Action Plan for Collaboration

1. Identify the type of person you’re dealing with

<table>
<thead>
<tr>
<th>FAST (1)</th>
<th>or</th>
<th>SLOW (2)</th>
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<tbody>
<tr>
<td>DATA (3)</td>
<td>or</td>
<td>PEOPLE (4)</td>
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</table>

1 + 3 = Taskmaster
1 + 4 = Enthusiast
2 + 3 = Rational
2 + 4 = Friend

2. Know how you will need to adapt.

<table>
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<tr>
<th>THEM</th>
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<tbody>
<tr>
<td>Enthusiast</td>
</tr>
<tr>
<td>Liven up</td>
</tr>
<tr>
<td>Talk about people</td>
</tr>
<tr>
<td>Talk about data</td>
</tr>
<tr>
<td>Slow down</td>
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<tr>
<td>Slow down</td>
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3. Special considerations might be:

- Discomfort about socioeconomic differences
- Discomfort about academic differences
- Discomfort about authority figures
- Racial, religious or cultural differences
- Fear of being judged as a caregiver
- Their own trauma history
- Other:

<table>
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4. Prepare to meet.

They are RATIONAL so I will:

Let them SAVE FACE. Be ACCURATE. MAGIC WORDS: You’re right.

My solution is the best because (use facts) ____________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

They will need data and evidence. Here are some I’m willing to offer: _________________

_______________________________________________________________________________

_______________________________________________________________________________

***I must be prepared for them to have a hard time settling on the “right” decision. ***

They are a FRIEND so I will:

Let them save RELATIONSHIPS. Be AGREEABLE. MAGIC WORDS: We agree.

My solution will help people get along and/or reduce conflict by _______________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

They will need assurances and guarantees. Here are some I can offer: _________________

_______________________________________________________________________________

_______________________________________________________________________________

***I must be prepared for them to change their mind after our meeting ends. ***
They are a TASKMASTER so I will:

Let them save TIME. Be EFFICIENT. MAGIC WORDS: We will do this right.

My solution will produce effective outcomes by ________________________________

__________________________________________________________________________

__________________________________________________________________________

They will need options and probabilities. Here are some I can offer: ____________________________

__________________________________________________________________________

__________________________________________________________________________

***I must be prepared for them to try to run the show and make decisions too quickly. ***

__________________________________________________________________________

They are an ENTHUSIAST so I will:

Let them save EFFORT. Be INSPIRED. MAGIC WORDS: We will make a difference.

My solution will be meaningful because ________________________________

__________________________________________________________________________

__________________________________________________________________________

They will need testimony and incentives. Here are some I can offer: ____________________________

__________________________________________________________________________

__________________________________________________________________________

***I must be prepared for them to be sensitive and not follow through on all the details. ***