

# COACHING GUIDE MODULE 3

## LESSON 1: TAKE THE STYLE SURVEY

The self scoring Leadership and Communication Style Survey will help you identify your specific and unique style of leading and communicating with others no matter what you do for work or whether you're in transition and not working at this exact moment in time. Your specific results will pin point your underlying strengths and pitfalls in managing relationships and communicating with other people. The information and insights you will gather about yourself will change the way you communicate forever, whether at work or at home.

To begin, click this link to download the Leadership Communication Style Survey.

<https://visionquestconsulting.com/leadership-survey/>.

Don't peak through the survey ahead of time. Just turn to the instruction page found on page 1 and listen to the video to make sure you know exactly what to do before starting.

### **STARTING THE SURVEY.**

Listen to the video as it walks you through instructions on how to take the survey. We begin by turning to page 2. Section A to begin taking the survey. You can see on this page that there are 9 questions for you to answer. Do this page first before looking at or going on to the next section. Notice that each statement has four possible responses associated with it. To do this correctly, read each of the nine questions one at a time. Then read the 4 possible responses to each question. Think from a work perspective as you answer the questions in the survey. Consider your current job, a recent prior job or even volunteer work as you answer each question. If you cannot think of a professional situation related to the specific question, you can think about a personal versus a professional example.

As you read all of the four possible answers, select the response that you think is the one most like how you would respond or most like you or most resonates with you. Write a number 4 on the line next to that statement-the one most like you. The next most 'like you' response you would rate a 3. Put that number on the line next to the response, the next most 'like you', the number 2 and the least 'like you', the number 1. For each question, make certain each statement in the space preceding the responses have either a 4, 3, 2 or 1 on the line next to it. Once again, Each question has four responses, each response has a line for you to fill in with the numbers 4 (most like you), 3 (next most like you), 2 (the next like you) and a number 1 (the least like you). Every line must be filled in on the survey if you've done this correctly.

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If you have difficulty answering a question, skip it and come back to it later. All statements must be completed in order to get an accurate score.

Unlike other lessons in this program series, you will not need your notebook or journal to complete the survey.

**Step one:** Read the instructions.

**Step two:** Complete the survey.

**STOP.** It is important to complete the survey before going further.

**Step three:** Get your results. Listen to the video to understand how to self-score correctly.

Score the survey using the self-scoring guide with Directions for Scoring that can be found on page 4 of the Style Survey. You can see that Sections A and B are scored separately. To begin to score your responses, start by going back to look at your answers for Section A on page 2 only. Add up all of your responses next to the letter A in each of the 9 questions on this page. Write that total number on the scoring sheet on page 4, on the line under Section A, right before the letter “E”. Now you go back to page 2 and add up all your “B” responses and put that total number on the line, under Section A, in front of the letter “A”. Next, go back to page 2 and add up all your “C” responses and put that total number on the line, under Section A, in front of the letter “F”. And finally, go back to page 2 and add up all your “D” responses and put the total number on the line, under Section A, in front of the letter “D”. Your answers in Section A should add up and equal 90.

Now, go through the same process for Section B. Start by adding up all your “A” responses from Section B on page 3 and put the total number on the line in Section B, in front of the letter “E”. Next, go back to page 3 and add up all your “B” responses and put that total number on the line in Section B, in front of the letter “A”. Next, go back to page 3 and add up all your “C” responses and put that total number on the line in Section B, in front of the letter “F”. And finally, go back to page 3 and add up all your “D” responses and put the total number on the line in Section B, in front of the letter “D”. Your answers in Section B should add up and equal 90.

Both sections A and B should separately total 90. If they do not, first check your math to see if you made an error. If that doesn’t explain why your total scores in each section don’t equal 90, go back and re-read the instructions for taking the survey on page 1 and re-do your answers as you most likely did not follow the instructions correctly.

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**Step four:** Identify your primary and secondary styles. To do this, look at Section A on the Scoring page 4 and circle your highest number. Most likely it is a number in the 20s or low 30s. This is your primary style. Some people have more than one primary style. Here's how you know if this is you. Look at the rest of your scores in Section A. If you have a second number that is equal to or one or two points lower than your highest number, circle that number as well. This is also your primary style. Here is an example from a client's results so you can see how to score your own.

### Section A

Add up all your "A" responses and put the total on the line. 25 (E)

Add up all your "B" responses and put the total on the line. 23 (A)

Add up all your "C" responses and put the total on the line. 15 (F)

Add up all your "D" responses and put the total on the line. 7 (D)

In this example, 25 is the highest number so we circle it. In addition, 23 is two points away from the number 25, so we circle that number as well. Both 25 and 23 indicate a dual primary style in Section A. Again, some people have one primary style; I even met two people over the last 25 years who had 4 primary styles. This is however, very unusual.

### Section B

Add up all your "A" responses and put the total on the line. 24 (E)

Add up all your "B" responses and put the total on the line. 28 (A)

Add up all your "C" responses and put the total on the line. 9 (F)

Add up all your "D" responses and put the total on the line. 29 (D)

In this example, 29 is the highest number so we circle it. In addition, 28 is one number lower from the number 29, so we circle that number as well. Both 29 and 28 indicate a dual primary style in Section B.

After you've completed and scored your survey, un pause the video for an explanation of what this all means for you.

### FOLLOW UP

Want more help understanding what this all means and how it relates to where you are or where you're going, reach out to me at Wendy Capland, [wcapland@visionquestconsulting.com](mailto:wcapland@visionquestconsulting.com) to schedule a one hour 1:1 Coaching Session. Investment-\$500.