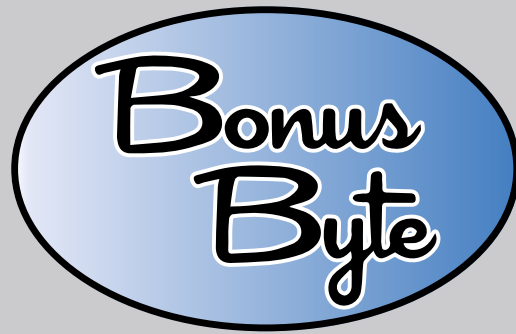


# BUD

# TO



# BOSS

**Tips for Communicating with Cautious  
Individuals Cautious Other More Effectively**

# TIPS FOR COMMUNICATING WITH CAUTIOUS INDIVIDUALS CAUTIOUS OTHER MORE EFFECTIVELY

by Guy Harris

If you do not have strong cautious traits, understanding how to communicate with someone who does have these traits can sometimes be difficult. Here are a few practical tips to help you better adapt your communication strategies.

Remember to ...

- Speak calmly.
- Give them time to prepare before you ask for their input.
- Be careful with your hand gestures and facial expressions. People with cautious traits can be distracted or frustrated by highly expressive body language – rapid hand movements, pointing fingers, etc .
- They might perceive these body language clues as an overly emotional response.
- Give them details in addition to big-picture concepts.
- Keep your focus on logic, reason, quality and value over emotion and excitement.
- Be prepared to answer questions. Give them resources to get their own answers if you don't have one.
- Use research, data and third-party sources to validate personal opinions or perspectives you offer.

Your relationship with the person and the environment you are in always affects how you communicate; however, here are some examples of how to speak so that a person with cautious traits finds it easier to engage with and listen to what you have to say:

- “This approach is based on research done by , and it will improve our operations by ...”
- “That is a really good question. Rather than give you a partial answer, I'll go research it and get back to you this afternoon.”
- “If you would like to check this idea on your own, it is referenced in this procedure/website/book.”
- “I would like your input on at the meeting this afternoon. Can you be ready to give me your thoughts when the time comes?”

These tips are suggestions to help you adjust your communication to better fit a person with strong cautious traits. As you apply these tips, remember that everyone is a blend of all four traits and that few people are easily represented by only one style. For example a person with mostly cautious and dominant traits will perceive things a little differently than a person with mostly cautious and supportive traits.

Remember also that the intensity or strength of any trait also affects how people see, hear and interpret the messages they receive. For example, a person with a very high degree of cautious traits will likely see things a little differently from someone with only moderately high cautious traits.

Ultimately, you need to understand *the whole perspective* of any person you want to communicate with effectively. These tips should help you get “in the ballpark.”

# ABOUT BUD TO BOSS

*Bud to Boss* provides new leaders and organizations looking to develop new leaders with insight, resources and powerful learning opportunities designed to specifically address the challenges of successfully transitioning from peer to leader.

To speak with someone about how we can help you or your organization, send a note to **info@BudtoBoss.com** or call the number on this page.

You can learn more about us at:

**BudtoBoss.com**

Our products and services include:

- Books & Learning Resources, including the best-selling book *From Bud to Boss*
- Classroom & Virtual Workshops
- The Bud to Boss Toolkit eLearning Course
- A Variety of Enterprise Solutions including Onsite Training and Certification



@BudtoBoss



@FromBudtoBoss

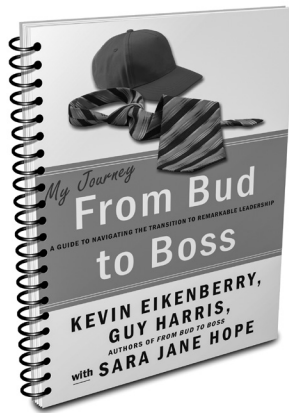


/ BudtoBossOfficial

---

**The Kevin Eikenberry Group**  
8021 Westover Drive  
Indianapolis, IN 46268

**(317) 387-1424**

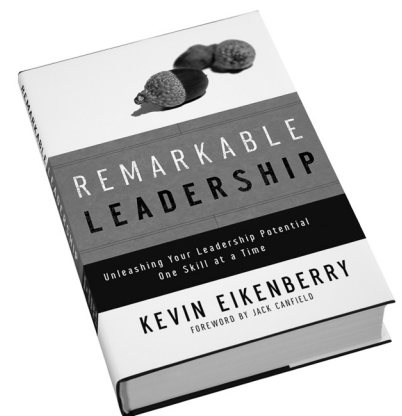


## My Journey From Bud to Boss

A companion volume to the From Bud to Boss book, the Journey is a workbook designed to help you apply the knowledge gained to actual work experiences. It includes activities, questions, and exercises designed to take you beyond the concepts introduced to you during the Workshop or the book. And while this book is completely designed to be written in, all of the templates and tools are available in both PDF and Word document form so that you can use them over and over.

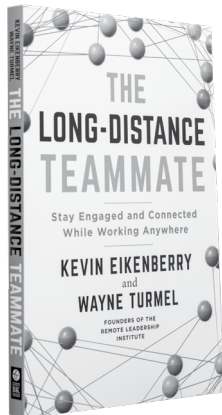
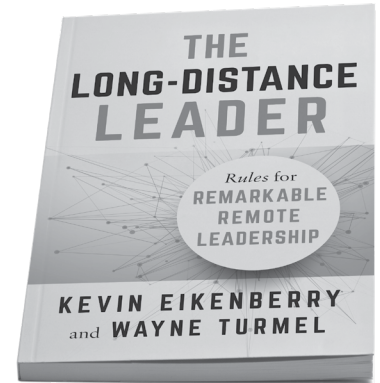
## Remarkable Leadership

is a practical handbook written for anyone who wants to hone the skills needed to become a remarkable leader. This book outlines a framework and a mechanism for both learning new things and applying current knowledge in a thoughtful and practical way. It explores real-world concerns such as focus, limited time, incremental improvement, and how we learn.



## The Long-Distance Leader

is a practical, candid look at what it takes to lead people, projects and teams in today's dispersed workplace. The book showcases 19 rules for being a remarkable remote leader, and offers practical models, tools, and best practices to tackle the real-world challenges from how we work and communicate virtually.



## The Long-Distance Teammate

Written by the founders of the Remote Leadership Institute, this book is the most authoritative single resource for helping remote workers get work done effectively, build relationships that are both productive and satisfying, and maintain a career trajectory when they are not in constant close contact with their leader, coworkers, or the organization in general.

Check out our website for additional leadership resources including our free video training series, blogs, newsletters, podcast and more!

**[BudtoBoss.com/resources](https://budtoboss.com/resources)**