

**COMPLETE INTELLIGENCE™**

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**Emergenetics®  
Toolbox**

**Tips for Applying  
Emergenetics® at Work**

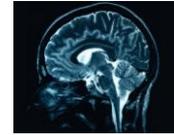
The Emergenetics® Toolbox contains charts that illustrate important Emergenetics® concepts on one page for easy reference. Topics include tips for helping you understand yourself, to interact with others, and to apply Emergenetics® in a business context. Once you are familiar with the Emergenetics® principles, there is no limit to the ways in which you can apply them.

- ▶ How Do You Think and Behave When You Receive Feedback from a Supervisor?
- ▶ Communicating with Others
- ▶ How to Develop Better Communications With Your Direct Reports
- ▶ How Each Emergenetics® Attribute Listens
- ▶ How Each Emergenetics® Attribute Prefers to Receive Recognition
- ▶ The Emergenetics® Approach to Conflict Management
- ▶ How to Make the Perfect Emergenetics® Presentation
- ▶ The Emergenetics® Approach to Running the Perfect Meeting
- ▶ The Emergenetics® Approach to Making a Decision
- ▶ The Emergenetics® Approach to an Implementation Plan
- ▶ The Emergenetics® Approach to Change

Toolbox Charts can be found in the book  
*“Tap into the New Science of Success – Emergenetics®”*  
by Geil Browning, PhD

## Emergenetics® Context

- ▶ **There is brilliance in every brain.**



- ▶ **One attribute is not better or worse.**

- ▶ **Lack of preference does not mean lack of skill.**



- ▶ **Preferences are not an excuse to avoid using the rest of your brain. No Whining.**

- ▶ **We are complex human beings, Emergenetics® describes one facet.**



- ▶ **Profiles can change over time.**

- ▶ **Work through your strengths!**



## How Do You Think and Behave When You Receive Feedback from a Supervisor?

### Analytical

- Does this feedback make sense?
- Is it accurate?
- Who gave the information and is she or he credible?
- Is there evidence to warrant this?
- Does my reward match my feedback?

### Conceptual

- How does this feedback fit with the totality of my work?
- Do I take this personally or is it for a cause?
- What impact will this have on my future?
- How do I move forward?
- How does this feedback connect to broader concepts or themes?

### Structural

- Was this feedback timely?
- Did it follow established procedures?
- Did I receive a copy in writing?
- Is it clear?
- Is there an action plan?

### Social

- Was this fair?
- Are my feelings hurt by this?
- Do I feel supported by this feedback?
- What impact will this feedback have on my relationship with my supervisor?
- How will this feedback affect my relationships with coworkers, customers, or team in the future?

### EXPRESSIVENESS

- Do you show no reaction?
- Do you reflect quietly?
- Do you share your thoughts with coworkers?
- Do you react verbally?

### ASSERTIVENESS

- Do you respond in a deliberate manner?
- Do you internalize your feelings?
- Do you respond forcefully?
- Do you interrupt with questions?

### FLEXIBILITY

- Do you think, "why do I have to change?"
- Do you say, "Give me a good reason!"
- Is this something you'd be willing to try for a while?
- Is there another way to look at this?

## Communicating with Others: How to Talk or Write to Someone Who is...

### Analytical

- Suggest alternatives to analyze and choose from.
- Limit small talk.
- Get to the point.
- Speak Concisely.
- Document theory with facts.
- Establish your credentials.
- Focus on solving the problem

### Conceptual

- Brainstorm.
- Use metaphors.
- Allow for digressions.
- Give the big picture – skip the details.
- Move quickly from subject to subject.
- Ask them to envision, imagine, etc.
- Put no boundaries on their conversation.
- Be loose.

### Structural

- Give lots of details.
- Be formal and traditional
- Be systematic, exact, prepared.
- Be neat
- Stay on point.
- Help them bridge from the old to the new.
- Be sequential.

### Social

- Be sensitive.
- Tell stories.
- Be a good listener.
- Focus on the person.
- Lighten up.
- Be empathetic.
- Say, "I like you".

### EXPRESSIVENESS

Watch the amount of energy you use in verbal and non-verbal communication, such as dramatic facial expressions & expansive movements vs. subtle expressions & movements.

### ASSERTIVENESS

Watch the amount of energy you use in stating your opinion, either mildly or vehemently.

### FLEXIBILITY

Be willing to accommodate the thoughts and actions of others – unless you choose to dig in your heels about something.

## How to Develop Better Communications With My Direct Reports

### If your direct report is **Analytical**

- Begin by noting your objectives for the conversation.
- Stay on topic.

### If your direct report is **Conceptual**

- Ask open-ended questions.
- Allow digressions to occur in your conversation.

### If your direct report is **Structural**

- Have an outline with questions.
- Have a set schedule and finish on time.

### If your direct report is **Social**

- During your conversation, take some time to talk about something other than work.
- Ask about the person's interests outside of work.

- Practice listening. **EXPRESSIVENESS** • Use expansive/open gestures and statements.

- Practice giving complements. **ASSERTIVENESS** • Make these conversations a priority.

- Don't interrupt. **FLEXIBILITY** • Expect course correcting.

## How Each Emergenetics® Attribute Listens

### Analytical

- Give me the key facts only.
- Get to the point.
- I'll ask if I want details.

### Conceptual

- Give me a synopsis.
- Capture my imagination.
- I prefer metaphors.

