



# BASIC VERSION

Inventory Result For:

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**Paul Wolfe**

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## LANGUAGES OF APPRECIATION IN THE WORKPLACE



### CONCEPTUAL FOUNDATION

Individuals differ in how they experience feeling appreciated at work. That is, **not everyone feels appreciated in the same ways**. The *Motivating By Appreciation Inventory* is designed to gain a clearer picture of each individual's primary **language of appreciation as experienced in a work-related setting**. This then can provide accurate information to others so they can "hit the mark" in communicating appreciation in the ways that are meaningful to the recipient (rather than wasting time and energy trying to do the same actions for everyone.)

The items in the inventory (30 pairs of statements) have the respondent choose between various ways they prefer receiving appreciation or encouragement in a work-related relationship. The responses are then tabulated and the respondent's two primary languages of appreciation are identified, along with the language which they value least (which is a "blind spot" each of us has in relating to those who value this language of appreciation). These issues are addressed more fully in the book by Dr. Chapman and Dr. White entitled ***The 5 Languages of Appreciation in the Workplace*** ([www.appreciationatwork.com](http://www.appreciationatwork.com) ).

### RESULTS FOR PAUL WOLFE



#### PAUL WOLFE'S PRIMARY LANGUAGE

Your primary language for feeling appreciated in the work setting is ***Words of Affirmation - you feel appreciated when others communicate their appreciation for you verbally***. Encouraging words can be deeply meaningful to you. Remember, however, there are different ways to communicate appreciation verbally (for example, orally or in writing; and, in private or in front of others.) We have found it is as important to utilize the proper method as it is to use the correct appreciation language to communicate effectively. So please let those who work with you know the specific types of verbal affirmation important to you, so they can "hit the mark" with their efforts to show you appreciation.



#### PAUL WOLFE'S SECONDARY LANGUAGE

In addition, your secondary language of appreciation is ***having others help you with projects you are working on***. If your supervisors, colleagues or team members want to show their appreciation for you, they can assist you with projects you are working on and help you get the task done more quickly.

Your secondary language of appreciation is important in two regards. First, it provides an alternative way to express appreciation and encouragement to you that you value. Secondly, combining a person's primary and secondary languages of appreciation can communicate more powerfully than either language used by itself.



### PAUL WOLFE'S LEAST VALUED LANGUAGE OF APPRECIATION

Your lowest language of appreciation in the work setting is ***receiving gifts***. Therefore, most attempts by your colleagues or supervisor to encourage you by giving you things will generally not be that effective. (NOTE: this does not include bonuses or pay increases!). Additionally, it is important to note that you may occasionally enjoy receiving gifts that are meaningful, but generally in work-based relationships, you do not value gifts as much as appreciation shown through **Verbal Praise** or **Acts of Service**.

### ACTION CHECKLIST

Although it is helpful to know an individual's primary and secondary languages of appreciation, there are still many variations of expression within each language. Therefore, we have found that it is helpful to know which **specific actions** are valued most by each individual. This eliminates the need for guessing by one's supervisor, manager or colleagues -- they can know **exactly** what will be encouraging to Paul.

Here are the items Paul endorsed as those actions which will most clearly communicate a sense of appreciation to him.

Write me an email and acknowledge when I have done a good job. (Supervisor)

Acknowledge my effort of a project, in the presence of my teammates. (All)

Occasionally tell me "thanks" for working hard. (Colleague)

Send me an email to let me know when I have done well. (Colleague)

Speak in a cheerful, positive tone, as much as possible. (All)

Acknowledge when I have handled a difficult situation well. (Supervisor)

Tell others (when I am not around) about the good job I am doing. (Colleague)

Tell me "thank you" or give me a specific compliment. (Colleague)

In my review, make a list of positives regarding what you like about how I am doing. (Supervisor)

Give our department / team a group compliment when we have done well. (Supervisor)

Send an occasional note of encouragement. (Colleague)

When appropriate, I'd like to be recognized in front of others for work well done. (Supervisor)

Leave a note of encouragement for only me to see. (Colleague)

Let my colleagues know when I have achieved significant goals or completed important tasks. (Supervisor)

Write a hand-written note of appreciation. (Colleague)

Ask me to share with others how I handled a difficult situation. (Supervisor)

Recognize a strong performance from the week during a meeting with my colleagues. (Supervisor)

Send me a fun e-card. (Colleague)

## SUMMARY

When we communicate appreciation to one another through the languages of appreciation that are most meaningful to each person, we are more likely to produce the desired effect of each individual feeling appreciated and valued by their supervisor and co-workers, and will ultimately make the daily work experience more positive for all involved.

### **Resources to Assist You in Making *Authentic Appreciation* Part of Your Workplace**

First, if you haven't yet, read (or listen to) ***The 5 Languages of Appreciation in the Workplace*** to help you more fully understand each of the 5 languages of appreciation and how helping team members feel truly appreciated makes businesses and organizations healthier, more positive and more productive. (The book can be ordered through Amazon.com or our website.)

Next, *explore having those with whom you work take the inventory themselves*. Then you can share your results with one another and plot your group's results on our **FREE MBAI Group Profile** and discuss them together. Additionally, we've created a **FREE** workplace poster template that you can post to show others how you like to be shown appreciation. Go to [www.mbainventory.com/free-resources](http://www.mbainventory.com/free-resources) to obtain these.

We've also created **industry specific** versions of the *Expanded Version of the MBA Inventory* for schools,

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medical settings, government agencies, the military, ministries and non-profit organizations, and long-distance supervisory relationships. We sell registration codes for taking the *MBA Inventory*. (Group discounts are available.) Go to [www.appreciationatwork.com](http://www.appreciationatwork.com) for more information.

Finally, we have developed a number of additional resources to help improve workplace relationships including the *Appreciation at Work* implementation kit and online "train the trainer" course. More recently, Dr. White has completed *The Vibrant Workplace: Overcoming the Obstacles to Building a Culture of Appreciation* where he identifies the top 10 obstacles to creating a culture of appreciation and practical steps to overcome these challenges. Go to [www.appreciationatwork.com/train](http://www.appreciationatwork.com/train) to explore the materials

If you have any questions about other ways we may be of help to you (speaking or training, other resources), please contact us at [admin@appreciationatwork.com](mailto:admin@appreciationatwork.com) or call 316-681-4431.

We look forward to continuing to improve workplace relationships across the world!

