



# Maximize the Power

## A Guide to Kolbe<sup>®</sup> Best Practices



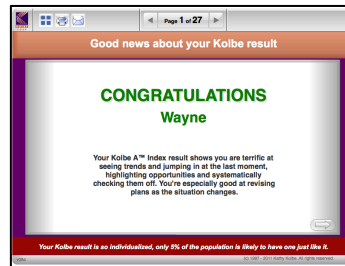


# Deepen Your Learning

## Review Your Kolbe Report

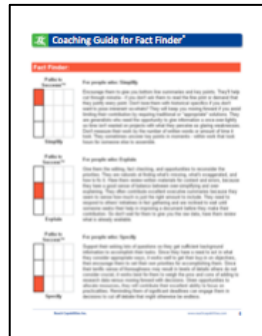
Review your Kolbe report and highlight the key points that apply to your personal profile score. There are 13 pages of explanation to help you interpret your placement on each of the 4 action mode continuums. You may also wish to review the on-line report and listen to the audio comments narrated by Kathy Kolbe.

- Go to: [www.warewithal.com/kolbereports/](http://www.warewithal.com/kolbereports/)
- Select Report: Index A
- Skip the request for Account Number
- Fill in your first and last name
- Enter your 4 Kolbe digits
- Click "Continue"



## Revisit Your Workshop Materials

There are many useful recommendations included in your Team Success Workshop and Kolbe Bottom Line booklets. Pay particular attention to the Coaching Guide pages that provide direction on how to interact with peers, team members, and supervisors. Consider what **they** need, validate what **you** need, and make time to discuss the similarities and difference so you can enhance your working relationships.



## My Kolbe Illustrator™

Write down personal examples of where your natural Kolbe MO was clearly demonstrated. How did you approach a particular project, make a major purchase decision, plan your vacation, or solve a specific problem? Can you give examples for your score on each of the 4 Action Modes. Request a copy of the My Kolbe Illustrator™ worksheet to guide you. Take the challenge of creating a Twitter-like 140 character summary of your Kolbe Profile.





# Leverage Kolbe With Others

## Team Productivity Report

The Team Productivity Report is a wonderful tool that depicts the diversity of talent within any team. Ideal synergy is achieved when each of the 12 Kolbe Strengths is appropriately represented within a team. Though the majority of teams may not have the perfect distribution (25% Preventative, 50% Accommodating, 25% Initiating) in any of the 4 action modes, we can confirm the potential for success when taking action and build awareness of possible challenges and solutions. Refer to the Team Success Workshop booklet for questions you may ask when there are Missing Methods within a team and use the blank team Productivity Report to assess any group of people brought together to work on projects and committees.

	Fact Finder	Follow Thru	Quick Start	Implementor	Your Team Synergy	Ideal Synergy 'Team'
1-3 (short) Preventative Resistant	0%	9%	26%	83%	29%	25% (± 5%)
4 - 6 Accommodating Responsive	43%	70%	48%	13%	43%	50% (± 5%)
7-10 (long) Initiating Insistent	57%	22%	26%	4%	27%	25% (± 5%)

Fact Finder	Follow-Thru	Quick Start	Implementor
<ul style="list-style-type: none"> <li>•Is there a way to summarize?</li> <li>•What are the key points?</li> <li>•How do we cut through the confusion?</li> <li>•In general terms, what are the issues?</li> </ul>	<ul style="list-style-type: none"> <li>•What's the shortest route?</li> <li>•What can we skip and still get done?</li> <li>•Can we move on and leave the rest to others?</li> <li>•Can we do something else - come back to this?</li> </ul>	<ul style="list-style-type: none"> <li>•Are we trying to do too many things at once?</li> <li>•Can we eliminate some of the variables?</li> <li>•Is this too risky?</li> <li>•Will our solution cause turmoil?</li> </ul>	<ul style="list-style-type: none"> <li>•Do we need to actually build it?</li> <li>•Can we do it by phone?</li> <li>•What will happen if we do it with less expensive materials?</li> </ul>
<ul style="list-style-type: none"> <li>•What are the pros and cons of this?</li> <li>•What's the top priority?</li> <li>•What does the research show?</li> <li>•Where do we get the expertise?</li> </ul>	<ul style="list-style-type: none"> <li>•What's the worst-case scenario?</li> <li>•What are the time frames?</li> <li>•How do we integrate this into what's already in place?</li> <li>•Does it fit the budget?</li> </ul>	<ul style="list-style-type: none"> <li>•What is the bottom line?</li> <li>•What will get people's attention?</li> <li>•How can we do it differently than we've done it before?</li> <li>•What will happen if we experiment?</li> </ul>	<ul style="list-style-type: none"> <li>•What will make this a long-lasting solution?</li> <li>•How do we keep it from breaking?</li> <li>•Are there other materials that would be helpful?</li> <li>•How can we demonstrate that this will work?</li> </ul>

