



TYPEFINDER

INFP

FOR THE WORKPLACE

REPORT FOR

HOW THIS REPORT CAN HELP YOU

This report uses your results on the TypeFinder assessment to describe how you are likely to approach and deal with various situations in the workplace. The TypeFinder assessment is based on the theory of personality types developed by Katharine Cook Briggs and Isabel Briggs Myers, who were students of the work of psychologist Carl Jung.

Personality typing posits that many of the valuable differences between people that are observed in everyday behavior are the result of natural personality preferences. If these differences can be appreciated and understood, people can discover new ways to work and interact with others more effectively.

Specifically, this report will help you:

- Discover how your personality preferences guide you in the workplace
- Improve teamwork and communication as you gain awareness of those who may approach projects and decisions very differently to you
- Acquire more successful strategies for approaching and resolving conflict
- Explore the leadership style you use in a professional setting and how others might perceive and react to it
- Identify the most and least helpful ways for dealing with stressful situations
- Open up opportunities for development and growth

As you read this report, bear in mind that the TypeFinder assessment identifies your natural preferences, not learned skills or abilities. Regardless of your level of accomplishment in certain tasks, you will work better and be more satisfied if you are able to work in a way that complements your natural preferences. If you have to work outside your natural work style for long periods, you may find yourself becoming more anxious, and less productive as a result.



YOU'RE AN INFP

INFP stands for Introverted, Intuitive, Feeling, Perceiving. Each letter of your personality type describes a key aspect of who you are.

I

INTROVERSION

Your Energy Style

- Composed
- Self-reliant
- Reserved
- Thoughtful

Your energy style is Introversion (in contrast with Extraversion). This dimension describes how you manage your energy.

Introverts are energized by being quiet, reflective, and calm. They maintain a distance from the outside world and prefer to conserve their energy rather than expend a lot of effort seeking excitement.

You enjoy:

- Contemplating ideas and experiences
- Being in calm surroundings
- Exploring a subject in depth
- Reflecting on thoughts or feelings
- Maintaining distance and privacy
- Quiet and solitude

N

INTUITIVE

Your Cognitive Style

- Creative
- Imaginative
- Idealistic
- Innovative

Your cognitive style is Intuition (in contrast with Sensing). This dimension describes how you process information.

Intuitives process information in an abstract, imaginative way. They focus on ideas and concepts that cannot be directly observed.

You like to focus on:

- Observing patterns and connections
- Interpreting meaning
- Imagining potential
- Ideas and concepts
- Innovation and creativity
- Possibilities for the future

F

FEELING

Your Values Style

- Empathetic
- Sensitive
- Ethical
- Authentic

Your values style is Feeling (in contrast with Thinking). This dimension describes your orientation to personal values.

Feelers value empathy, cooperation and compassion. They believe that everyone has a responsibility to take care of those around them.

You are concerned with:

- Acting out your ideals
- Engaging your emotions
- Considering the impact on people
- Seeking harmony and appreciation
- Serving others
- Making authentic decisions

P

PERCEIVING

Your Self-Management Style

- Flexible
- Accepting
- Tolerant
- Open-minded

Your life style is Perceiving (in contrast with Judging). This dimension describes how you organize your life.

Perceivers like freedom and spontaneity. They have a carefree attitude towards life and would rather be flexible than structured.

You prefer to:

- Follow the whims of the moment
- Make the rules up as you go
- Have the freedom to be flexible
- Brainstorm options
- Do things when inspiration strikes
- Go with the flow and enjoy surprises



TRUITY

YOUR PERSONALITY AT WORK

As an INFP, you are thoughtful, considerate, loyal, imaginative and flexible, and typically private and reserved. You have an idealistic approach to life and will passionately pursue the projects you believe in. Deeply sensitive to the needs of others, you focus your work efforts on the betterment of those around you, reducing conflict and helping coworkers find their own path. Traditional work environments may stifle you, however, since you would rather be true to yourself than try to fit in with the crowd.

