Job Satisfy Your  
Personality Needs?

- Does your job satisfy your needs?
- What part of your job is difficult for you?
- How do fill in the gaps?



## Survey Two: What is Your Leadership IQ?

True or False?



## Survey Two: What is Your Leadership IQ?

Score:

8 to 10

4 to 7

0 to 3

## WHAT IS YOUR LEADERSHIP IQ

Are you ready to break away from the pack and lead the way? The following quiz will help determine if you've got what it takes to be an effective leader.

1. True leaders are born, not made  
True                      False
2. If I take on a leadership role, I'll improve my popularity.  
True                      False
3. The very best leaders know the value of keeping a low profile.  
True                      False
4. If you usually get along well with those in charge, you will probably be a good leader.  
True                      False
5. The best leaders know what to do  
True                      False
6. An effective leader must try to maintain a forceful personality  
True                      False
7. My physical appearance has little or nothing to do with my becoming a leader  
True                      False
8. I prefer reading fiction to nonfiction  
True                      False
9. I usually stick to my decisions even when it is unpopular with my group  
True                      False
10. Being a quick decision-maker is an important trait of a good leader  
True                      False

## SCORING

To tally your score, give yourself 1 point for each response that matches yours.

**1.False 2.False 3.False 4.True 5.False 6.False 7.False 8.False  
9.False 10.False**

A score of 8-10 points: You would be or are an effective leader. You are sensitive to the needs of those you would direct, and if you are not already in some type of supervisory role; you are probably not developing to your fullest potential.

A score of 4-7 points: You have an average ability to lead a group. Like most others in this broad category, you probably can improve your capability to take charge if you receive some extra training.

A score of 0-3 points: You are a solid follower and not a leader of others. This does not mean you will fail in those endeavors you choose, but only that you will probably not achieve your goals if they have to be reached through others. People with low scores often work better on their own or as a team member rather than as a leader.





## Survey Two: What is Your Leadership IQ?

Score:

8 to 10

4 to 7

0 to 3



## Survey Two: What is Your Leadership IQ?

- Score = current state, not future state
- Look for ways to learn and grow
- Take responsibility for self-development



## Survey Three: Can You Control Your Own Destiny?

True or False?



## Survey Three: Can You Control Your Own Destiny?

Score:

7 to 10

4 to 6

0 to 3

## CAN YOU CONTROL YOUR OWN DESTINY?

1. When I am certain that I am right, I can convince others  
True False
2. It is probably silly to think that I can change someone's basic attitudes  
True False
3. Success at work is due mainly to my own efforts and frame of mind  
True False
4. Whether I make a lot of money in life is mostly a matter of luck  
True False
5. There is not much that a disadvantaged person can do to succeed in life unless he or she is educated  
True False
6. Assuming there are two teams of equal skill, the cheering crowd is more important than luck in determining the winner  
True False
7. Most problems work themselves out  
True False
8. I sometimes get the feeling of being lucky  
True False
9. I own a good luck charm  
True False
10. It is better to be smart than lucky  
True False

To tally your scores, give yourself 1 point for each response that matches yours.

1. True
2. False
3. True
4. False
5. True
6. True
7. False
8. False
9. False
10. True

A score of 7-10 points: You are highly inner-directed. You do not follow trends easily. You like your life in your own hands.

A score of 4-6 points: You have a balance between inner and outer directedness

A score of 0-3 points: You tend to lean toward being outer-directed. This could mean you are discouraged about life or lack self-confidence. You need to set goals so that you realize you have the power to achieve success.



## Survey Three: Can You Control Your Own Destiny?

Score:

7 to 10

4 to 6

0 to 3



## Survey Three: Can You Control Your Own Destiny?

- How does your viewpoint impact your actions?
- How do you change?
- Should you change?
- Be responsible for your decisions



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## Survey Four: What is Your Work Style?

A

B

C

D



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## Survey Four: What is Your Work Style?

A – 1 Point

B – 2 Points

C – 3 Points

D – 4 points

## WHAT IS YOUR WORK STYLE

1. I am precise and methodical in my approach to problems
  - a. Not like me
  - b. Somewhat unlike me
  - c. Somewhat like me
  - d. Very much like me
2. I can usually tolerate boring jobs
  - a. Not like me
  - b. Somewhat unlike me
  - c. Somewhat like me
  - d. Very much like me
3. It bothers me to cope with several problems at once
  - a. Not like me
  - b. Somewhat unlike me
  - c. Somewhat like me
  - d. Very much like me
4. When faced with an assignment, I'm known as a steady plodder
  - a. Not like me
  - b. Somewhat unlike me
  - c. Somewhat like me
  - d. Very much like me
5. Compared with others, I am a conformist when it comes to society's general expectations
  - a. Not like me
  - b. Somewhat unlike me
  - c. Somewhat like me
  - d. Very much like me
6. I make a few errors when involved with routine tasks for long period of times
  - a. Not like me
  - b. Somewhat unlike me
  - c. Somewhat like me
  - d. Very much like me