### Structural

- Give me all the details.
- Give me all of the facts organized.
- I'll listen as long as it takes.

### Social

- Give me facts about people.
- I will respond to emotion and feeling.
- Tell me a story.

- I will listen attentively. **EXPRESSIVENESS** • I find it hard to be quiet.

- I appear neutral. **ASSERTIVENESS** • I may interrupt to ask questions.

- I prefer information delivered in a specific way. **FLEXIBILITY** • I am receptive to information in many ways.

## How Each Emergenetics® Attribute Prefers to Receive Recognition

### Analytical

- Efficiently
- In writing

### Conceptual

- Whimsical
- Imaginative

### Structural

- Timely
- Specific to the task

### Social

- In person and heartfelt
- Fairly

- One-on-one

**EXPRESSIVENESS** • Public recognition

- You tell me when

**ASSERTIVENESS** • They'll tell you when

- The way I want it

**FLEXIBILITY**

- Any way is fine

## The Emergenetics® Approach to Conflict Management

### STEP 2: Analytical

- With your Analytical brain, give an accurate report of the situation about which both parties can agree.

### STEP 3: Conceptual

- With your Conceptual brain, brainstorm solutions together.

### STEP 4: Structural

- With your Structural brain, select the best solution, determine the steps that need to be taken, and establish a timeline.

### STEP 1: Social

- Start with your Social brain. Say something empathetic and listen to their point of view.

### EXPRESSIVENESS

Be aware of the energy you use to articulate your points.

### ASSERTIVENESS

Be aware of the energy you use to establish and maintain your position.

### FLEXIBILITY

Be aware of your willingness to switch gears until you have successfully resolved the issue.

## How to Make the Perfect Emergenetics® Presentation to Someone Who Is...

### Analytical

- Present the budget in numbers.
- Use one pen color.
- Print or type.
- Engage a credible speaker.
- Give value for time expended.
- Keep a quick pace unless they ask for the details – make sure you have the details.
- Provide written information and materials to review in advance.

### Conceptual

- Present budget in pictures.
- Use color.
- Provide a change every 10 to 15 minutes.
- Leave something to the imagination.
- Provide an overview and a summary.

### Structural

- Provide an agenda.
- Address the details.
- Show neatness and order.
- Set off key information.
- Offer implementation steps.
- Include an action plan.

### Social

- Establish rapport with audience.
- Make eye contact.
- Use stories, parables, vignettes.
- Show emotion.
- Show how information applies to audiences.
- Show how information applies to you.

### EXPRESSIVENESS

- No role playing.
- Allow attendees to express themselves.

### ASSERTIVENESS

- Keep a steady pace.
- Challenge thinking.

### FLEXIBILITY

- Make no errors.
- Acknowledge errors and move on.

## The Emergenetics® Approach to Running the Perfect Meeting.

### Analytical

- Begin and end on time.
- State objectives up front.

### Conceptual

- Brainstorm.
- Suspend judgment.

### Structural

- Follow the agenda.
- Create an action plan.

### Social

- Build rapport in group.
- Include everyone in the discussions.

- Provide a quiet moment to reflect.

### EXPRESSIVENESS

- Change seats.

- Gently encourage quiet members to speak.

### ASSERTIVENESS

- Encourage drivers to listen.

- Stay on task.

### FLEXIBILITY

- Facilitate to include all ideas.

## The Emergenetics® Approach to Making a Decision

### Analytical

- With your Analytical brain, gather data and information, and consider the issue from different angles. Make a list of pros and cons for each solution.

### Conceptual

- With your Conceptual brain, consider the big picture and look for creative opportunities. Wait for a solution to float to the surface. Make a list of options.

### Structural

- With your Structural brain, consider what rules and constraints exist. Think about risks and consequences. Make a timeline.

### Social

- With your Social brain, consider how different solutions will affect the values and feelings of others. Use your gut instinct. Make a list experts to consult.

### EXPRESSIVENESS

How much energy are you bringing to solutions that are new and different?

### ASSERTIVENESS

How much energy are you focusing on driving toward the decision?

### FLEXIBILITY

How much energy are you using to generate different choices?

## The Emergenetics® Approach to an Implementation Plan

### Analytical What?

- Set clear objectives.
- Provide analysis.

### Conceptual Why?

- Connect to goals.
- Provide vision.

### Structural Where/When?

- Work out logistics.
- Provide steps.

### Social Who?

- Create a roster.
- Provide a communication plan.

- Allow members to work quietly.

### EXPRESSIVENESS

- Allow discussions throughout.

- Will move with the pace of the others.

### ASSERTIVENESS

- Prefers to set the pace.

- Will want to control the direction.

### FLEXIBILITY

- Will respond to the direction of others.

## The Emergenetics® Approach to Change

### Analytical

- With your Analytical brains, reflect on your goal and analyze why it is important.

### Conceptual

- With your Conceptual brain, imagine what it will be like when you have accomplished this goal. Paste a picture and develop a concept word, or write a concept statement for motivation.

### Structural

- With your Structural brain, write down 21 steps for accomplishing your goal. Connect these steps to actions you will take every day.

### Social

- With your Social brain, identify people who will help you or benefit from your success.

- Tell one friend about your goal.

### EXPRESSIVENESS

- Tell the world about your goal.

- Slow and steady wins the race.

### ASSERTIVENESS

- Maintain your commitment for 21 days.

- Take it day-by-day.

### FLEXIBILITY

- Be open to changing your plan, as long as you take action every day.