Key motivators

- Using your insight to promote the development of others
- Making a contribution
- Searching for meaning within yourself
- Championing causes you care about

Core values

- Creativity
- Authenticity
- Loyalty
- Personal growth

Ideal work environment

- You work better in a creative, casual and unconstrained environment that focuses on ideas and possibilities
- You work best when you have full autonomy to choose your own tasks and set your own timeframes
- You crave a courteous, harmonious environment in which people are not judged for their actions and no one is overly competitive
- You feel constrained by structure and prefer to be mentored or supported rather than supervised

Preferred work tasks

- Exploring and developing new and original solutions to problems
- Supporting, nurturing and empowering others
- Working on fun and interesting projects, free from mindless routines
- Engaging with causes that feel important to you

Things you contribute to the organization

- Presenting new approaches to projects
- Easily seeing the best in people and identifying how their talents can support the organization's goals
- Improving team relations
- Acting as the organization's conscience



WORKING WITH A TEAM

INFPs are skilled at anything to do with people, whether that is supporting them, training them, motivating them, counseling them or making special use of their talents. You enjoy working in teams, despite your individualism, although you do expect team members to be as cooperative, supportive and flexible as you. Encouraging and imaginative, you inspire team members to consider new possibilities, providing provocative ideas and the long-range viewpoint. Assertiveness can be a problem, however, since you are reluctant to give negative feedback.

You help your team by...

- Quietly influencing people by focusing on the group's ideals and values
- Accepting others without question
- Offering lots of praise and encouragement
- Motivating team members to achieve more than they thought they could
- Encouraging an open, supportive exchange of ideas

You may irritate others by...

- Becoming attached to your own values even if the cause is not shared by the team
- Becoming irritated with team members who you perceive to be uncaring, inflexible or overly serious
- Trying to please team members; having difficulty saying "no"
- Becoming so caught up in the possibilities that you fail to make sure your ideas are grounded and realistic

Action steps for better teamwork

- Be careful that you do not become too attached to a dream or non-shared value that you ignore conflicting viewpoints or the current facts
- Try to develop a realistic view of co-workers since it is not always beneficial to focus on the positive and ignore the negative
- Be practical and find ways to bring your ideas down to earth
- Consider taking assertiveness training to help you stand up for yourself and deliver the hard messages



COMMUNICATING WITH OTHERS

INFPs are attentive listeners who are always willing to lend a compassionate ear. You communicate in an encouraging and supportive way, preferring one-on-one communication to group situations so you can build a deep sense of trust. Although you appreciate other people and their ideas, you may be reserved about sharing your own opinions with people you do not know well. Others may find it difficult to understand how you really think and feel.

Key communication strengths

- You listen attentively, getting a clear understanding of your communication partner's wants and needs
- You relate information to personal experiences, giving people a clear view of the possible outcomes of a situation
- You think before speaking so your ideas are usually well thought out
- You excel at written communication and/or when you have the time to research and ponder your words

Areas of possible misunderstanding

- You may annoy colleagues by talking through issues in a roundabout way, never quite getting to the point
- When speaking, you typically use metaphors, analogies and other abstract language that others may not understand
- You get irritated by constant interruptions and others who want to talk when you do not
- You often keep your opinions to yourself and may need to be drawn out

Action steps for improving communication

- Schedule discussions in advance and ask for a memo so you have plenty of time to consider important issues
- Learn to communicate practically, presenting information in a logical order and using pros and cons where necessary
- Learn to directly communicate your opinions; write these down beforehand to keep you on track
- Try to be more outwardly communicative since sharing your ideas with people will help you to accomplish your goals



MANAGING CONFLICT

INFPs tend to regard conflict as a personal failing and work extremely hard to build a harmonious work environment. You are extremely loyal to the people in your organization and perceive nuances in relationships that others may not see; these abilities enable you to spot and diffuse tension before it escalates. When conflict does erupt, your instinct is to ignore it. Confrontation is stressful for you, and you generally will use it only as a last resort.

You help others by...

- Fostering an atmosphere of cooperation and harmony
- Working hard to reach consensus through negotiation, collaboration and compromise
- Ensuring that each person's values and opinions are respected
- Showing great kindness and respect as you work toward resolution

You irritate others by...

- Seeking to please others so much that you fail to give honest feedback or criticize poor behavior
- Failing to offer any logical analysis of the situation
- Compromising too early and/or being satisfied with only partial resolution of a conflict
- Harboring resentment against those who caused the conflict

Conflict may be triggered by...