7. I stick to tried-and-true solutions to problems
- a. Not like me
  - b. Somewhat unlike me
  - c. Somewhat like me
  - d. Very much like me
8. I would prefer to work for a company than to work for myself
- a. Not like me
  - b. Somewhat unlike me
  - c. Somewhat like me
  - d. Very much like me
9. I like to work with colleagues who do not “rock the boat” by suggesting changes
- a. Not like me
  - b. Somewhat unlike me
  - c. Somewhat like me
  - d. Very much like me
10. I have more patience with detailed work than do most people
- a. Not like me
  - b. Somewhat unlike me
  - c. Somewhat like me
  - d. Very much like me
11. It would not bother me to act without my boss’s permission
- a. Not like me
  - b. Somewhat unlike me
  - c. Somewhat like me
  - d. Very much like me
12. I enjoy detailed work
- a. Not like me
  - b. Somewhat unlike me
  - c. Somewhat like me
  - d. Very much like me



## SCORING

To tally your score, give yourself 1 point for each “a” response, 2 points for each “b” response, 3 points for each “c” response, and 4 points for each “d” response.

A score of 34-48 points: You are a highly adaptive worker. You follow guidelines and get the job done well.

A score of 22-33 points: You strike a balance between being an adaptive and an innovator.

A score of 10-21 points: You are a highly innovative worker. You like to modify, adjust and recognize different aspects of the job to come up with a different finished product.



## Survey Four: What is Your Work Style?

Score:

34 to 48

22 to 33

10 to 21



## Survey Four: What is Your Work Style?

- Not a right way or wrong way
- Recognize your style
- Recognize the style of your boss
- Recognize the style of your employees

## Survey Five: Personality Profile

- Lion
- Dolphin
- Retriever
- Beaver

## Survey Five: Personality Profile

- Natural Strengths
- Natural Weaknesses
- Communication Skills
- Needs

INSTRUCTIONS: Identify the degree in which the following characteristics or behaviors most accurately describe you.

0=NOT AT ALL

1=SOMEWHAT

2=MOSTLY

3=VERY MUCH

LION	DOLPHIN	RETRIEVER	BEAVER
Likes Control	Enthusiastic	Sensitive	Consistent
Confident	Visionary	Calm	Reserved
Firm	Energetic	Non-demanding	Practical
Likes Challenge	Promoter	Enjoys Routine	Factual
Problem Solver	Mixes easily	Relational	Perfectionist
Bold	Fun-loving	Adaptive	Detailed
Goal Driven	Spontaneous	Thoughtful	Inquisitive
Strong-willed	Likes New Ideas	Patient	Persistent
Self-Reliant	Optimistic	Good Listener	Sensitive
Persistent	Takes Risks	Loyal	Accurate
Takes Charge	Motivator	Even Keeled	Controlled
Enterprising	Friendly	Indecisive	Conscientious
Compleitive	Popular	Dislikes Change	Discerning
Productive	Enjoys Variety	Sympathetic	Analytical
Purposeful	Group Oriented	Nurturing	Precise
Adventurous	Initiator	Tolerant	Scheduled
Independent	Inspirational	Peace Maker	Deliberate
Enterprising	Likes Change	Dry Humor	Orderly

## **LIONS**

Lions are leaders. They are decisive, bottom-line individuals who seek new opportunities and adventures.

Lions are confident and self-reliant. In a group setting, there immediate instinct is to take charge. Unfortunately, if they do not learn to tone down their aggressiveness, their natural domineering traits can cause problems with others.

### ***NATURAL STRENGTHS***

**DECISIVE  
GOAL-ORIENTED  
ACHIEVEMENT DRIVEN  
GETS RESULTS  
INDEPENDENT  
RISK-TAKER  
PERSISTENT  
EFFICIENT  
COMPETITIVE**

### ***NATURAL WEAKNESSES***

**IMPATIENT  
BLUNT  
POOR LISTENER  
IMPLUSIVE  
DEMANDING  
SELECT PROJECTS OVER PEOPLE  
CAN BE INSENSITIVE TO FEELINGS  
FEARS INACTIVITY, RELAXATION  
BORED BY ROUTINE**

**BASIC DISPOSITION:** Fast-paced, task-oriented

**MOTIVATED BY:** Results; challenge, action, power and accomplishment

**TIME MANAGEMENT:** Focus on NOW; immediate results; action oriented

**COMMUNICATION:** Directed to the point

**DECISION MAKING:** Impulsive; needs few facts to make decision, trusts self

**UNDER PRESSURE:** Becomes autocratic

**GREATEST NEEDS:** Results; new challenges; direct answers; variety  
Authority; advancement; leadership roles

## **DOLPHINS**

Dolphins are excitable, fun-seekers who like to be around people. They are great at motivating others and want to be included in decisions.

