# **Wake Up Eager Teams**

Teambuilding with TriMetrix - Step-by-Step Process and Resources

This step-by-step Team Building process and the related resources document will make it easy for any manager to quickly understand how to use TriMetrix results to help your team work together effectively, create better efficiencies, and grow trust.

According to employee engagement research from the Gallup Organization, teams that learn to leverage each other’s strengths have higher customer service and productivity scores.

Reference Notes:

* We recommended using our [streamlined Coaching Report](https://wakeupeager.s3.amazonaws.com/Hire_Harry_New_STREAMLINEDREPORT_NEW_2022.pdf) (sample report) or [the Talent Insights report](https://wakeupeager.s3.amazonaws.com/Talent_Insights_Sample_Sandy_DISCandMotivators_10_2022.pdf) (sample report), a shorter report with just DISC and Motivators, so no assessment training is needed to discuss results and determine the next steps.
* Consider using this process for your growth. (The best TriMetrix Coaches are those who understand their results.)
* Assessment results should be considered <30% of any management decision.
* Contact Suzie Price with questions or suggestions. suzie@pricelessprofessional.com

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| **STEP 1: STREAMLINED COACHING REPORT.** Ensure that each team member has a Coaching Report. If you have a short hiring (Candidate)Talent Report or a long Coaching Report, contact your HR Team or us to convert it to one of the streamlined reports. It is quick and easy. (Note: There is a nominal fee for making this conversion.) |
| **STEP 2:** **SEND PRE-WORK TO EACH TEAM MEMBER.** Send the pre-work email\* several days before your team meeting. (Pre-work includes reviewing their assessment, making notes, and watching the Strength Revealer Overview video.)\*Team Member Pre-Work Sample Email Message and Links: Thank you for completing the online assessments; attached are your results. Here are your next steps:1. Read the TriMetrix [Guidelines for Reviewing Your Results](https://suzies-hard-drive.s3.amazonaws.com/TriMetrix_ReportReminders_2024.pdf) \*\**(Note – if not using TriMetrix - use* [the Talent Insights  *Guideline document*](https://suzies-hard-drive.s3.amazonaws.com/TalentInsights_ReportReminders_2024.pdf)*\*\* or the DISC only* [*Guideline document*](https://suzies-hard-drive.s3.amazonaws.com/DISC_Guide_for_Reviewing_Results_2024.pdf)*)* and review your Assessment. Make notes where you have questions an around the areas you are curious about.
2. Watch the [Strength Revealer Video](https://www.pricelessprofessional.com/self-paced-assessment-resources.html) to understand your results better.
3. Bring your questions and insights to our team meeting on (DATE)(TIME)

If you have any questions before we meet, please do not hesitate to reach out.  I look forward to working on this together as a team.  |
| **STEP 3: RESOURCES FOR FACILITATING TEAM BUILDING MEETINGS**SAMPLE POWERPOINT PROGRAMS:* **Start Here:** [**Master Team Building PowerPoint**](https://suzies-hard-drive.s3.amazonaws.com/TalentInsights_Motivators_DISC__PPDSlides_2022_TeamMeeting.pptx) **with facilitation notes.**

*Notes about this PPT:  You must edit the PPT for time. We start with Motivators, as this reveals their WHY (what puts "gas in their tank”). While not easily visible, motivators drive behavior, and understanding differences here helps the team understand difference in priorities. Consider adding some of these optional* [DISC exercises](https://suzies-hard-drive.s3.amazonaws.com/DISC_ADDON_Exercises_2022.pptx).* Additional Team Slide Presentations:
	+ Five Facilitator Questions Team and Coaching Workshop [Facilitator Notes](https://wakeupeager.s3.amazonaws.com/5%2BSimple%2BFacilitator%2BQuestions%2Bto%2BUnpack%2BDISC%2Band%2BMotivators%2BReports.pdf) and [PowerPoint Presentation](https://wakeupeager.s3.amazonaws.com/5%2BSimple%2BQuestions%2Bto%2BUnpack%2BAny%2BTTISI%2BReport%2B-%2BPresentation.pptx)
	+ For a short team meeting: [DISC Only Team Slides](https://wakeupeager.s3.amazonaws.com/Team%2BDISC%2BPresentation%2B-%2B30%2BMinutes%2B-%2BPinaMay_30_2023-UPDATED-MASTER.pptx)
* FACILITATOR SUPPORT: Listen to or read the transcript of [Podcast Episode #56 Talent Insights Team Building Session Success!: 10 (+1) Practical Facilitation and Debriefing Tips](file:///C%3A%5CUsers%5CA30%5CDownloads%5CPodcast%20Episode#56 Talent Insights Team Building Session Success!: 10 (+1) Practical Facilitation and Debriefing Tips)

HANDOUTS TO PRINT AND SHARE WITH ATTENDEES:* Great reference tools for understanding each area and applying daily after the team meeting: [Motivator Memory Jogger Card](https://wakeupeager.s3.amazonaws.com/Motivators_MJCard_2021.pdf) AND [DISC Memory Jogger Card](https://wakeupeager.s3.amazonaws.com/DISC_CommunicationTips_MJCard_2021.pdf)
* The [Team Talent Tracker](https://wakeupeager.s3.amazonaws.com/TALENT-TRACKER_2021_Fillable.pdf), a training session summary document of the Team's DISC Style and Motivators with tips for collaboration, top strengths, and blind spots. Enter Team information and share it with the Team Leader or the entire Team.
* [Team Wheels](https://wakeupeager.s3.amazonaws.com/DISC_Motivators_Wheels_Example.PNG) and [Tent Cards](https://wakeupeager.s3.amazonaws.com/DISC_Motivators_Wheels_Example.PNG) can be created for the team. Contact your HR Team or us. *(\*We charge a small administration fee; your HR team can access these tools at no cost. We can show them how to do this.)*

PRE-MEETING DEBRIEF VIDEO AND SELF-PACED COACHING AND DEVELOPMENT RESOURCES FOR EMPLOYEES:* [www.pricelessprofessional.com/myassessment](http://www.pricelessprofessional.com/myassessment) For streamlined TriMetrix and Talent Insights Reports: this page includes an assessment debrief video and 100+ development tools.
* [www.pricelessprofessional.com/mydiscassessment](http://www.pricelessprofessional.com/mydiscassessment) For a DISC Report Only team discussion – this page includes an assessment debrief video for just DISC and 50+ development tools.

COMPLIMENTARY - COACHING RESOURCES FOR LEADERS AND COACHES TO SHARE WITH EMPLOYEES:* [TriMetrix University Learning Bites](https://www.pricelessprofessional.com/trimetrix-university-development-insights-general-use.html) Development Resources for Every Area Measured
* Create a [TriMetrix Online Development Plan](http://www.ttidevelopment.com/) document to highlight vital TriMetrix areas and track actions.

OPTIONAL REPORT OPTION: * [Side-By-Side Reports](https://wakeupeager.s3.amazonaws.com/Sample_Side_By_Side_Suzie_Shawn.pdf) and this [debrief agenda](https://s3.amazonaws.com/wakeupeager/Side-by-Side_SampleReport__Agenda.pdf) help two people meet and discuss. Great for New Leader Assimilation, Mentor and Mentees, and Conflict Resolution discussions.
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