



Adaptability: Adapting Your Style

One of The Institute's **worksheets** series, to help you improve your leadership skills and capability, making you a better leader

This worksheet, based on the Spotlight 'Adapting Your Style,' will help you focus on adaptability as a leadership skill and how models of behaviour and situational leadership are key to understanding and practising adaptability.

You should take approximately **two hours** to complete this worksheet and read the accompanying Spotlight

What is Adaptability?

Use the table below to select TRUE or FALSE for each statement and explain the reasons for your choice:

	True or False	Why?
'Adaptability' means always being ready to change your approach the moment your manager suggests it		
Listening to other people is as important as giving instructions when working in a new situation		
There is no need to try and adapt your leadership style if you lead in a way that suits you and you are comfortable with it		
Successful leaders adapt their style to the situation		
When you need to adapt your approach keep people informed, even if this initially slows you down		

Adaptability in the Workplace

Identify three recent situations at work where you had to adapt and explain how you adapted and why:

	Situation	How adapted:	Why?
1			
2			
3			



Worksheet

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What do you see about yourself when you re-read your answers to the task above? Is there anything you would want to do differently, start doing, or stop doing, in future?

Describe a situation that has happened within your team where a 'telling' leadership style was most appropriate, and explain why:

Describe a situation that has happened within your team where a 'delegating' leadership style was most appropriate, and explain why:

The DISC Model of Behaviour

Looking at the DISC model, what would you say is your main way of behaving? What evidence do you have for this?

<div>D</div>	<div>I</div>	Evidence?
<div>S</div>	<div>C</div>	

Identify somebody in your team who has a different main way of behaving. **How would you communicate to them** that an important deadline that affected them has suddenly been moved forward without notice and is now an urgent priority? **What would be your rationale**, based on your different main ways of behaving?

<div>D</div>	<div>I</div>	How would you communicate the change?	Rationale:
<div>S</div>	<div>C</div>		

Review

How would you start a conversation to persuade a colleague that adaptability is a key leadership skill?

All references are cited in The Institute of Leadership (2018) 'Spotlight on Adapting Your Style'

Achievement – Adaptability – Adapting Your Style

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