- Challenges to your values
- Frustration with protocols and systems that inhibit your creativity
- Having your opinions ignored or not taken seriously
- People you care about becoming upset

Action steps for conflict management

- Recognize that conflict is normal and can be a healthy way of bringing about positive change
- Learn to look at a situation objectively, considering the facts of an argument as well as the impact on people
- Intentionally provide critical feedback whenever it is deserved
- Be clear on what everyone wants and needs at the outset to avoid compromising too readily
- Accept that not all conflicts can be resolved amicably and sometimes it is better to draw a line under the situation and move on



TAKING THE LEAD

INFPs are subtle and reluctant leaders who usually prefer to work behind the scenes. In a leadership position, you focus on the needs of people and work hard to improve their situation. Your biggest contribution as leader is your ability to gather dedicated people around a shared vision. In the long-term, your goal is to build a creative organization known for its creativity, vision and values.

How you inspire others

- You have a vision for the organization and work doggedly towards it
- You identify the potential in people and encourage them to be the best they can be
- You promote a climate of creativity, always inviting team members to consider new possibilities
- You encourage others to pursue their ideals and inspirations

How you make things happen

- You are not interested in controlling people, preferring to give employees the flexibility and freedom to do things their own way
- You are quick to recognize others' contributions and offer praise
- You do not rule by punishment and reward; preferring to instill the idea that a task is worth doing for its own sake
- You provide extensive guidance and appreciation for a job well done

Developing your leadership style

- Acknowledge that some people prefer to be closely directed and need clearly defined systems and schedules for doing their job
- Be careful that you do not appear overly positive in your praise of others
- Be open to giving and receiving negative feedback and see this as an opportunity for growth
- Be careful that you do not focus so much on personal growth that you forget to consider your team's performance, productivity and bottom-line results



MAKING DECISIONS

When making decisions, INFPs primarily will consider how the decision will impact people. You use your creativity to map out a number of alternative solutions to a problem beyond the obvious and will keep your options open until the very last minute, regardless of deadlines. Insightful and future-focused, you instinctively take the long-range view in your decision making, sometimes ignoring the immediate facts.

Your decision-making strengths

- You explore several options before making a decision to see which of them rings true
- You find ways to include others in the decision-making process and take care to protect their feelings
- You put a lot of thought into your decisions, making sure they are in line with your value system
- You crave breadth of knowledge and carefully explore all the possibilities before making a decision

Your decision-making challenges

- During decision making, you may focus on maintaining harmony and shy away from options that seem complicated or challenging
- You place a strong emphasis on your values, often overlooking the more logical solutions
- You may irritate others by delaying decisions while collecting more information
- You have a tendency to present your views as tentative and modifiable; others may perceive that you are unable to make a firm decision

Action steps for improving decision making

- Intentionally gather facts and data early in the decision making process to avoid procrastination and retraction later
- Prioritize and cut down on the long list of options you have generated to ensure that possibilities are viable and not merely possible
- Explore ways to add objectivity into your decision making
- Make it clear to team members when you are thinking out loud versus when you have reached a decision



GETTING THINGS DONE

INFPs enjoy working autonomously and having control over how and when to complete a project. You like to start with the most interesting task and let the process unfold organically, often allowing the project to go off in its own direction while keeping an eye on the overall plan. Perfectionism can be a problem, however, and you may have difficulty closing a project if it does not meet your own high standards.

You help others by...

- Seeing where others' strengths lie and making the most of those abilities
- Providing encouragement to group members
- Explaining the bigger picture and helping people understand the larger vision
- Coming up with flexible and creative solutions to problems that arise in the project plan

You irritate others by...

- Ignoring established procedures and completing tasks as you deem appropriate
- Delaying team action by constantly bringing up new information or steering off the original plan
- Missing the small details in order to focus on the ever-developing bigger picture
- Losing focus on closure such that the project constantly grows and widens in scale

Action steps for improvement

- Use the proper organizational tools to map out a sequential blueprint for accomplishing tasks, rather than relying on your own individual plans
- Discuss your expectations for a project ahead of time to determine whether they are realistic
- Pay attention to details or at least ensure that detail-oriented tasks are delegated to other group members
- Decide how and when reminders of deadlines are delivered to ensure that you do not procrastinate or veer off into unnecessary directions



GROWTH AND DEVELOPMENT

INFPs enjoy learning if the subject interests them and aligns with their values. A global learner, you are interested in how the subject matter will affect the future and easily see the relationship between what is and what could be. You learn best with instructors who are personally interested in you and your learning experience. Group work can be problem, however, since it raises the possibility of conflict.

