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Please contact us at +1 713 964-9285 for further information.

## **JOHN Q. PUBLIC**

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**This Workbook contains the following topic(s):**

**How to talk to him/her**  
**Biggest mistakes you can make with him/her**  
**Motivating for best performance**  
**LTC: When things get stressful**  
**His/Her learning style**

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# About this Dynamas Dialog Workbook

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## Instructions

### 1. Use the Workbook with another person

The Workbook is designed to be used by two or more people working together. Please don't use it on your own -- you will not get the full benefit of the Workbook if you try to use it by yourself.

### 2. Work with one Topic at a time

If your Workbook contains more than one Topic, work with each Topic separately. Don't try to deal with more than one Topic at a time.

### 3. How to work with each Topic

- For each Topic, find the page that describes you.
- There are checkboxes next to each statement that describes you. Next to each statement is a checkbox. Find two or three statements that you feel best describe you. Put a check in the checkbox next to each of those statements.
- Wait till your Partner(s) have done the same.
- Now take turns telling your Partner(s) why you chose the statements you chose. Tell your Partner(s) why you chose those statements. Let your Partner(s) do the same.
- Now you can discuss the statements you chose. How do the statements affect the way you relate to your Partners? For each Partner, how do the statements that he/she chose affect their relationships with you? Do the statements suggest what your strengths may be? Do they suggest why you might have problems with your Partner(s) from time to time? Are there any changes that you and your Partner(s) could make as a result of your discussions? What might you and your Partner(s) do differently in the future? How can these statements, and your discussions, help you meet your joint goals?
- When you have concluded your discussions, *write what you have learned and what you intend to do in your Action Plan (the last page of this Workbook).*

# Topic 1: How to talk to him/her

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## About this Topic

Remember, a statement appears because it *may* be significant when people work with the respondent, not because it *is* significant. Only the respondent can decide which statements are significant for him/her.

# JOHN Q. PUBLIC: Topic 1: How to talk to him

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Read each of the statements carefully, and then check the two or three statements you feel are most significant

- Get to the point. Don't worry too much about hurting his feelings
  - If the subject's important, talk to him alone
  - Don't be afraid to disagree openly with him as long as he appears to be relishing active debate
  - Don't downplay any difficulties surrounding the matter you are discussing, and don't flatter him. If the project is extremely demanding, say so
  - Keep irrelevant matters to an absolute minimum
  - Encourage him to think "outside the box" if you really want to engage his attention
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Changing careers? [Dynamas can help](#) -- ask your consultant for details. Contact information is above

# Topic 2: Biggest mistakes you can make with him/her

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## About this Topic

Remember, a statement appears because it *may* be significant when people work with the respondent, not because it *is* significant. Only the respondent can decide which statements are significant for him/her.

# JOHN Q. PUBLIC: Topic 2: Biggest mistakes you can make with him

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Read each of the statements carefully, and then check the two or three statements you feel are most significant

- [ ] Beating about the bush with him
  - [ ] Forcing him to participate unnecessarily in group activities
  - [ ] Failing to make it clear exactly who is in charge
  - [ ] Telling him that he has done well when that is not really true
  - [ ] Interrupting when he is concentrating
  - [ ] Making him conform unnecessarily
- 

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Ask your Dynamas consultant about [leadership styles](#). Contact information is above

# Topic 3: Motivating for best performance

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## About this Topic

Remember, a statement appears because it *may* be significant when people work with the respondent, not because it *is* significant. Only the respondent can decide which statements are significant for him/her.

## JOHN Q. PUBLIC: Topic 3: Motivating for best performance

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Read each of the statements carefully, and then check the two or three statements you feel are most significant

- [ ] Likely to be more self-motivated when he is not made to specialize in a particular area of work
  - [ ] Not strongly self-motivated when it comes to hands-on matters
  - [ ] Responds readily to opportunities to influence others directly
  - [ ] Particularly responsive to situations where he can help others
  - [ ] Motivated by tasks involving numbers or statistics
  - [ ] Prefers direct, no-nonsense instructions and encouragement
  - [ ] Is most self-motivated when allowed some time to work alone or with a very small group
  - [ ] Most effective when directed by someone he sees as a natural authority figure
  - [ ] Often rises well to ambitious targets and goals
  - [ ] Let him concentrate -- don't interrupt if it's avoidable
  - [ ] Allow him to be a little unorthodox on occasion
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Dynamas knows [the way to manage key people](#). Details from your consultant -- contact information is above

# Topic 4: LTC: When things get stressful

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## About this Topic

Remember, a statement appears because it *may* be significant when people work with the respondent, not because it *is* significant. Only the respondent can decide which statements are significant for him/her.

# JOHN Q. PUBLIC: Topic 4: LTC: When things get stressful

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Read each of the statements carefully, and then check the two or three statements you feel are most significant

## Giving information

### Giving support

- [ ] When you're under pressure, you can be more domineering than you realize, which makes quieter team members reluctant to talk
- [ ] Under pressure, your level of expectation of your leadership team can start to be seen as unrealistic; you can be tempted to become too critical of yourself and others

### Giving encouragement

- [ ] You may be seen as detached and difficult to know, and too inclined to be too direct and forthright

### Giving reinforcement

- [ ] You can place too much emphasis on individual, competitive achievement and not enough on team effort
- 

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Dynamas shows you [how people influence others](#). Details from your consultant: [contact information is above](#)

# Topic 5: His/Her learning style

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## About this Topic

Remember, a statement appears because it *may* be significant when people work with the respondent, not because it *is* significant. Only the respondent can decide which statements are significant for him/her.

## JOHN Q. PUBLIC: Topic 5: His learning style

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Read each of the statements carefully, and then check the two or three statements you feel are most significant

- [ ] Enjoys projects which involve directly influencing the thinking of other people
  - [ ] Relates well to topics or projects that deal with people, particularly social issues or matters
  - [ ] Likely to grasp numerical concepts quickly
  - [ ] Likes to be dealt with in a straightforward manner in one-on-one dealings with his tutor
  - [ ] Prefers to be instructed in a small-group setting, or even alone where that is possible
  - [ ] Does best when he can see his instructor as a natural authority figure
  - [ ] Self-demanding, and also not infrequently demanding of others: may have high, even unrealistic expectations of his instructor
  - [ ] Fundamentally more concentrative than may sometimes be realized: needs opportunities to focus his attention for best performance
  - [ ] Stimulated to a greater extent than people sometimes realize by unorthodox or unusual ideas
- 

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Dynamas knows [the way to manage key people](#). Details from your consultant -- contact information is above

# An Action Plan

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All the discussions you have had with your Partner(s), and all the commitments you may have made with respect to changes, will come to nothing unless you create a plan to bring those changes about.

Create your Action Plan by thinking about what you have experienced while working with this information and your Partner(s).

**What have you learned from this experience? What are you going to do differently? How will you *know* you have done what you commit to do here?**