



Concept Level Thinkers

Need the big picture or a holistic view of the information.

These thinkers prefer to understand how concepts relate to each other and how they apply to themselves. They like to know the theme and purpose of a job first before starting.

They often use mental images and visual based comparisons to grasp complex ideas and are proficient at holding a large amount of information in their head and utilising it.

These thinkers need an overview of a topic first and tend to get frustrated with fine detail. Key characteristics include:

- Needing all the information before starting a task
- Preferring to know all the steps involved
- Wanting to understand the end product
- Seeking to know where the information fits into their own lives
- Cognitive self-awareness
- Good at evaluating and breaking down or simplifying information
- Can see patterns in the information.
- Might hesitate to participate in discussions or provide immediate responses, as they require more time to process and integrate concepts into their own understanding. An answer therefore can be more comprehensive.
- They can tend to miss small detail
- Spend considerable time thinking, leading to delayed reactions.
- Prefers working in groups (external verbalisation of information helps them to articulate their thoughts)
- Prefers open ended questions
- Tends to process ideas and thoughts in large jumps, absorbing material almost randomly without seeing connections, and then suddenly "getting it."
- May quickly solve complex problems or innovate in unique ways once they understand the big picture, but they may find it challenging to explain their thinking process.

Detail-Oriented Thinkers

These thinkers excel at processing individual details independently.

They prefer details, facts and figures and a structured, sequential approach.

These thinkers work methodically from the details towards grasping the overall scope or objective of a project or job. Key characteristics include:

- Prefer small, manageable chunks of information
- Thrive on facts and figures and knowing the fine details
- Self evaluating
- Preferring a step by step process
- Taking a logical and disciplined approach
- Important to encourage them towards the goal
- Appreciating lists, charts and timelines for clarity
- Appreciate a well structured environment
- Preferring working alone
- Tends to gain understanding in linear steps, with each step following the previous one.

In the workplace:

To accommodate these two styles, incorporate an explanation in the beginning of your communication (written or verbal) that describes the desired final outcomes of the task or job. This gives the Concept Level Thinker a sense of the vision, the whole picture. Next, list or show in a chart or graph the steps to achieve that outcome which helps the Detail-oriented Thinker understand the necessary steps.

At the conclusion of your communication, summarise the steps or material covered and reiterate the whole picture that been established.

When working in groups, clearly define the expectations of the work to be done, possibly by providing a list of tasks or questions. Define roles for each staff member in each group, allowing Detail-oriented Thinkers to benefit from the work as well.