



Facilitators Guide

WHAT | WHY | HOW | HOW | WHO
TTI SI Con 2020

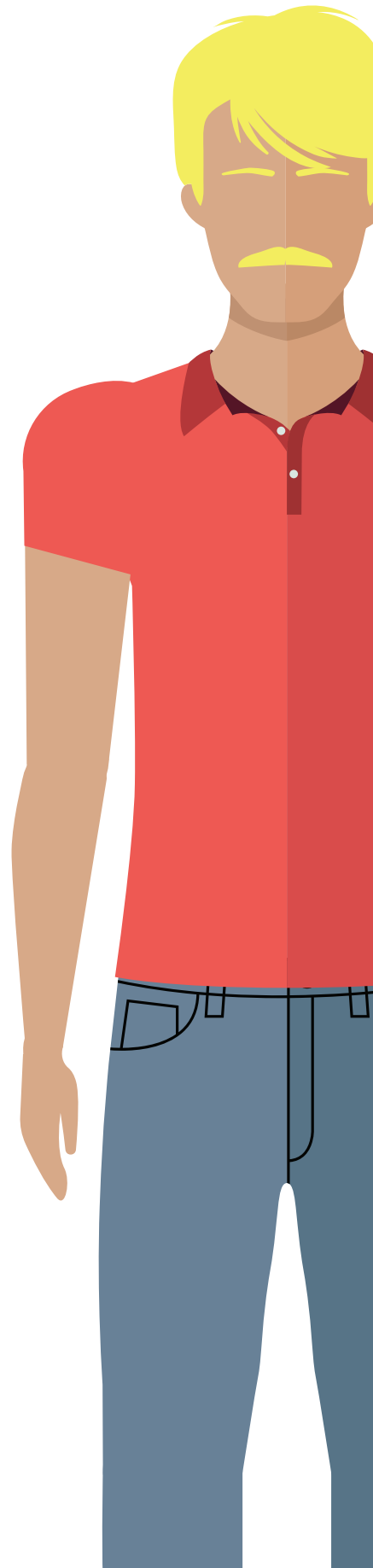
Facilitated by Trevor O'Sullivan

16th January 2020

1. What does the statement mean to you?

3. **How** have we benefited from that behavioural characteristic in the past?

4. **How** could we benefit more from this behavioural characteristic in the future?



Value to the Organisation

Overview:

This activity explores the **Value to the Organisation** page in a TTI Success Insights report containing the Behaviours section. This page explores some of the strengths of their natural behavioural style that could be of value to an organisation, group or team.

This activity is a part of the Success Discovery Process (SDP) Collection that explores the feedback in a TTI Success Insights report for the Behaviours section. It is designed to take a deeper dive into an individual's feedback in their report and help them apply it in their personal and/or professional lives. This series of activities is useful as part of a self-awareness exercise or when sharing it with others, since it can also create more awareness between group members. The activity can be conducted with an individual, as a diad, triad or even as a group activity. It is a great methodology to help people understand themselves and others by guiding them through a structured questioning technique to unpack the words in their report.

Note - This activity is a part of a series exploring each of the pages in a TTI Success Insights report containing the Behaviours section - this one for the **Value to the Organisation** only

From Your Report
Value to the Organisation
Behaviours Section

This page explores some of the strengths of your natural behavioural style that could be of value to an organisation, group or team.
Select a statement(s) from the list that you see as your potential value to an organisation, group or team.

1. **What** does the statement mean to you?
2. **Why** is it important to the work that you do?
3. **How** have we benefited from that behavioural characteristic in the past?
4. **How** could we benefit more from this behavioural characteristic in the future?

© 2007 Mindgarden Pty Ltd

Estimated Time: 5-10 Minutes (Per Person)

Resources and Setup:

- Personal TTI Success Insights Report with the Behaviours section included
- Participant Workbook Page
- Corresponding PowerPoint Slide(s)

Desired Outcome(s):

- Develop awareness of one's potential value in a group environment
- Create strategies to deploy personal strengths
- Create strategies to mitigate personal limitations

Points to Highlight:

- The TTI Success Insights reports provide a platform to begin a conversation to reveal a person's behavioural style. It is our job to explore ways to release and realise the potential of fully applying this knowledge.

Steps:

This activity can be conducted with an individual, as a diad, triad or even as a group activity. It is a great methodology to help people understand themselves and others by guiding them through a structured questioning technique to unpack the verbiage in their TTISI report.