Your learning is improved when...

- The learning offers solutions to people-related issues
- The subject engages your feelings, regardless of whether it has practical applications
- The learning program involves a mix of imagination and open-ended questions
- You are given plenty of time to read around the subject and reflect on the things you have learned

How you view change

- You are willing to accept change if it fits into your value system and you have time to evaluate what is going on
- You focus your efforts on change that is tied to the human element
- You want the larger picture presented and evidence that the change will achieve better results for people
- You will not be pushed into change that has missing pieces or conflicts with your values

Your learning is hindered when...

- The material is purely practical or focuses too much on the small details
- The instructor does not give positive encouragement and feedback
- The material does not engage your feelings

Opportunities for personal growth

Significant growth may be achieved by developing the traits and preferences that are underdeveloped in your personality type, such as:

- Learning to separate the ideas that are truly workable from those that are out of touch with reality
- Developing the habit of planning, sticking to schedules and following through
- Caring for yourself as much as you care for others
- Taking assertiveness training to help you deliver the tough messages
- Recognizing when a work product is good enough even if it does not meet your own high standards



COPING WITH STRESS

INFPs may experience significantly higher stress compared to other personality types, especially in conflict situations. Excessive stress can cause certain aspects of your personality to become exaggerated. You may doubt your own abilities and become hypercritical of yourself. You may become fixated on your own value system, refusing to consider new ideas or take in new information. Or you may become bossy and aggressive and ignore others' feelings.

You may not always be able to control the stresses in your work, but learning to deal with them constructively can help to minimize these adverse reactions.

Events that may trigger stress

- Violation of your deeply held values
- Working within a rigid or heavily structured environment
- Dealing with the insincerity or spitefulness of others
- Being pressured to reach a conclusion

Best ways to respond to stress

- Taking the time to reflect on your values
- Sharing your thoughts and feelings with close family and friends
- Spending time on your own to reenergize
- Getting involved in a creative activity

Worst ways to respond to stress

- Obsessing about situations you have no control over
- Focusing on how others perceive you
- Withdrawing or rejecting others' offers to help

Others can help you by...

- Letting you talk through the problem
- Reminding you of your values to help realign your perspective
- Communicating that they take your perspective seriously, even if your take on the situation is unreasonable
- Offering tangible help to relieve you of essential, routine tasks

Others may make things worse by...

- Criticizing you for not behaving in your usual attentive, supportive manner
- Expressing disbelief at the way you are behaving and feeling
- Demanding service commitments from you
- Using logic to talk you out of your stress



ACHIEVING SUCCESS

Reaching your potential in the workplace means maximizing your strengths while working to overcome your weaknesses.

Potential problems

- You seldom ignore personal insights but may overlook important facts and details
- You often have difficulty organizing tasks and sticking to schedules because you wish to make continual changes and improvements
- You believe that everyone should forge their own path and may struggle with workplace rules and routines
- You tend towards perfectionism and may procrastinate or miss important deadlines while searching for the best possible solution

Do:

- Focus more on "doing" and less on "contemplating"
- Set priorities based on objective criteria as well as people
- Test out methods to organize your time so you meet deadlines and follow a schedule
- Be more outwardly sociable
- Learn to give and receive criticism and see this as an opportunity for personal growth

Suggestions for development

- Pay attention to key details
- Make sure that you are clear on the goals, priorities and deadlines before you start a project, so that you do not go off at a tangent
- Negotiate with managers how you can be accountable yet do the work in your own way
- Make sure that you or others follow through with projects, perhaps by having someone hold you responsible for finishing what you start

Don't:

- Become so attached to your dreams and values that you ignore the current reality
- Assume it is your responsibility to solve everyone's problems
- Sweep conflict under the rug
- Ignore the organizational systems that work well
- Take on too much in your effort to please others - you'll end up burning yourself out

