# Dealing With Difficult People

UNDERSTAND & IDENTIFY
BUILD TOOLS & STRATEGIES



#### What Is Our Goal?

- Survive
- Show them we are right
- Bring out the best in others when they are at their worst.
  - •We will need to be at our best
- oUse effective speaking and listening skill to deal with difficult people.



### Difficult People Agenda

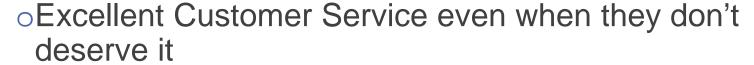
- Understand Types of Difficult People
  - oWho & Why
  - Understand the Why don't focus on the Who
- Tools & Strategies
  - o5 Steps to Good Listening
  - Body Language



### Difficult People Agenda

- Difficult People in the Office
  - Some people have Bad Gas





- Regulating Difficult People
  - OWhen we can't just walk away
- Looking Forward





### **Toxic People in the Office**

- Thrive on talking about problems
  - Not interested in solutions





You play a role whether intentional or not





### **Toxic People in the Office**

- Acknowledge your role
- Set Limits
  - OHow much time am I willing to throw away



- Drive the conversation
  - Point out the positive
  - Compliment the person and transition
  - oFind humor
  - Slap them with reality confront if they persist



# Dealing with Difficult People

- •We have choices
  - 1. Stay / Do Nothing
  - 2. Walk Away
  - 3. Change Our Attitude
  - 4. Change Our Behavior
- Change Your Attitude First then Behavior
- oFirst step in changing your attitude is understanding the difficult person



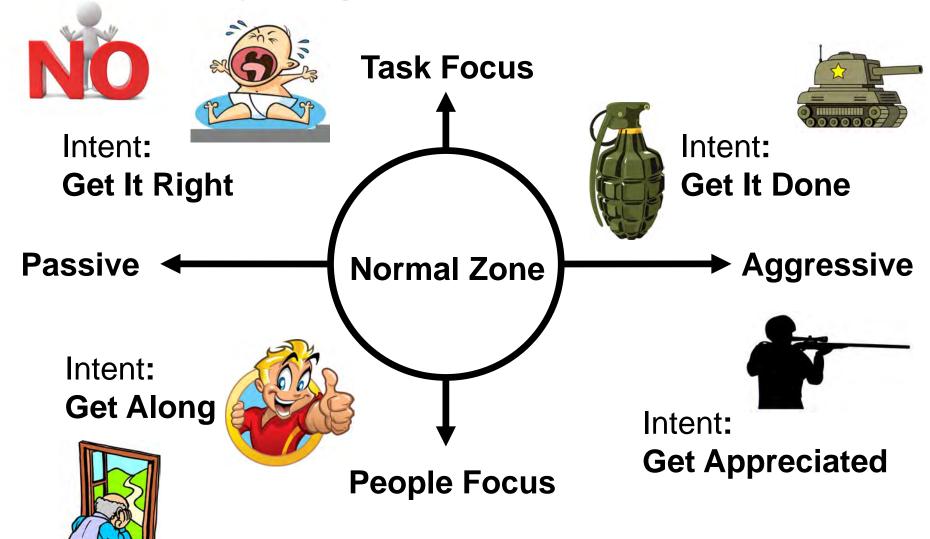
# Identifying Difficult People

- oldentifying the Person's Intent
  - Be attentive to communication patterns
    - Words, Tone, Body Language
- Every Behavior has a Purpose or Intent

 During times of stress people tend to move out of their comfort zones and become more assertive or more passive



### Identifying Difficult People





# Strategies for Dealing with Difficult People

- Conflict in a relationship occurs when emphasis is on differences rather than similarities.
- Reducing differences or reducing emphasis on differences is key
- oFind Common Ground
- Blend & Redirect



# Understanding Difficult People

Blending Depends on Good Listening

- When people speak they want 2 things
  - Evidence they have been <u>heard</u>
  - Evidence they have been <u>understood</u>



### 5 Steps to Good Listening

#### 1. Blend

Nod your head, make eye contact Help them see you understand

#### 2. Backtrack

Repeat Using their words

#### 3. Clarifying

Open ended questions

#### 4. Summarize

Make sure everyone is on the same page

#### 5. Confirm

Are you satisfied?