1. Have the participants turn to the “**Value to the Organisation**” section of their report. Request the participants read this section and select a statement(s) from the list that they see as showing their potential value to the organisation, group or team.
2. Ask each participant to share a statement and work them through the following line of questioning:
 - What does the statement mean to you?
 - Why is it important to the work that you do?
 - How have we benefited from that behavioural characteristic in the past?
 - How could we benefit from this behavioural characteristic further in the future?
3. As each participant shares these points, aim to summarise them into a succinct statement that you can restate to them and the group.

A few tips for the Facilitator:

- Don't underestimate the time it takes for each person to share – it is at minimum 5 minutes per person (usually more).
- Don't allow people to get away with not fully describing each item (for example, “it means what it says” type statements). Request they give you each statement in their own words from their perspective.
- Allow people time to think – if completing a group share activity, ask participants to first answer the questions on the worksheet in preparation for sharing.
- With larger groups this activity can take a long time, so to accelerate the activity we can divide participants into smaller breakout groups.

Debrief:

Depending on your purpose for facilitating this discussion, seek to relate the outcomes from the question to the specific goal of your session. For example, if working with a group of leaders we will want to explore how we leverage these traits in the teams we lead, and how we might use the knowledge of these traits in designing and recruiting teams.

The most important thing to remember as a facilitator is that the report is a platform for the discussion. Use the feedback in the report to start the conversation and guide it to the outcomes specific to your participant(s).

Please read this section and select a statement(s) that you think is important for others to practice when communicating with you.

Checklist for Communicating

Overview:

This activity explores the **Checklist for Communicating** page in a TTI Success Insights report containing the Behaviours section. This page of the report explores their natural behavioural style to provide some tips others should keep in mind or do when communicating with them.

This activity is a part of the Success Discovery Process (SDP) Collection that explores the feedback in a TTI Success Insights report for the Behaviours section. It is designed to take a deeper dive into an individual's feedback in their report and help them apply it in their personal and/or professional lives. This series of activities is useful as part of a self-awareness exercise or when sharing it with others, since it can also create more awareness between group members. The activity can be conducted with an individual, as a diad, triad or even as a group activity. It is a great methodology to help people understand themselves and others by guiding them through a structured questioning technique to unpack the words in their report.

Note - This activity is a part of a series exploring each of the pages in a TTI Success Insights report containing the Behaviours section - this one for the **Checklist for Communicating** only.



From Your Report
Checklist for Communicating
Behaviours Section

This page of your report explores your natural behavioural style to provide some tips others should keep in mind or do when communicating with you.

Please read this section and select a statement(s) that you think is important for others to practice when communicating with you.

1. **What** does the statement mean to you?
2. **Why** is it important for us to communicate in this way?
3. **How** do we demonstrate we are practicing this communication tip?
4. **How** do we handle a situation where we cannot practice this communication tip?
5. **How** should we handle a situation where we may have violated this communication tip?

© 2017 Headings Pty Ltd

Estimated Time: 5-10 Minutes (Per Person)

Resources and Setup:

- Personal TTI Success Insights Report with the Behaviours section included
- Participant Workbook Page
- Corresponding PowerPoint Slide(s)

Desired Outcome(s):

- Develop awareness of ideal communication strategies
- Create strategies to deploy personal strengths
- Create strategies to mitigate personal limitations

Points to Highlight:

- The TTI Success Insights reports provide a platform to begin a conversation to reveal a person's behavioural style. It is our job to explore ways to release and realise the potential of fully applying this knowledge.

Steps:

This activity can be conducted with an individual, as a diad, triad or even as a group activity. It is a great methodology to help people understand themselves and others by guiding them through a structured questioning technique to unpack the verbiage in their TTISI report.

1. Have the participants turn to the “**Checklist for Communicating**” section of their report. Request the participants read this section and select a statement(s) that they think are important for others to practice when communicating with them.
2. Ask each participant to share a statement and work them through the following line of questioning:
 - What does the statement mean to you?
 - Why is it important for us to communicate in this way?
 - How do we demonstrate we are practicing this communication tip?
 - How do we handle a situation where we cannot practice this communication tip?
 - How should we handle a situation where we may have violated this communication tip?
3. As each participant shares these points, aim to summarise them into a succinct statement that you can restate to them and the group.

