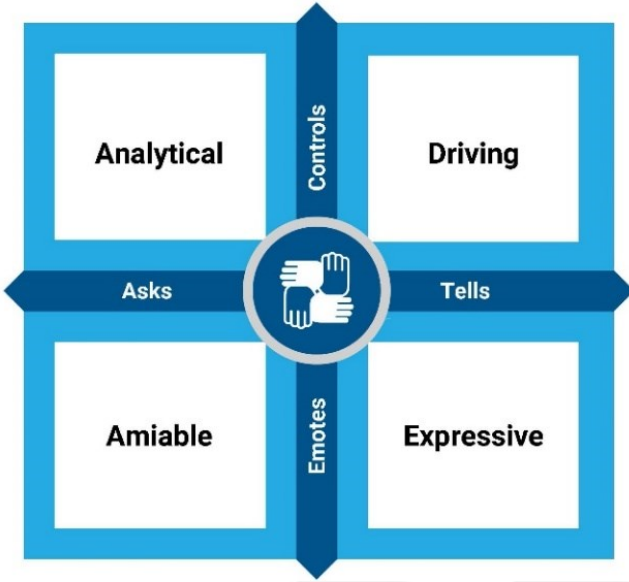




Application Tool

SOCIAL STYLE Navigator[®]

Leadership & Management
Skill-Building Tracks



**Track One:
Personal Leadership**

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Introduction

Welcome to the world of SOCIAL STYLE® & Versatility. SOCIAL STYLE & Versatility is used by thousands of global organizations because it's the easiest behavioral model to learn, teach, remember and apply. Decades of research into workplace success have shown that all people are one of four SOCIAL STYLEs, each with preferred ways of acting, thinking and making decisions. Understanding those preferences, and applying Versatility strategies, helps you determine the best way to successfully interact with everyone.

Whether you are a facilitator or learner, the purpose of this guide is to support you in maximizing your investment and experience with SOCIAL STYLE & Versatility utilizing SOCIAL STYLE Navigator®; a FREE post-learning application tool available to everyone who completes a SOCIAL STYLE & Versatility Profile and participates in a facilitator-led in-person, virtual or OnDemand eLearning course.

Accessing SOCIAL STYLE Navigator is simple.

1. Login to TRACOMLearning.com
2. Select the Tools tab and click on SOCIAL STYLE Navigator

Within SOCIAL STYLE Navigator, you will see three sections that we ask you to leverage throughout this guide.

- **Advisor** outlines Style dynamics in over 50 different workplace scenarios critical to your success as a leader and manager.
- **Estimator** allows you to make 14 behavioral observations about another person and estimate their SOCIAL STYLE.
- **eLearning** gives access to four self-paced eLearning modules to support your growth in the areas of conflict, coaching, team development and Versatility.

Leveraging SOCIAL STYLE Navigator with Five Leadership & Management Skill-Building Tracks

There are five skill-building tracks that will support your learning and development in becoming more Versatile.

Track One Personal Leadership	Track Two Conflict Management	Track Three Coaching Conversations	Track Four Team Development	Track Five Versatile Leadership
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Each track outlines a skill-building curriculum with job aids to fill out, Advisor topics to review and eLearning modules to complete with the purpose of supporting you in knowing yourself, controlling yourself, knowing others and doing something for others - the steps to Achieving High Versatility.



Assessment & Profile Report
Multi-rater and self-perception assessments identify behavioral strengths and weaknesses, providing a foundation for learning.



Training Materials
TRACOM offers a variety of virtual, classroom or eLearning courses and licenses our assessments and course content to build your own learning program. World-class participant and facilitator materials included.



Application Tools
Keep the enthusiasm and impact going with on-demand application resources. Your SOCIAL STYLE investment includes access to a free library of post-training guides and interactive tools to boost performance.

SOCIAL STYLE Navigator

Leadership & Management Skill-Building Tracks

Track One Personal Leadership	Track Two Conflict Management	Track Three Coaching Conversations	Track Four Team Development	Track Five Versatile Leadership
Facilitator-Led SOCIAL STYLE Kick Off Session	eLearning Module Managing Conflict with Style™	eLearning Module Coaching with Style™	eLearning Module Working in Teams with Style™	eLearning Module Achieving Higher Versatility™
Job Aid Key Relationships Worksheet	Job Aid Managing Conflict with Style Versatile Discussion Worksheet	Job Aid Coaching with Style Versatile Discussion Worksheet	Job Aid Working in Teams with Style Versatile Discussion Worksheet	Job Aid Versatility Behaviors Worksheet
Advisor Topic Knowing Your Co-Workers	Advisor Topic Gaining and Building Trust	Advisor Topic Creating a Productive Coaching Environment	Advisor Topic Creating a Productive Team Environment	Recommended Versatility Checkup
Advisor Topic Understanding Your Supervisor	Advisor Topic Embracing Change	Advisor Topic Conducting a Performance Review	Advisor Topic Running Team Meetings	Job Aid Direct Reports Versatility Worksheet
Advisor Topic Managing Your Performance	Advisor Topic Productive Conflict	Advisor Topic Getting Commitment	Advisor Topic Team Decision Making	Job Aid Key Relationships Worksheet Reflection
Advisor Topic Influencing Others	Advisor Topic Handling Difficult Conversations	Advisor Topic Setting Goals	Advisor Topic Managing Team Change	Track Five Wrap Up Facilitated Discussion
Advisor Topic Giving Public Presentations	Advisor Topic Providing Difficult Feedback	Advisor Topic Delegating to Others	Advisor Topic Managing Virtual Teams	
Track One Wrap Up Facilitated Discussion	Track Two Wrap Up Facilitated Discussion	Track Three Wrap Up Facilitated Discussion	Track Four Wrap Up Facilitated Discussion	

Complete Facilitator Led SOCIAL STYLE & Versatility Training Kick Off Session

1.

