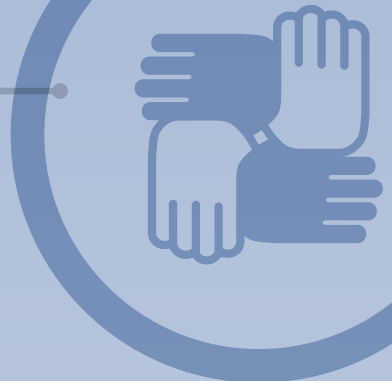




SOCIAL STYLE®

Universal SOCIAL STYLE® Self-Perception Administration Kit



Facilitator Guide

AUDIENCE

Trainers and Facilitators

ASSESSMENTS AVAILABLE

Online and Paper
SOCIAL STYLE Self-Perception
Questionnaires

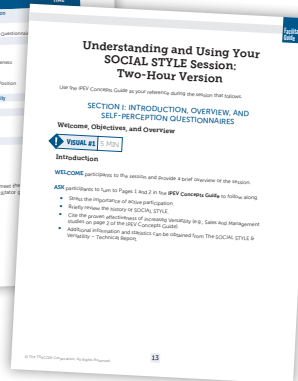
USE

This Administration Kit is a "how-to" guide to using TRACOM's Improving Personal Effectiveness with Versatility Concepts Guide to facilitate a SOCIAL STYLE session. It provides everything needed to learn to teach an introductory SOCIAL STYLE session.



Suggested Session Timing
TIMING FOR THE TWO-HOUR SESSION

Session	Activities	Approximate Time
0100	Session Introduction, Overview, Self-Perception Questionnaires	0:10
0105	Introduction, Objectives, and Overview	0:10
0110	The Social, Critical and Personality Self-Perception Questionnaires	0:10
0115	Section 9: SOCIAL STYLE Fundamentals	0:10
0120	Introduction to the Model	0:05
0125	Observation Day and On-Behavior	0:05
0130	Development of Behavioral Assumptions, Responsibilities	0:05
0135	The Four SOCIAL STYLE Dimensions	0:05
0140	Team SOCIAL STYLE Foundation	0:05
0145	Personal Action Plan	0:05
0150	SOCIAL STYLE Summary	0:05
0155	Section 10: Improving Your Relationships & Versatility	0:05
0200	Improving Your Relationships with Others	0:05
0205	Section 11: Versatility	0:05
0210	The Four Aspects of Versatility	0:05
0215	Your Versatility Score	0:05
0220	Versatility Challenges	0:05
0225	Section 12: Social Capabilities	0:05
0230	Preparation Summary	0:05
0235	How to Get Off My Back!	0:05
0240	How to Get Off My Back!	0:05
0245	How to Get Off My Back!	0:05
0250	Session wrap-up	0:05



SELF-AWARENESS OF BEHAVIOR IS THE FIRST STEP TO BETTER WORKING RELATIONSHIPS

Research shows that interpersonal skills are a common source of workplace problems. Understanding SOCIAL STYLE reduces such problems and their impact. Consider:

- 84% of people said that poor communication decreased productivity.
- 87% of people have experienced conflict due to Style differences.
- 80% of people said SOCIAL STYLE helped them have more effective relationships with co-workers.

SELF-PERCEPTION CLASSES ARE EASY TO TEACH AND QUICKLY IMPROVE WORKPLACE PERFORMANCE

PRODUCT DESCRIPTION

TRACOM's **Universal SOCIAL STYLE Self-Perception Administration Kit** is a single resource to enable trainers and facilitators to quickly teach a SOCIAL STYLE class. It provides relevant SOCIAL STYLE background, information about the Improving Personal Effectiveness with Versatility Concepts Guide and recommended content for two-hour and four-hour training sessions.

TRACOM's **Self-Perception Questionnaires** are a popular choice among trainers because no pre-work is required and they are easily administered in a classroom. This Administration Kit is a self-study resource to equip any trainer with the knowledge and tools to teach a SOCIAL STYLE session using Self-Perception Questionnaires and concepts.





SOCIAL STYLE®



Universal SOCIAL STYLE® Self-Perception Administration Kit



Facilitator Guide Contents

BENEFITS

- Learn key concepts of SOCIAL STYLE Model™ and Versatility.
- Understand how to administer and score Self-Perception Questionnaires.
- Receive detailed, timed outlines for two-hour and four-hour SOCIAL STYLE sessions.
- Develop skill in teaching SOCIAL STYLE sessions.

INTRODUCTION

- Session Overview

HISTORY

- Roots of the SOCIAL STYLE Model™
- The Model Comes Together

SESSION MATERIALS

- Session Materials
- Two-Hour Session and Four-Hour Session
- The Self-Perception Questionnaires
- The Improving Personal Effectiveness with Versatility Concepts Guide
- Resource CD
- Additional Materials Available for Supplemental Exercises
- Preparation for the Self-Perception Session
- Additional Facilitator Preparation Materials

SUGGESTED SESSION TIMING

- Timing for the Two-Hour Session
- Timing for the Four-Hour Session

UNDERSTANDING AND USING YOUR SOCIAL STYLE SESSION – TWO-HOUR VERSION

- Section I: Introduction, Overview, and Self-Perception Questionnaires
- Section II: SOCIAL STYLE Fundamentals
- Section III: Improving Your Effectiveness & Versatility
- Section IV: Versatility
- Section V: Session Conclusion

OPTIONAL EXERCISES – FOUR-HOUR VERSION

- Identify the Facilitator's Style
- Style Observation Rules
- Style Forum
- Developing Actions Toward Others Using the Improving Personal Effectiveness with Versatility Applications Guide
- Developing Actions Toward Others Using the Style Dial
- Strategies for Doing Something for Others
- Do Unto Others – Accepts/Rejects Card
- Self-Assessment of your Image, Presentation, Competence and Feedback

THE ADMIN KIT INCLUDES:

Facilitator Guide • Improving Personal Effectiveness with Versatility Applications Guide and Concepts Guide • SOCIAL STYLE & Versatility Facilitator Handbook • SOCIAL STYLE Questionnaire • Versatility Questionnaire • Resource Tools including PowerPoint Presentation, Session Evaluation Handout, Participant Certificate Template and Supporting Research • Style Dial • Accepts/Rejects Guide Card • Skills Guide Card

TRACOM® GROUP

THE SOCIAL INTELLIGENCE COMPANY®

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