### **Body Language Matters**

- Open and at Ease Never fold arms
- Relax Your FaceTense facial expression send mixed messages
- 3. Turn Toward the Person
- 4. Make Eye Contact Hands away from face





EXCELLENT CUSTOMER SERVICE EVEN WHEN THEY DON'T DESERVE IT



- Customer Service Mode
  - Set aside feelings that its not your fault
- Telegraph Your Intent
  - oMy goal is to resolve this issue



#### oKeep Your Cool

- Maintain your professionalism
- You control your actions
- Lose control of your emotions and lose control of the situation

#### oLet the Customer Vent

- oMay be all they need
- Active listening, good body language



oEmpathy

oFocus on the Solutions

- oHaving Difficulty Identifying the Issue
  oWhat can I do to resolve the issue?
- evvilate dan i de te receive the leede.
- Give the Customer a Plan



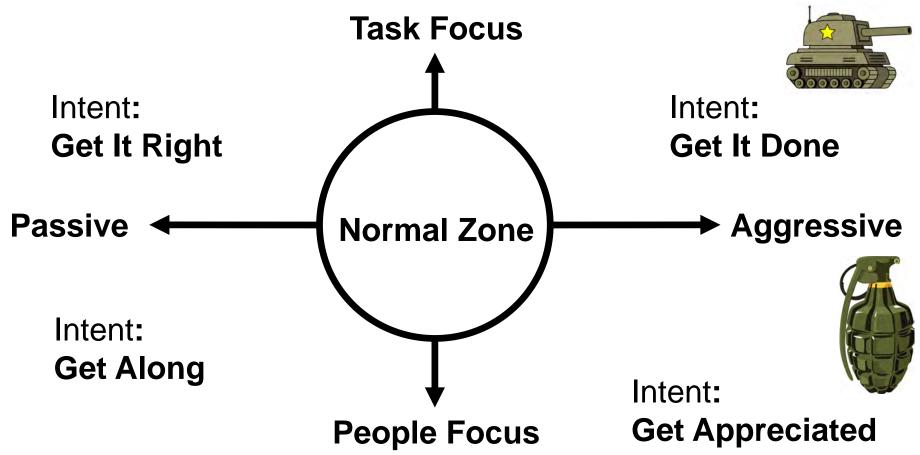
- •Summary
  - oTake a deep breath
  - oListen
  - oEmpathy
  - Be positive
  - oBe helpful
- Do Not Take It Personally





WHEN WALKING AWAY IS NOT AN OPTION







#### Identifying the Person's Intent

Tanks & Grenades

#### **Establishing Common Ground**

 No one cooperates with anyone who seems to be against him



#### **Blend**

- Alter our facial expressions
- Degree of animation
- Posture
- Match speech cadence and volume
- \*\*\*\*\* DANGER\*\*\*\*\*

#### Reduce the differences

Failure to blend has serious consequences



#### Redirect

- Ask the difficult person for help in correcting the situation.
- Focus on Solutions, NOT on the problems
- Attempt to change trajectory or direction only after we have established common ground
- Redirecting too soon looks like we don't understand or don't care



How do we create common ground with someone who is...

- A terrible installer
- A lazy restaurant owner
- A fraudulent pool operator
- A shady consultant

Use Greek Mythology



### **Pygmalion Affect**

Greek Myth of Pygmalion

Golem Effect



#### Pygmalion phrases

- I know you take tremendous pride in your work.
- I know you want your work to be done right.
- I know you would never take shortcuts.
- You are the type of contractor who will not leave until the job is done right.

#### Danger

Anything you say may be used against you



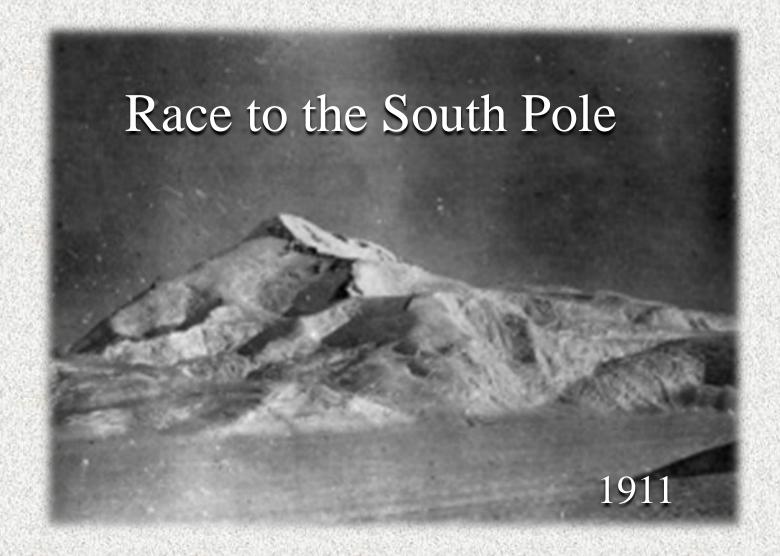




### Can I tell you a story?

(an "oldie" but a "goodie")





