

Communication

Interests Act as Communication Filters in the Workplace Summary

	Technical	Scientific	Persuasive	Social Service
Conversation topics:	<ul style="list-style-type: none"> How something will work Production and implementation 	<ul style="list-style-type: none"> The 'why' behind the problem or solution Research 	<ul style="list-style-type: none"> "What's In It For Me" "What's In It For You" 	<ul style="list-style-type: none"> Social or individual impact How this will help the person or a group of people
Ways you process information:	<ul style="list-style-type: none"> Technical documentation or software systems 	<ul style="list-style-type: none"> By asking questions Investigating 	<ul style="list-style-type: none"> Speeches Verbal exchanges Watching videos or TED Talks 	<ul style="list-style-type: none"> Talking one-on-one with others Talking through thoughts and feelings
Tips to best communicate with you:	<ul style="list-style-type: none"> Explain the logic behind the message What happens first, second, etc. How will other steps proceed Focus on the mechanics of the message 	<ul style="list-style-type: none"> Provide ready answers for expected questions "About now you might be asking this question..." Emphasize the insight that the message is based on 	<ul style="list-style-type: none"> Be influential and motivational Talk in a convincing way "Sell" and "promote" the idea Stress the personal benefit 	<ul style="list-style-type: none"> Be thoughtful Stress the positive betterment individuals will experience Advocate for the person involved

	Administrative	Numerical	Artistic	Literary
Conversation topics:	<ul style="list-style-type: none"> The plan or the process Trends 	<ul style="list-style-type: none"> Data Financials KPIs 	<ul style="list-style-type: none"> How things look Aesthetics and design 	<ul style="list-style-type: none"> The wording of messages Language arts, books, and blogs
Ways you process information:	<ul style="list-style-type: none"> Forms and lists Charts Agendas 	<ul style="list-style-type: none"> Spreadsheets Models Metrics 	<ul style="list-style-type: none"> Visual presentations Colors and graphics 	<ul style="list-style-type: none"> Written communication Formal speeches or storytelling Use metaphors and analogies
Tips to best communicate with you:	<ul style="list-style-type: none"> Communicate in steps Use agendas for meetings Use systematic reporting procedures Use consistent, routine communication 	<ul style="list-style-type: none"> Provide quantitative conclusions Make decisions supported by data Use precise, exact values Discuss the financial impact 	<ul style="list-style-type: none"> Use visuals to explain concepts Use creative and colorful content that "pops" Use eye-catching aesthetics "Paint the picture" for them 	<ul style="list-style-type: none"> Use proper grammar, punctuation, and language Think of the best way to phrase the message Choose words precisely Provide the message in writing