A few tips for the Facilitator:

- Don't underestimate the time it takes for each person to share – it is at minimum 5 minutes per person (usually more).
- Don't allow people to get away with not fully describing each item (for example, “it means what it says” type statements). Request they give you each statement in their own words from their perspective.
- Allow people time to think – if completing a group share activity, ask participants to first answer the questions on the worksheet in preparation for sharing.
- With larger groups this activity can take a long time, so to accelerate the activity we can divide participants into smaller breakout groups.

Debrief:

Depending on your purpose for facilitating this discussion, seek to relate the outcomes from the question to the specific goal of your session. For example, if working with a group of leaders we will want to explore how we leverage these traits in the teams we lead, and how we might use the knowledge of these traits in designing and recruiting teams.

The most important thing to remember as a facilitator is that the report is a platform for the discussion. Use the feedback in the report to start the conversation and guide it to the outcomes specific to your participant(s).

Please read this section and select a statement(s) that you think is important for others to remember when communicating with you.

1. **What** does the statement mean to you?
2. **Why** is it important for us to communicate in this way?
3. **How** do we demonstrate we are practicing this communication tip?
4. **How** do we handle a situation where we cannot practice this communication tip?
5. **How** should we handle a situation where we may have violated this communication tip?



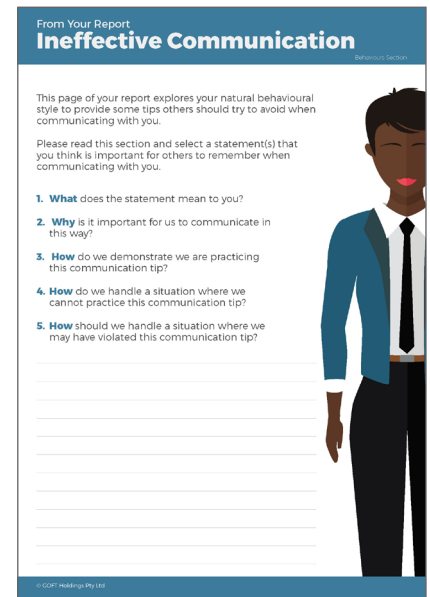
Ineffective Communication

Overview:

This activity explores the **Ineffective Communication** page in a TTI Success Insights report containing the Behaviours section. This page of the report explores their natural behavioural style to provide some tips others should try to avoid when communicating with them.

This activity is a part of the Success Discovery Process (SDP) Collection that explores the feedback in a TTI Success Insights report for the Behaviours section. It is designed to take a deeper dive into an individual's feedback in their report and help them apply it in their personal and/or professional lives. This series of activities is useful as part of a self-awareness exercise or when sharing it with others, since it can also create more awareness between group members. The activity can be conducted with an individual, as a diad, triad or even as a group activity. It is a great methodology to help people understand themselves and others by guiding them through a structured questioning technique to unpack the words in their report.

Note - This activity is a part of a series exploring each of the pages in a TTI Success Insights report containing the Behaviours section - this one for the **Ineffective Communication** only.



Estimated Time: 5-10 Minutes (Per Person)

Resources and Setup:

- Personal TTI Success Insights Report with the Behaviours section included
- Participant Workbook Page
- Corresponding PowerPoint Slide(s)

Desired Outcome(s):

- Develop awareness of improper communication strategies
- Create strategies to deploy personal strengths
- Create strategies to mitigate personal limitations

Points to Highlight:

- The TTI Success Insights reports provide a platform to begin a conversation to reveal a person's behavioural style. It is our job to explore ways to release and realise the potential of fully applying this knowledge.

Steps:

This activity can be conducted with an individual, as a diad, triad or even as a group activity. It is a great methodology to help people understand themselves and others by guiding them through a structured questioning technique to unpack the verbiage in their TTISI report.

1. Have the participants turn to the “**Ineffective Communication**” section of their report. Request the participants read this section and select a statement(s) that they think are important for others to remember when communicating with them.
2. Ask each participant to share a statement and work them through the following line of questioning:
 - What does the statement mean to you?
 - Why is it important for us to communicate in this way?
 - How do we demonstrate we are practicing this communication tip?
 - How do we handle a situation where we cannot practice this communication tip?
 - How should we handle a situation where we may have violated this communication tip?
3. As each participant shares these points, aim to summarise them into a succinct statement that you can restate to them and the group.