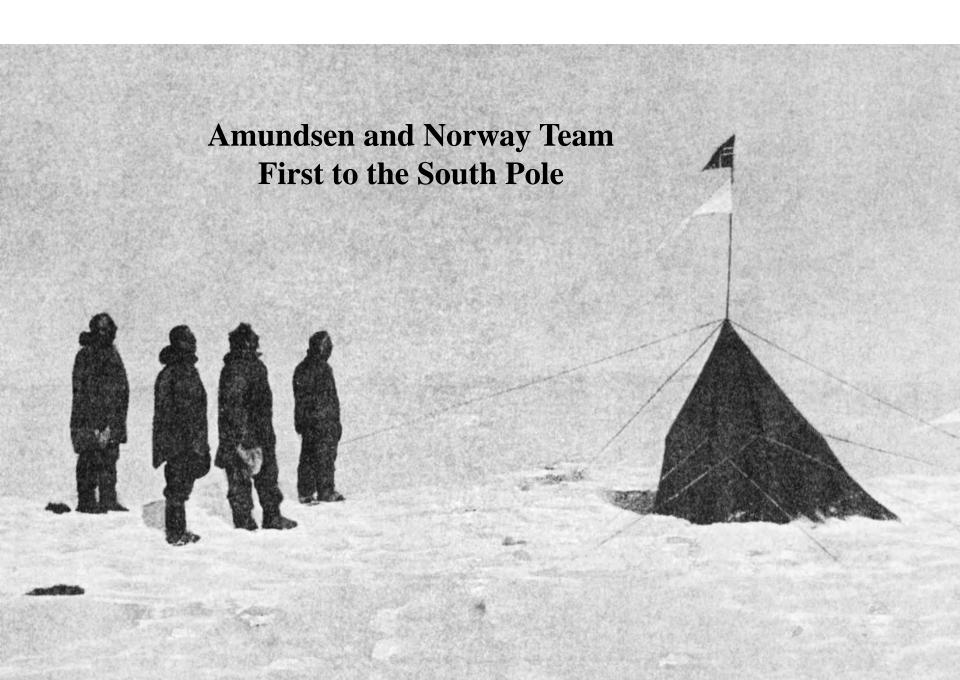




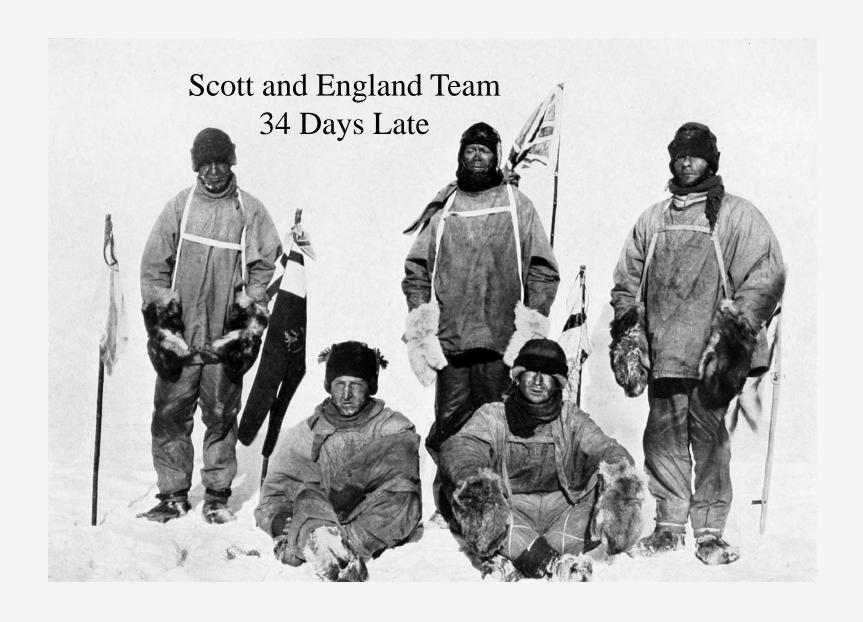
Robert Scott- England

Roald Amundsen- Norway















Amundsen

Sled Dogs Skis Fur Clothing



#### Amundsen

".... nonetheless we have done our 20 miles"

