



**SOCIAL STYLE**®

# Managerial **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 Managerial Effectiveness with Versatility Concepts Guide to facilitate an introductory SOCIAL STYLE session for managers.



## INTERPERSONAL SKILLS: ESSENTIAL FOR MANAGERS

- Four out of ten newly promoted managers will fail within the first 18 months.
- Inadequate interpersonal skills are the main cause of leadership failure.
- High managerial performance is directly linked to high interpersonal skills.

TRACOM's Improving Managerial Effectiveness with Versatility uses the popular and proven SOCIAL STYLE Model™ to develop the critical interpersonal skills needed for managerial success.

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

### PRODUCT DESCRIPTION

TRACOM's **Managerial SOCIAL STYLE Self-Perception Administration Kit** is a single resource to enable trainers and facilitators to quickly teach a SOCIAL STYLE class for managers. It provides relevant SOCIAL STYLE background, information about the Improving Managerial 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 for managers using Self-Perception Questionnaires and concepts.

## 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 4 1/2-hour SOCIAL STYLE sessions.
- Develop skill in teaching SOCIAL STYLE sessions.
- Understand SOCIAL STYLE implications for managers.

## THE ADMIN KIT INCLUDES:

Facilitator Guide • Improving Managerial 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



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## Facilitator Guide Contents

### INTRODUCTION

- Session Overview

### HISTORY

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

### SESSION MATERIALS

- Session Materials
- Two-Hour Version And 4 1/2-Hour Version
- The Self-Perception Questionnaires
- The Improving Managerial Effectiveness With Versatility Concepts Guide
- Resource Tools
- Additional Materials Available For Supplemental Exercises
- Preparation For The Self-Perception Session
- Additional Facilitator Preparation Materials

### SUGGESTED WORKSHOP TIMING

- Timing For The Two-Hour Session
- Timing For The 4 1/2-Hour Session

### IMPROVING MANAGERIAL EFFECTIVENESS WITH VERSATILITY SESSION – TWO-HOUR VERSION

- Section I: Introduction, Overview, and Self-Perception Questionnaires
- Section II: SOCIAL STYLE Fundamentals
- Section III: SOCIAL STYLE Model
- Section IV: Tension Management
- Section V: Versatility
- Section VI: Session Conclusion

### OPTIONAL EXERCISES: 4 1/2-HOUR VERSION

- Strengths and Weaknesses of Each Style
- Taking my Growth Action
- Identify the Facilitator's Style
- Style Observation Rules
- Estimating a Direct Report's Style
- Style Forum
- Knowing What a Direct Report Accepts and Rejects
- Helping Your Direct Reports Increase Their Productivity
- Developing Actions Toward a Direct Report Using the Style Dial
- Communicating With My Direct Reports—with Style
- Delegating to Direct Reports—with Style

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