- Pick Your Profile – Choose between the Self-Perception or Multi-Rater Profile
- Pick Your Program – [Click here to view programs](#)
- Conduct Your Training
- Leverage SOCIAL STYLE Navigator and Skill Building Tracks for Post-training Communication and Learning Opportunities

Complete Job Aid: Key Relationships Worksheet

2.

- Identify 10 Key Relationships
- Declare whether Key Relationships are “Comfortable” or “Challenging”
- Login to TRACOM Learning, click Tools and select SOCIAL STYLE Navigator and use the Estimator to determine the SOCIAL STYLE of each Key Relationship. Put an “X” in the Aligning Style column for each relationship
- Complete Steps One and Two of the Job Aid
- Note themes and patterns of behavior for both Comfortable and Challenging relationships.

Advisor Topic: Knowing Your Co-Workers

The first step in increasing Versatility is knowing your SOCIAL STYLE, as well as knowing the SOCIAL STYLEs of your Co-Workers. In this Advisor topic, you will learn your co-workers’ Style characteristics, what they value in their co-workers and how they are likely to respond under stress or tension.

3.

- Log in to TRACOM Learning, click Tools and select SOCIAL STYLE Navigator
- Under Advisor / FOR INDIVIDUALS select Knowing Your Co-Workers
- Select your Style and the Style you want to learn more about
- Read about Style Characteristics, what they value in a co-worker and their behavior under Stress or Tension
- Related Advice:
 - How Your Style Adds Value to the Relationship

Advisor Topic: Understanding Your Supervisor

Even when you and your manager have the same SOCIAL STYLE, communicating and working together can be challenging. The challenge can be exacerbated when your manager has a Style that is different from your own. Managers have a responsibility to understand the Styles of those they supervise, and to employ management techniques that best resonate with each employee. However, the responsibility for forming effective workplace relationships does not rest solely on managers' shoulders. There are a number of steps that individual contributors can take to develop productive relationships with their supervisors.

- Log in to TRACOM Learning, click Tools and select SOCIAL STYLE Navigator
- Under Advisor / FOR INDIVIDUALS select Understanding Your Supervisor
- Select your Style and the Style you want to learn more about
- Read about Communication and Taking Direction
- Related Advice:
 - Communicating What You Need From a Supervisor

Advisor Topic: Managing Your Performance

In addition to taking steps to improve your effectiveness on your own, you will often work with supervisors to reach performance-related goals. Style can play an important role in the way that your manager sets goals, coaches, and delivers performance reviews.

- Log in to TRACOM Learning, click the Tools tab and select SOCIAL STYLE Navigator
- Under Advisor / FOR INDIVIDUALS select Managing Your Performance
- Select your Style and the Style you want to learn more about
- Read Setting Goals, Coaching and Performance Reviews
- Related Advice:
 - Aligning Your Performance with Your Company's Values

Advisor Topic: Influencing Others

Even with formal authority, it can be challenging to influence others. SOCIAL STYLE can give you an edge when you need to influence others and gain their commitment.

- Log in to TRACOM Learning, click the Tools tab and select SOCIAL STYLE Navigator
- Under Advisor / FOR INDIVIDUALS select Influencing Others
- Select your Style and the Style you want to learn more about
- Read Build Personal Influence, What to Expect, Use Style Needs to Your Advantage and Things to Avoid
- Related Advice:
 - How My Style Affects Persuasion
 - Identifying Decision-Makers and Key Influencers

Advisor Topic: Giving Public Presentations

Giving presentations to groups of people can be difficult, even if the audience is familiar to you. Trying to meet the needs and preferences of multiple individuals is one of the greatest challenges people face when presenting to groups. Though it may not always be possible to please everyone, presenters can develop strategies to appeal to different audience members.

7.

- Log in to TRACOM Learning, click the Tools tab and select SOCIAL STYLE Navigator
- Under Advisor / FOR MANAGERS select Giving Public Presentations
- Select your Style and the Style you want to learn more about
- Read Identify the SOCIAL STYLE of Audience Members and Meeting the Needs
- Related Advice:
 - How Does My Style Affect How I Give Presentations?
 - Tips for Giving an Effective Presentation

90 Minute, Facilitator-Led SOCIAL STYLE Discussion

Personal Leadership Wrap-Up

Using flip chart paper when in-person or breakout rooms when virtual, put your learners into small groups (if possible, of the same Style) and ask them to discuss the following questions and note their collective observations.

- **Discussion # 1 – 20 Minutes**
 - 10 Minute Small Group Discussion
 - 10 Minute Large Group Sharing and Debrief
 - Questions:
 - Since your first SOCIAL STYLE & Versatility session, what are your top three takeaways?
 - What are you still curious about?

- **Discussion # 2 – 20 Minutes**
 - 10 Minute Small Group Discussion
 - 10 Minute Large Group Sharing and Debrief
 - Questions:
 - What was your experience completing the Key Relationships Worksheet and identifying the Styles of your Comfortable and Challenging Relationships?
 - Did you observe any patterns or themes with the behaviors of your challenging relationships?
 - What have you tried to do differently?

- **Discussion # 3 – 20 Minutes**
 - 10 Minute Small Group Discussion
 - 10 Minute Large Group Sharing and Debrief
 - Questions:
 - What did you learn about your supervisor that has helped your communication and collaboration with them?
 - What do you still need from them?

- **Individual Reflection Exercise – 15 Minutes**
 - 10 Minute Personal Reflection
 - 5 Minute Large Group Sharing and Debrief
 - Questions:
 - What is one thing you want to stop doing moving forward?
 - What is one thing you need to keep doing moving forward?
 - What is your greatest opportunity for growth?

8.