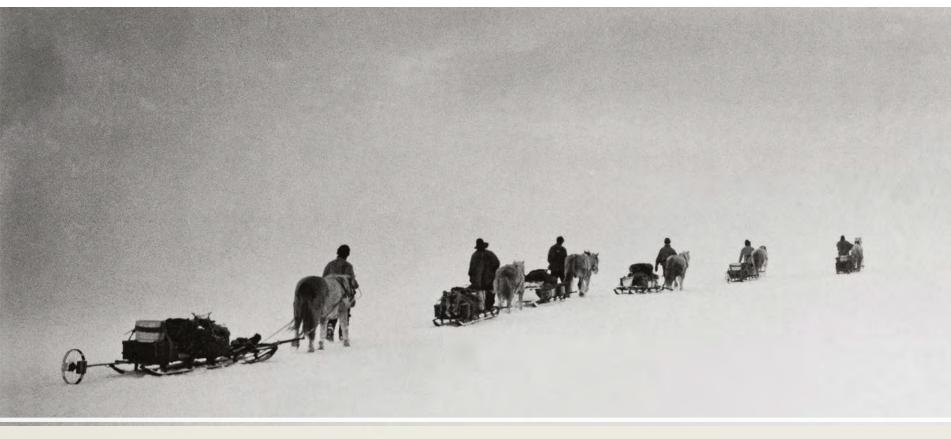






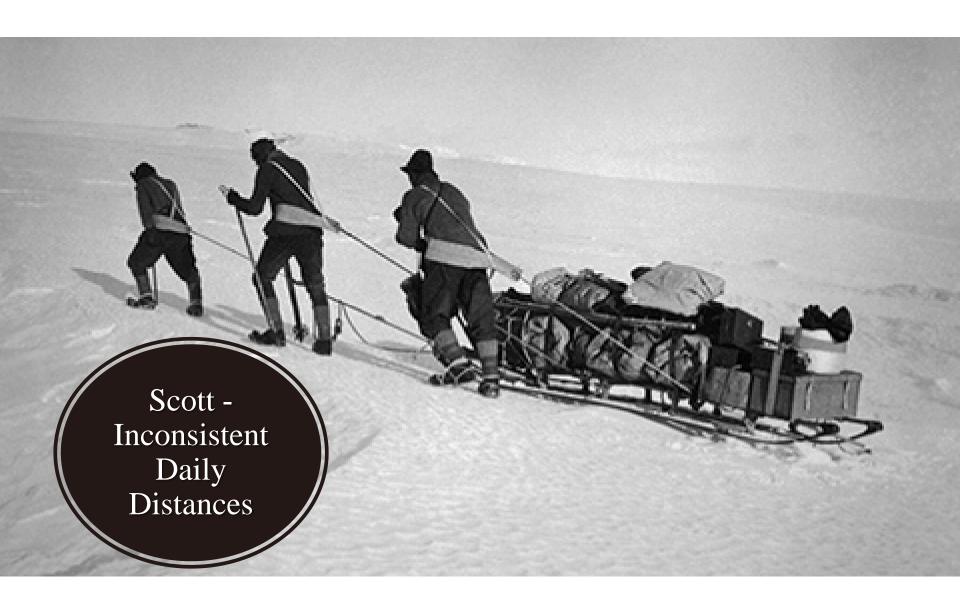
### Scott Choses Unproven Methods





### **Ponies**











# Can I tell you a new story?

# December 2, 2018

A race to the South Pole is underway!



Goal: Cross the Antarctica Alone

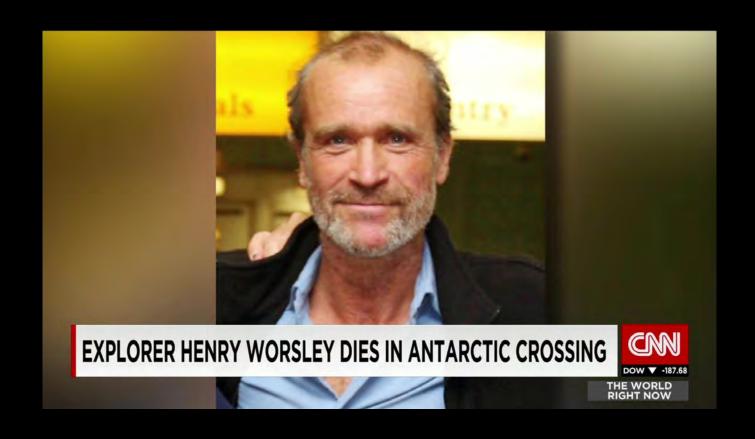
shore to shore without any aid or support

