



# True Colors®

## Keys to Communication – At a Glance

Orange ~ Gold ~ Blue ~ Green

ORANGE	GOLD	BLUE	GREEN
Keys for Communication...	Keys for Communication...	Keys for Communication...	Keys for Communication...
<p>Outcome based short-term goals will be most effective.</p> <p>Focus on behavior and performance more than finished products.</p> <p>Reward by freeing them to act on their own initiative.</p> <p>Tangible rewards and competitive situations create stronger incentives.</p> <p>Set high expectations that challenge their skills causing them to know they have earned the recognition received.</p> <p>Clearly identify the impact their performance has on the organization.</p>	<p>Clearly establish expectations, have short and long term goals, and plans for achieving them.</p> <p>Give specific measures of their performances and achievement.</p> <p>Tangible rewards have the most appeal to them.</p> <p>Provide clear, specific feedback regarding the work accomplished and its contribution to the organization.</p> <p>Traditions, rituals and ceremonies are meaningful for them.</p> <p>When preplanned they provide incentives for performance.</p> <p>Hierarchical structure and clearly defined roles work well with them.</p>	<p>Clearly outline your expectations or performance in a friendly but frank way.</p> <p>Identify rewards for achievement individually and in teams. This builds cooperation and excitement.</p> <p>Couch your comments in feelings terms: "I value your uniqueness and your contributions. You are important to me as a person."</p> <p>Provide personal contact through pats on the back or simply smiling.</p> <p>Recognize their creativity and the depth of feeling they put into their work.</p>	<p>Clear expectations and project outcomes with the latitude to figure out how to accomplish them work well for them.</p> <p>Provide sincere recognition only when warranted. This group does not appreciate "hoopla."</p> <p>Assign tasks requiring designing new models or thinking up new approaches.</p> <p>Compliments relating to his/her intelligence are the greatest sources of esteem for them.</p> <p>Reinforce through contributions their knowledge provides for completing projects.</p>
If this is your color...	If this is your color...	If this is your color...	If this is your color...
<p>Be aware of how you are coming across to others.</p> <p>Wait for a response before proceeding.</p> <p>Identify other's requirements.</p> <p>Keep your mind focused.</p>	<p>Have patience.</p> <p>Consider other options.</p> <p>Practice peripheral listening.</p> <p>Accept others.</p> <p>Give it a break.</p>	<p>Practice objectivity.</p> <p>Add "no" to your vocabulary.</p> <p>Speak up.</p> <p>Recognize the difference between politeness and interest.</p> <p>Seek other avenues.</p>	<p>Add some detail or not.</p> <p>Ease up.</p> <p>Allow emotions.</p> <p>Pay attention to other people's needs.</p> <p>Save the debate.</p> <p>Learn to listen without fixing.</p>