A few tips for the Facilitator:

- Don't underestimate the time it takes for each person to share – it is at minimum 5 minutes per person (usually more).
- Don't allow people to get away with not fully describing each item (for example, “it means what it says” type statements). Request they give you each statement in their own words from their perspective.
- Allow people time to think – if completing a group share activity, ask participants to first answer the questions on the worksheet in preparation for sharing.
- With larger groups this activity can take a long time, so to accelerate the activity we can divide participants into smaller breakout groups.

Debrief:

Depending on your purpose for facilitating this discussion, seek to relate the outcomes from the question to the specific goal of your session. For example, if working with a group of leaders we will want to explore how we leverage these traits in the teams we lead, and how we might use the knowledge of these traits in designing and recruiting teams.

The most important thing to remember as a facilitator is that the report is a platform for the discussion. Use the feedback in the report to start the conversation and guide it to the outcomes specific to your participant(s).

Read through these statements and select any statement(s) that others should understand about you.

1. **What** does the statement mean to you?
2. **Why** is it important that others understand this statement?
3. **How** do we create that in the environment around you?
4. **How** does it impact you when this tick is violated?

Ideal Environment

Overview:

This activity explores the Ideal Environment page in a TTI Success Insights report containing the Integrating Behaviours & Driving Forces section. This section explores potential ways to create the ideal environment for them. The section helps identify some of the things a leader (or even other team members) could try to create, in order for them to be at their best.

This activity is a part of the Success Discovery Process (SDP) Collection that explores the feedback in a TTI Success Insights report for the Integrating Behaviours & Driving Forces section. It is designed to take a deeper dive into an individual's feedback in their report and help them apply it in their personal and/or professional lives. This series of activities is useful as part of a self-awareness exercise or when sharing it with others, since it can also create more awareness between group members. The activity can be conducted with an individual, as a diad, triad or even as a group activity. It is a great methodology to help people understand themselves and others by guiding them through a structured questioning technique to unpack the words in their report.

Note - This activity is a part of a series exploring each of the pages in a TTI Success Insights report containing the Integrating Behaviours & Driving Forces section - this one for the **Ideal Environment** only.

From Your Report
Ideal Environment
Integrating Behaviours & Driving Forces

This section explores potential ways to create the ideal environment for you. The section helps identify some of the things a leader (or even other team members) could try to create around you, in order for you to be at your best.

Read through these statements and select any statement(s) that others should understand about you.

1. **What** does the statement mean to you?
2. **Why** is it important that others understand this statement?
3. **How** do we create that in the environment around you?
4. **How** does it impact you when this tick is violated?

© 2017 TTI Success Insights, Inc. All Rights Reserved.

Estimated Time: 5-10 Minutes (Per Person)

Resources and Setup:

- Personal TTI Success Insights Report with the Integrating Behaviours & Driving Forces section included
- Participant Workbook Page
- Corresponding PowerPoint Slide(s)

Desired Outcome(s):

- Develop awareness of one's ideal/most comfortable environment
- Create strategies to deploy personal strengths
- Create strategies to mitigate personal limitations

Points to Highlight:

- The TTI Success Insights reports provide a platform to begin a conversation to reveal a person's Driving Forces. It is our job to explore ways to release and realise the potential of fully applying this knowledge.

Steps:

This activity can be conducted with an individual, as a diad, triad or even as a group activity. It is a great methodology to help people understand themselves and others by guiding them through a structured questioning technique to unpack the verbiage in their TTISI report.

1. Have the participants turn to the “Ideal Environment” section of their report. Request the participants read through the list and select any statement(s) that others should understand about them.
2. Ask each participant to share a statement and work them through the following line of questioning:
 - What does the statement mean to you?
 - Why is it important that others understand this statement?
 - How do we create that in the environment around you?
 - How does it impact you when this tip is violated?
3. As each participant shares these points, aim to summarise them into a succinct statement that you can restate to them and the group.

A few tips for the Facilitator:

- Don't underestimate the time it takes for each person to share – it is at minimum 5 minutes per person (usually more).
- Don't allow people to get away with not fully describing each item (for example, “it means what it says” type statements). Request they give you each statement in their own words from their perspective.
- Allow people time to think – if completing a group share activity, ask participants to first answer the questions on the worksheet in preparation for sharing.
- With larger groups this activity can take a long time, so to accelerate the activity we can divide participants into smaller breakout groups.

Debrief:

Depending on your purpose for facilitating this discussion, seek to relate the outcomes from the question to the specific goal of your session. For example, if working with a group of leaders we will want to explore how we leverage these traits in the teams we lead, and how we might use the knowledge of these traits in designing and recruiting teams.