Dolphins are great networkers who are capable of summoning diverse people and positions in the decision making process. People enjoy being around them

### ***NATURAL STENGTHS***

**ENTHUSIASTIC  
OPTIMISTIC  
GOOD COMMUNICATOR  
PASSIONATE  
INSPIRATIONAL  
OUTGOING  
PERSONAL  
DRAMATIC**

### ***NATURAL WEAKNESSES***

**UNREALISTIC  
NOT DETAILED ORIENTED  
DISORGANIZED  
IMPULSIVE  
SELECTS FELLINGS OVER LOGIC  
REACTIVE  
EXCITABLE  
CAN BE OVER-TALKATIVE**

**BASIC DISPOSITION:** Fast-paced, People-oriented

**MOTIVATED BY:** Recognition and approval of others

**TIME MANAGEMENT:** Future-directed; tend to rush to next activity

**COMMUNICATION:** Enthusiastic and stimulating; motivational

**DECISION MAKING:** Intuitive and fast

**UNDER PRESSURE:** Use verbal skills to attack; can be more concerned about popularity than achieving tangible results

**GREATEST NEEDS:** Social activities and recognition; freedom from details; Prestige; opportunities to verbally share ideas

## **GOLDEN RETRIEVERS**

Golden retrievers are loyal. They are great listeners, incredibly empathetic and warm encouragers.

### ***NATURAL STRENGTHS***

**PATIENT  
TEAM-PLAYER  
STABLE  
COMPASSIONATE  
DEPENDABLE AND RELIABLE  
SUPPORTIVE AND AGREEABLE**

### ***NATURAL WEAKNESSES***

**INDECISIVE  
OVER-ACCOMMODATING  
SLOW TO INITIATE  
FEARS CHANGE  
INTERNALIZES HURTS BY OTHERS  
SACRIFICE RESULTS FOR HARMONY**

- BASIC DISPOSITION:** Slow-paced, people-oriented
- MOTIVATED BY:** Desire for good relationships and appreciation of others
- TIME MANAGEMENT:** Focus on the present; devotes time to helping others
- COMMUNICATION:** Two-way communicator; great listener; empathetic responses
- DECISION MAKING:** Makes decisions more slowly, wants input from others and can yield to others input
- UNDER PRESSURE:** Becomes too tolerant; gives in to wishes, opinions and ideas of others
- GREATEST NEEDS:** Quality relationships; security; a relaxed and friendly environment; freedom to work at their own pace; task driven projects

## BEAVERS

Beavers have a strong need to do things “right” and “by the book.” They are the gatekeepers of quality control providing accurate and detailed information. Because rules, consistency and high standards are so important, they are often frustrated with others who do not share these same characteristics. Their strong need for maintaining high standards can short-circuit their ability to express warmth in a relationship.

### ***NATURAL STRENGTHS***

**ACCURATE  
ANALYTICAL AND DETAIL ORIENTED  
THOROUGHNESS AND ORDERLY  
METHODICAL  
CONTROLLED  
INDUSTRIOUS**

### ***NATURAL WEAKNESSES***

**TOO SELF-DEMANDING  
TOO CRITICAL OF OTHERS  
PERFECTIONISTIC  
OVERLY CAUTIOUS  
SENSITIVE  
SLOW TO DECIDE WITHOUT FACTS**

<b>BASIC DISPOSITION:</b>	Slow-paced, task oriented
<b>MOTIVATED BY:</b>	The desire to be right and maintain quality
<b>TIME MANAGEMENT:</b>	Measured; schedule driven; accurate
<b>COMMUNICATION:</b>	Communicate details; can be impersonal
<b>DECISION MAKING:</b>	Needs information and accurate facts to make decisions
<b>UNDER PRESSURE:</b>	Becomes cautious; impersonal; makes decisions on fact not people’s needs; passive aggressive
<b>GREATEST NEEDS:</b>	Security; time to adjust to change; defined tasks that require planning and precision; low risk





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## Questions?

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# HABITS OF SUCCESSFUL LEADERS

TEAMWORK  
MOTIVATION  
INSPIRATION  
LEADERSHIP  
VISION  
+ INNOVATION  
-----  
SUCCESS



THEY HAVE A DEFINITE PURPOSE



## THEY KNOW THEIR MOTIVES



## THEY SURROUND THEMSELVES WITH POSITIVE PEOPLE

Don't expect to  
see positive  
changes in your  
life if you surround  
yourself with  
negative people.

