



AMBER WAUGAMAN

EXECUTIVE LEADERSHIP COACH

# Discover your work style

Your preferred way of working, hot buttons, etc.

Help your team understand each other better and be more productive



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# Hi there!

My name is Amber Waugaman and I'd like to commend you for taking this step to discover and share your work style. This will help your team understand each other better and be more productive!

I became an Executive Coach after working full-time in the corporate world for 14 years. Firsthand, I witnessed poor, ineffective, dysfunctional, & toxic leaders. I started informally providing counsel and advice to leaders, friends, coworkers, and acquaintances. Luckily, along my journey, I had some amazing mentors and leaders who provided me with crucial leadership skills.

Employees tend to leave managers, not organizations. Did you know that over 60% of companies provide NO leadership training or development? It's no wonder that ineffective leaders are running rampant. It's not their fault - we promote them and then throw them to the wolves!

A common misconception is that an "Executive Coach" is only for executives. I want to clear that up: an Executive Coach is a workplace coach focused on developing highly-effective transferrable skills in leaders and employees. You do not need a leadership title to exhibit highly-effective behavior. In fact, udemy reported in their 2022 workplace learning trends report that businesses that extend leadership training to **all** employees, regardless of managerial aspirations, are **4.2x** more likely to **outperform** those that don't in terms of revenue growth, operating margin, and return on equity. The ROI is there and it shouldn't be overlooked.

Keep an eye on your emails for my monthly insight newsletter and other valuable information that will help you with your professional development journey.

Celebrating & supporting your ongoing growth & development,

[Schedule a free consultation](#)



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# Discover your work style Instructions

## ***When to use this:***

Use this to discover your work style then share with your team, peers, superiors. This will help you understand each other better and be more productive because there will be clear communication and expectations.

## ***How to use this:***

Reflect on each of the prompts over a period of time. Keep adding information to them as you go about your day at work.

## ***What to do next:***

Write up your work style and how to respond to your style for each item. Share this with your team, peers, superiors. Ask for theirs in return. If you're a leader, you might want to make this a team activity. Remember to give sufficient time for each person to be able to articulate their work style (don't expect them to do it on the spot).



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## Reflection prompts

- What are some misperceptions people have had about you in the past?
- What do you care most about in terms of how work is done?
- What are some ways that you tend to communicate?
- What are your hot button issues? *Ex: do you hate when a deadline is missed or being interrupted?*
- What are some quirks about you? *Ex: not a morning person*
- What are some things you do that annoy others? *Ex: Questioning everything, needing to know the full picture before starting anything*



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## Share your work style with others

*See example on next page*

MY WORK STYLE	HOW TO RESPOND TO MY STYLE
How I prefer to manage my time is....	
How I prioritize my tasks....	
Misperceptions people have had about me...	
In terms of how work is done, I care most about...	
Some ways I tend to communicate...	
My hot-button issues/pet peeves are...	
Some quirks about me....	
Some things I do that annoy others...	



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## Example

MY WORK STYLE	HOW TO RESPOND TO MY STYLE
I try to understand something deeply by asking a lot of probing questions.	Engage and debate with me to formulate the best solution.
I raise tough issues up front and directly.	If you feel my response is blunt or direct, realize that it's about the issue, not about you personally.
I joke with people I know well.	Let me know if my joking with you or someone else makes you uncomfortable or feels inappropriate in any way.
I tend to look for the problems to fix first.	This doesn't mean I don't appreciate the good work you do. Ask me how you're doing if you're worried about the number of "bugs" I found in your last document.
I take an optimistic view.	Don't just tell me why something won't work; also share ideas for how it might.
I try to communicate regularly and transparently.	Give me the pulse of the team, and be sure to share my messages to you with your teams.
I can appear grouchy because I often have a serious expression on my face or provide terse responses at times.	If I seem grumpy in a conversation or meeting with you, don't assume the problem is you; discuss it with me.
I'm not a morning person.	Avoid scheduling meetings where I have to make a big decision before 10am.
I prefer directness.	Don't sugarcoat things with me.
I like to understand how things fit into the big picture and why we are doing them.	Provide context when possible. This helps me feel engaged and part of the big picture.



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As with everything,  
I'm involved in your  
progress.

If you implement  
this, let me know  
how it goes for you.

**I'd love to hear!**

[amber@awcoach.co](mailto:amber@awcoach.co)

Interested in coaching for yourself or your  
organization? [Schedule a free consultation](#)