Louis Rudd

Age 49

British Army Captain





... after 71 days, 126 miles short of his goal



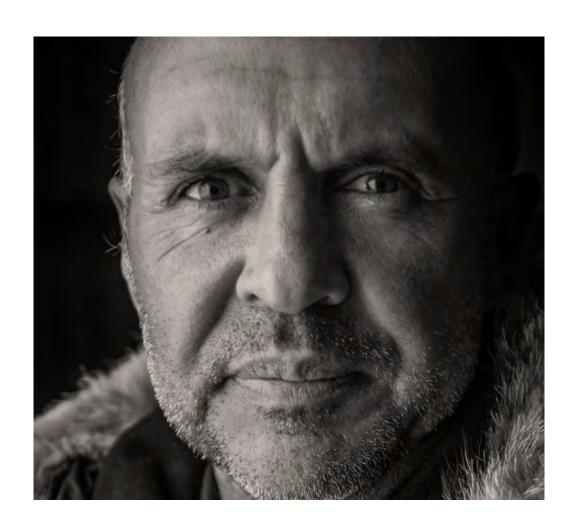


Rudd learned from Worsley

- Survival in 60 F
- Navigation in whiteouts
- Identifying scars in the ice marking crevasses
- "Get wet, you die"



Carrying the flag















A Surprise Announcement - Colin O'Brady

A BOOK IN MARKET







