

The Ultimate Guide To Coaching Introverts



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Introverts – removing the myths.

We should dispel some myths from the outset: introverts are not shy, timid, nervous individuals. More likely, they are reserved, quiet listeners, taking in all that is being said and thinking it through.

They likely become agitated with too much external input and need time away from the excessive activity to clear their thinking. They don't necessarily need to be alone; they just need quietness and a lack of unnecessary stimulation to re-energize.

And there lies the first and most important key for Business Coaches to understand Introverts... the importance of knowing their inherent behavior and how to manage it.

We're Not Shy Wallflowers – we are socially reserved

Introversion is determined by brain activity which can be revealed and managed.

With a highly validated discovery process, such as the DNA Natural Behavior Discovery, coaches can gain insight into their introverted clients to help them control or redirect activity in their environment that might challenge them.

We all differ in countless ways; gaining insight into the differences and learning how to manage them is behaviorally smart.

Hugh Massie, Founder, and CEO of DNA Behavior, has invested some 20+ years into understanding behaviors using technology. Just like other technologies, revealing inherent behavior has evolved rapidly. In this guide, the DNA team has prepared key considerations for business consultants to coach their introverted clients.

“Quiet People Have the Loudest Minds” -Stephen Hawking

Quiet people have the loudest minds because they are processing their thoughts and not through their mouths.

Introverts will recharge themselves with alone time. When they understand their introversion, taking a 'time out' is simply what they know to do to recharge. The trick for a coach is to establish how well introverts understand themselves to guide them in the most effective ways to manage their behavior.

Introverts who know they need to increase their level of interaction with others will have learned how to do this. Those without this insight will become overwhelmed with the 'noise' of business.

When coaching introverts, remember the following points:

- Be composed and thoughtful when speaking; don't barrage the introvert with large amounts of information in one go.
- Make space in the conversation for points to be discussed and understood.
- Be a good listener. Introverts are careful with their words and thoughts. Being a good listener means you won't miss the gold nuggets.

The Dreaded Business Meetings – can't get a word in!

Introverts need to work on ways to increase visibility in meetings.

In a round-table mixed discussion, introverts are likely to be the last to contribute. Their resistance to sharing opinions, especially if they are contrary to shared views, can be tricky for them.

Encourage introverts to plan ahead of time when and how to have input. Know the topics up for discussion and plan when to contribute.

In the face of more outgoing colleagues, introverts tend to give away their power and concede the floor too easily. This can be avoided by asking questions of the current speaker. This is a useful step to begin the engagement.

Just because they don't instantly speak out in meetings doesn't mean they don't have well-thought-out suggestions to share. They are often worth the wait.

When this talent is known by a colleague and sharpened, they will see that introverts can think through issues and offer solutions and decisions quickly.

Time to Network – don't fly solo.

Introverts prefer to socialize with small groups of friends. They are uncomfortable at large events as too much people interaction drains them.

If networking is a business requirement, it's worth them taking a friend or colleague.

Small talk doesn't come easy to introverts, who find it hard to establish rapport with new people. Socializing in large groups and networking events can be intimidating for them.

Do you come here often? As an opener question, this doesn't always cut it. It is better to prepare appropriate questions for the event they are attending.

Introverts are not unsociable or negative; their energy comes from quieter environments, smaller groups for interaction, and time alone to process events.

Introverts can encourage others to start a conversation with them to feel more comfortable. To invite conversation without saying a word, have introverts use open body language – facing the room, head up, making eye contact to silently invite others who are more comfortable initiating conversation to approach.

Introverted Leaders - solve problems with thoroughness rather than in haste.

Our experience and independent research revealed that introverted, quiet leaders may be more suited for many of today's workplaces and particularly excel at entrepreneurship.

Introverted leaders excel in thoughtful analysis, listening, and reflecting on what they hear. They can quickly 'sift' information from conversations to find solutions and answers, even though they may ponder their responses before sharing their thoughts. Colleagues may see them as unapproachable,

lacking empathy, and overly thoughtful when making decisions. Again, self-awareness breaks these behaviors down and offers solutions for engaging more effectively with colleagues, individuals, and teams.

Introverted leaders have a very different set of skills compared to their extroverted counterparts. When building a business and the team around them, this disposition must be considered.

Introverted leaders are:

- Quietly passionate about their ideas.
- Keen to avoid being the center of attention, preferring to think and strategize.
- Aware of the gaps in their own behaviors, yet will build relationships and expertise to bring their ideas to fruition.
- Willing to invest their time into planning and building.
- Comfortable taking risks, even significant risks, but based on sound thought and judgment.
- Good listeners, always making notes and adding to their knowledge.
- Able to stay focused. They know when to withdraw to a quiet place to avoid being distracted by the world's noise.

Introverts should never be denied leadership or the opportunity to explore their entrepreneurial gifts simply because they are quiet.

Problem-solving is the core of all good leadership. Introverts tend to make a decision after critical thought and reflecting on creative ways to solve problems.

Introverts need to be honest about their leadership style. They must be encouraged to share their personality and communication style with colleagues. The more open and transparent they are with their teams; the more likely teams will want to understand their own inherent behaviors and talents. This breeds a healthy environment based on trust and leads to success.

Know, Engage, Grow – coaching introverts to success.

Self-awareness is healthy, it sets the foundation for so much in any organization.

DNA Behavior's Business DNA Natural Discovery Process reveals these introvert traits. It looks below the surface of what is seen and shared to reveal the core of the individual.

It highlights areas that need to be managed or gaps that need to be filled, to be an effective leader.

When leadership is critical to every company, teams want someone to look to and learn and thrive with.

An introvert leader called to lead a highly energized motivated team may cause people to leave in droves as they perceive the introvert is socially inept, too private, and too slow in decision making. They fail to realize that this introverted leader is probably keeping their jobs safe by paying attention to the detail.

In her book, *The Introverted Leader: Building on Your Quiet Strength*, Jennifer Kahnweiler, Ph.D., lists the 5 key characteristics that can help introverted leaders build on their quiet strength and succeed.

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1. They think first, talk later. Introverted leaders think before they speak. Even in casual conversations, they consider others' comments carefully, and they stop and reflect before responding.
2. They focus on depth. Introverted leaders seek depth over breadth. They like to dig deep, delving into issues and ideas before moving on to new ones.
3. They exude calm. Introverted leaders are low-key. In times of crisis, they project reassuring, calm confidence.
4. They let their fingers do the talking. Introverted leaders usually prefer writing to talking. This comfort with the written word often helps them better articulate their positions and document their actions.
5. They embrace solitude. Introverted leaders are energized by spending time alone. They suffer from people exhaustion and need to retreat to recharge their batteries frequently. These regular timeouts fuel their thinking, creativity, and decision-making and, when the pressure is on, help them be responsive, not reactive. This clarity and consistency help him build trust with his team. Source: Jennifer B. Kahnweiler author of The Introverted Leader: Building on Your Quiet Strength. aboutyouinc.com <https://www.linkedin.com/in/jenniferkahnweiler/>

The introvert won't be alarmed by the loneliness of a senior role; their door is likely to be closed to all but a few close trusted confidants as they plan, strategize and prepare for the task in hand. Using DNA Behavior tools, Business Coaches can reveal insight that will provide their clients with self-awareness and offer solutions on how to engage more effectively with colleagues, individuals and teams.

To learn more about DNA Behavior International and the solutions we offer, please visit: www.dnabehavior.com

If you have any questions or would like to discuss with an executive on our team, please email us at: inquiries@dnabehavior.com