## Communication Methods

Communication methods based on Kolbe theory allow you to prepare for one-on-one conversations or group presentations. Refer to page 11 of your Kolbe report or view the "House for Sale" exercise in your Team Success booklet. Consider how you should prepare, what methods best suit you and then consider your audience. Your authentic "voice" is your natural, conative way of expressing your thoughts and feelings. Communicating in contrary ways will be less effective. You need to save your best methods of communication for the highest impact situations.

## Meet and Compare Notes

Meet with your supervisor and others on your team and compare notes. Share the key points that you have learned about yourself and try to express yourself in terms of "what I need" in order to take action and how you can best work collaboratively. Be sure to discuss the similarities as much as the differences. Are there ways you can barter or borrow from the natural talents of others to ensure a better outcome? Remember, when two people have a 4+ point spread on any action mode, the potential for conflict may exist. The fastest remedy is to talk it through and to acknowledge the value of differing methods.

## Share Your Scores

Many other people in the organization have completed their Kolbe Profiles. Offer to share your scores in exchange for theirs. Not only will this open up great dialogue, but you will now be able to converse in the shared language of Kolbe for mutual understanding and success.



## Quick Tips

- ❑ As you consider your own Kolbe Profile, seek to do more of “what you do most naturally” and delegate some of your job responsibilities to maximize your own success and job satisfaction. You may want to barter or partner with others to share tasks that suit each other best.
- ❑ Make time to understand your peers, your boss, and your team members. How do they naturally “get things done” and how does that differ from you?
- ❑ Prepare to adjust your coaching approach considering the various profiles.
- ❑ Where possible, assign tasks that align best with a person’s natural methods. For example, things that require planning and structure may best be handled by an initiating Follow Thru vs. assigning projects requiring thorough analysis to initiating Fact Finders.
- ❑ When dealing with employees that have the right attitude and drive, but seem to be spinning their wheels in a particular role, consider a new role or restructure their job accountabilities as a way of improving productivity and satisfaction?
- ❑ Display your Kolbe desk-top easel in your office where all can see. You will find people stopping to consider this as they enter into a discussion. It will also be a personal beacon to remind you of your natural methods so that you can be most efficient and productive.
- ❑ When gathering people for team meetings, ask all participants to bring their desk-top easels to remind them of the diversity at the table. Communication will improve and you will be able to consider how to distribute roles and tasks by considering each member’s profile.
- ❑ Where possible, create synergistic teams for committees and projects using the Team Productivity formula or by simply selecting people that have differing natural methods.
- ❑ Create a pre-meeting huddle where people share anecdotes of how they have altered their approach personally or with others using the Kolbe wisdom.
- ❑ As you build your personal development plans, consider how you can best find roles that will allow you to utilize your natural capabilities.
- ❑ When preparing for interviews or exploratory meetings, review your Kolbe Profile Report and gather your thoughts on how you might be able to tell your story. You can also prepare questions for the interviewer to determine the suitability of a particular role.
- ❑ Though Kolbe is ideal for self-awareness and mutual understanding in the office, it is also a wonderful tool to use in our personal life with family and friends. It can be useful to divide tasks at home or choose the right hobby or pastime that will bring overall life satisfaction. You may wish to have your spouse/partner, and children complete their Kolbe profiles.

**For more information on Kolbe and other services provided by Reach Capabilities Inc., please visit us at [www.reachcapabilities.com](http://www.reachcapabilities.com) or send an email to [info@reachcapabilities.com](mailto:info@reachcapabilities.com)**