[WWW.LIVELIFEHAPPY.COM](http://WWW.LIVELIFEHAPPY.COM)

THEY ARE SELF-RELIANT



THEY HAVE SELF-CONTROL



THEY FIND PRODUCTIVE USES FOR  
THEIR CREATIVITY



THEY ARE DECISIVE



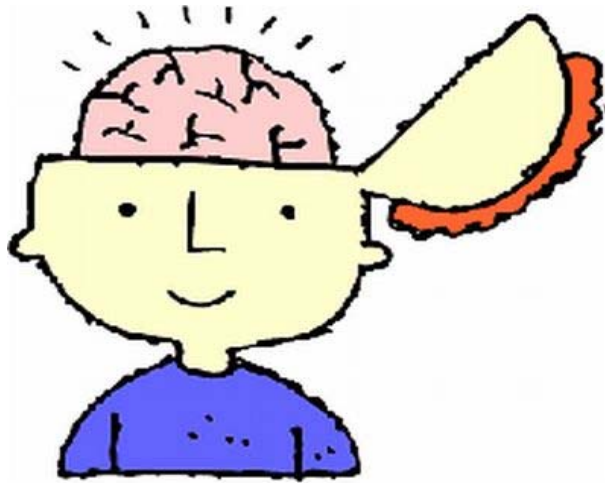
THEY GATHER INFORMATION BEFORE  
REACHING CONCLUSIONS



THEY CAN CONTROL THEIR  
ENTHUSIASM



THEY ARE OPEN MINDED



THEY ALWAYS DO MORE THAN  
EXPECTED



THEY ARE DIPLOMATIC



THEY LISTEN MORE THAN THEY SPEAK





THEY PAY ATTENTION TO DETAIL



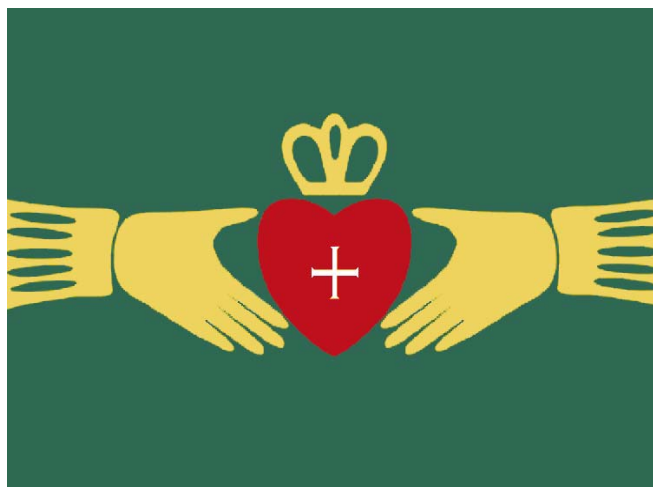
THEY CAN TAKE CRITICISM



THEY ARE INCREDIBLY CHARISMATIC



THEY ARE LOYAL



THEY ARE FOCUSED



THEY LEARN FROM THEIR MISTAKES

**Mistakes**  
**Are The**  
**Stepping Stones**  
**To Learning!**

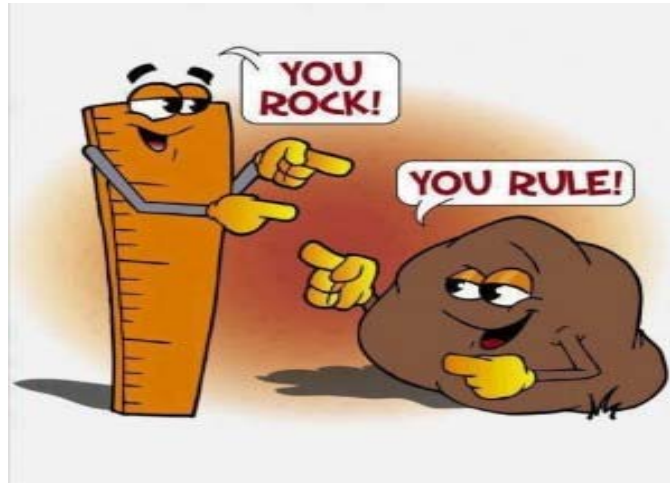
THEY ACCEPT RESPONSIBILITY FOR  
SUBORDINATES' FAILURES



THEY TREAT OTHERS THE WAY THEY  
WANT TO BE TREATED



## THEY PRAISE THE ACHIEVEMENTS OF OTHERS



## THEY MAINTAIN A POSITIVE ATTITUDE

**Your  
*attitude*  
is like a  
price tag,  
it shows how  
*valuable*  
you are.**

THEY DO NOT MAKE EXCUSES



THEY FOCUS ON WHAT THEY WANT