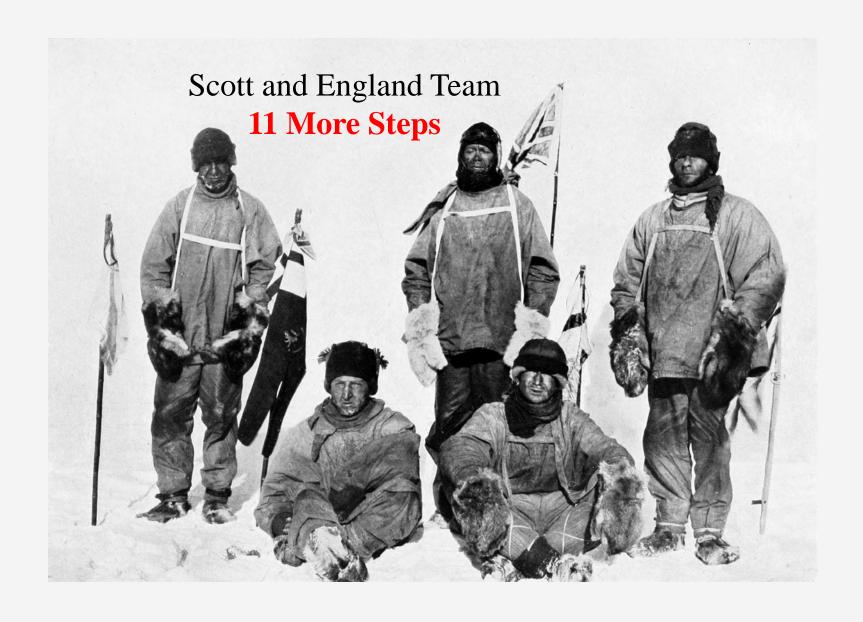




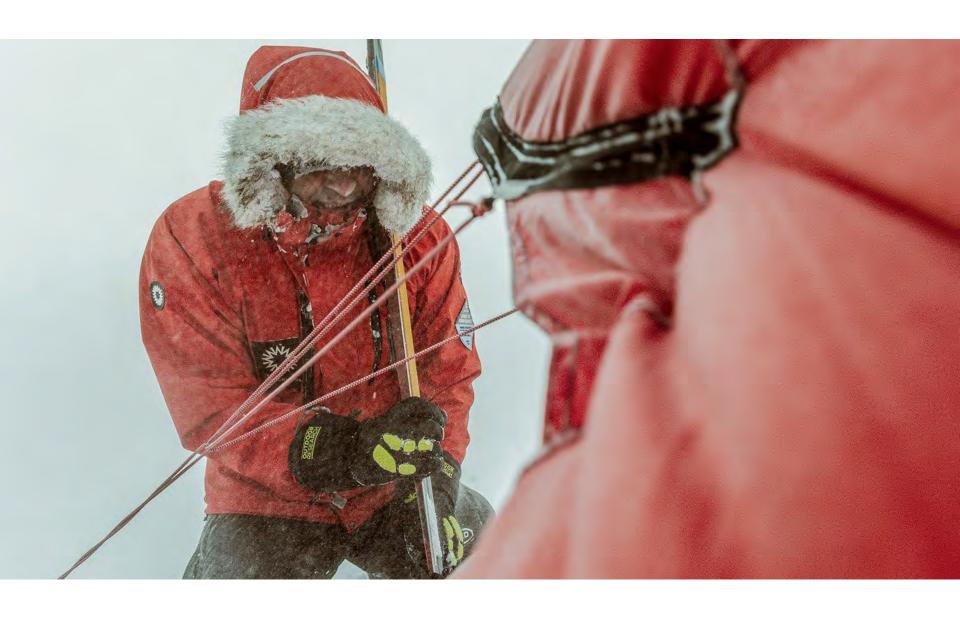
















Day 30 - Battling Sastrugi

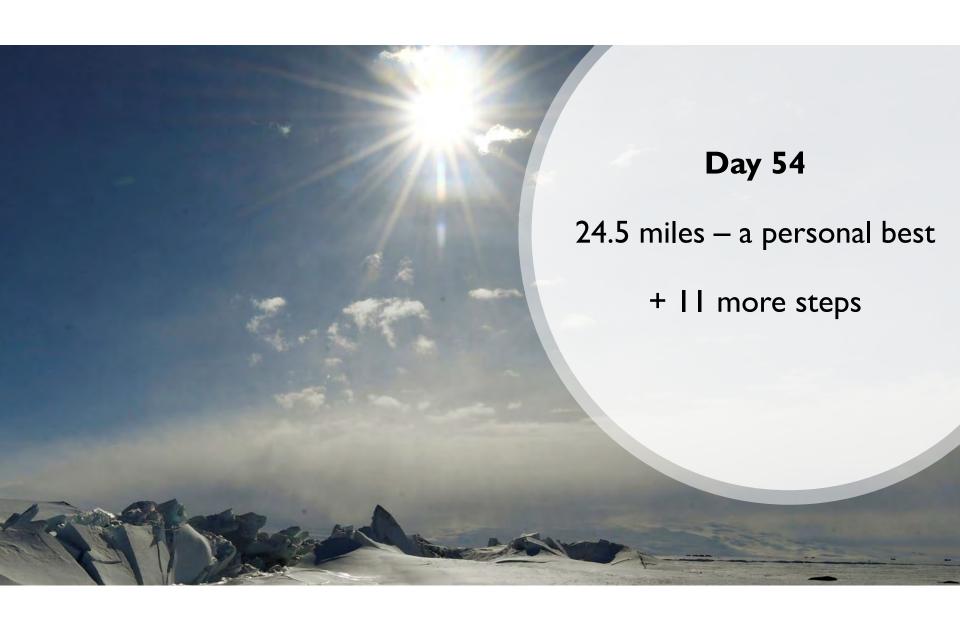




Day 41

At the Pole

"Go Lou Go!



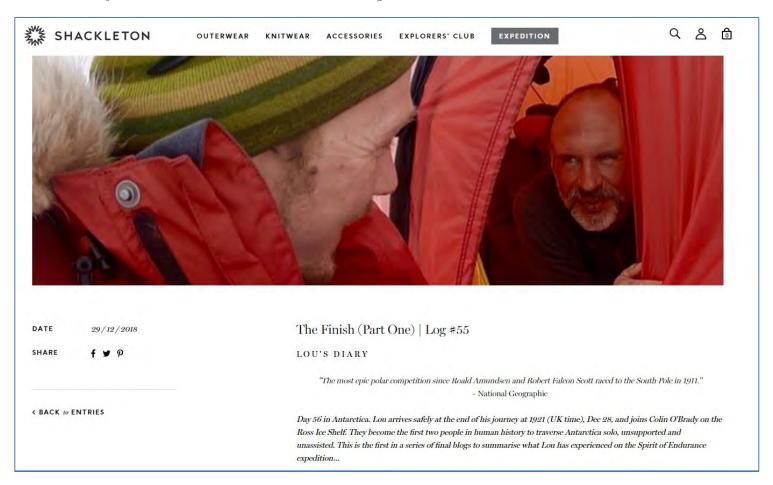
Worsley's Flag Completes the Journey with Ruddd

December 28, 2018 Day 56





#### Day 56 – II More Steps to Success









## 11 More Steps

