



SOCIAL STYLE®

Improving Managerial Effectiveness with Versatility™



Applications Guide

AUDIENCE

Managers

USE

This highly tactical reference Guide adds tremendous value to any Managerial SOCIAL STYLE & Versatility product. Use as a take-away or incorporate into your own program to enhance your managers' ability to apply these essential interpersonal skills concepts. Appropriate for a beginning self-perception course or our most complete, one-day course.



PRODUCT DESCRIPTION

The **Improving Managerial Effectiveness with Versatility Applications Guide** helps managers to apply their knowledge of SOCIAL STYLE and Versatility to increase interpersonal effectiveness and productivity for both themselves and their direct reports. The Applications Guide is based on the concept that every interaction involves at least two SOCIAL STYLES: the manager's and his/her direct reports'. Based upon his or her SOCIAL STYLE, each manager has a preferred method of interaction, as does each direct report. The Applications Guide will show managers how different Styles can work together to become mutually effective and productive and how, in the process, they can become better managers of their people. This guide offers models and references for managers to use when coaching, critiquing, and praising employees.

This Applications Guide is an excellent tool for managers. It is the most comprehensive application-focused resource on SOCIAL STYLE & Versatility for managers available. Developed to allow easy access to quick tips on each SOCIAL STYLE and under various circumstances, the Improving Managerial Effectiveness with Versatility Applications Guide will help managers take action on the concepts they learn in class.

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 Applications Guide uses the popular and proven SOCIAL STYLE MODEL™ to develop the critical interpersonal skills needed for managerial success.

VERSATILITY

Versatility is a measure of a person's *Image, Presentation, Competence, and Feedback*, the areas that contribute to a person's interpersonal skills. Versatility is a significant component of overall success, comparable to intelligence, previous work experience, and personality.



TRACOM GROUP
THE CREATOR OF SOCIAL STYLE®



Improving Managerial Effectiveness with Versatility™



Contents

BENEFITS

- Managers will learn to Effectively Communicate with direct reports.
- Managers will learn to provide Positive Feedback to direct reports.
- Managers will learn how to give Corrective Feedback to direct reports.
- Managers will be better able to Delegate Responsibilities to direct reports.
- Managers will be equipped to Create a Productive Work Environment for direct reports.
- Managers will be able to help direct reports Develop Their Careers.
- Easy-to-use format allows for self-study or incorporation into custom course.
- Great for follow-up training.

INTRODUCTION

SOCIAL STYLE® REVIEW

SOCIAL STYLE AT WORK

- Driving Style
- Expressive Style
- Amiable Style
- Analytical Style

IDENTIFYING THE SOCIAL STYLE OF YOUR DIRECT REPORTS

- Knowing Them by Their Work
- Rules for Observing Behaviors

APPLYING VERSATILE MANAGING TECHNIQUES

- Here's Looking at You
- When a Style Meets a Style

HELPING YOUR DIRECT REPORTS INCREASE THEIR PRODUCTIVITY

- Leveraging Style Strengths
- Reversing Backup Behavior

MANAGERIAL COMPETENCIES

- Communicating More Effectively with Direct Reports
- Using E-mail and Voicemail to Communicate
- Giving Positive Feedback
- Giving Corrective Feedback
- Delegating to Direct Reports
- Creating a Productive Work Environment
- Helping Direct Reports Achieve High Levels of Effectiveness
- Mentoring and Career Development

STRETCH GOALS

NEXT STEPS