The most important thing to remember as a facilitator is that the report is a platform for the discussion. Use the feedback in the report to start the conversation and guide it to the outcomes specific to your participant(s).

Read through these statements and select any statement(s) that others should understand about you.

1. **What** does the statement mean to you?
2. **Why** is it important people understand that statement?
3. **How** do people demonstrate they are giving you that thing?
4. **How** does it impact you when that thing is not available?

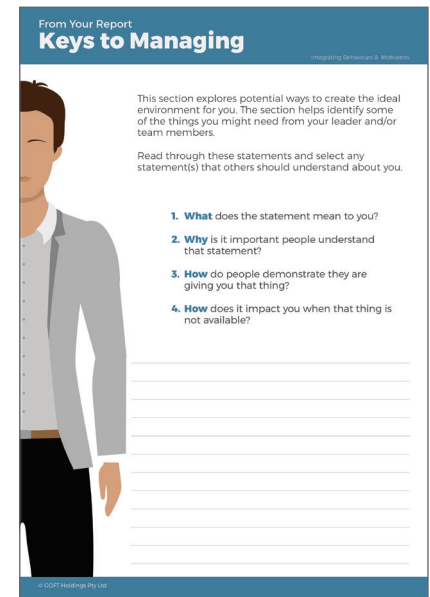
Keys to Managing

Overview:

This activity explores the Keys to Managing page in a TTI Success Insights report containing the Integrating Behaviours & Motivators section. This section explores potential ways to create the ideal environment for them. The section helps identify some of the things they might need from their leader and/or team members.

This activity is a part of the Success Discovery Process (SDP) Collection that explores the feedback in a TTI Success Insights report for the Integrating Behaviours & Motivators section. It is designed to take a deeper dive into an individual's feedback in their report and help them apply it in their personal and/or professional lives. This series of activities is useful as part of a self-awareness exercise or when sharing it with others, since it can also create more awareness between group members. The activity can be conducted with an individual, as a diad, triad or even as a group activity. It is a great methodology to help people understand themselves and others by guiding them through a structured questioning technique to unpack the words in their report.

Note - This activity is a part of a series exploring each of the pages in a TTI Success Insights report containing the Integrating Behaviours & Motivators section - this one for the **Keys to Managing** only.



Estimated Time: 5-10 Minutes (Per Person)

Resources and Setup:

- Personal TTI Success Insights Report with the Integrating Behaviours & Motivators section included
- Participant Workbook Page
- Corresponding PowerPoint Slide(s)

Desired Outcome(s):

- Develop awareness of one's needs
- Create strategies to deploy personal strengths
- Create strategies to mitigate personal limitations

Points to Highlight:

- The TTI Success Insights reports provide a platform to begin a conversation to reveal a person's Motivators. It is our job to explore ways to release and realise the potential of fully applying this knowledge.

Steps:

This activity can be conducted with an individual, as a diad, triad or even as a group activity. It is a great methodology to help people understand themselves and others by guiding them through a structured questioning technique to unpack the verbiage in their TTISI report.

1. Have the participants turn to the “Keys to Managing” section of their report. Request the participants read through the list and select any statement(s) that others should understand about them.
2. Ask each participant to share a statement and work them through the following line of questioning:
 - What does the statement mean to you?
 - Why is it important that others understand that statement?
 - How do we demonstrate that we are providing that thing?
 - How does it impact you when that thing is not available?
3. As each participant shares these points, aim to summarise them into a succinct statement that you can restate to them and the group.

A few tips for the Facilitator:

- Don’t underestimate the time it takes for each person to share – it is at minimum 5 minutes per person (usually more).
- Don’t allow people to get away with not fully describing each item (for example, “it means what it says” type statements). Request they give you each statement in their own words from their perspective.
- Allow people time to think – if completing a group share activity, ask participants to first answer the questions on the worksheet in preparation for sharing.
- With larger groups this activity can take a long time, so to accelerate the activity we can divide participants into smaller breakout groups.

Debrief:

Depending on your purpose for facilitating this discussion, seek to relate the outcomes from the question to the specific goal of your session. For example, if working with a group of leaders we will want to explore how we leverage these traits in the teams we lead, and how we might use the knowledge of these traits in designing and recruiting teams.

The most important thing to remember as a facilitator is that the report is a platform for the discussion. Use the feedback in the report to start the conversation and guide it to the outcomes specific to your participant(s).