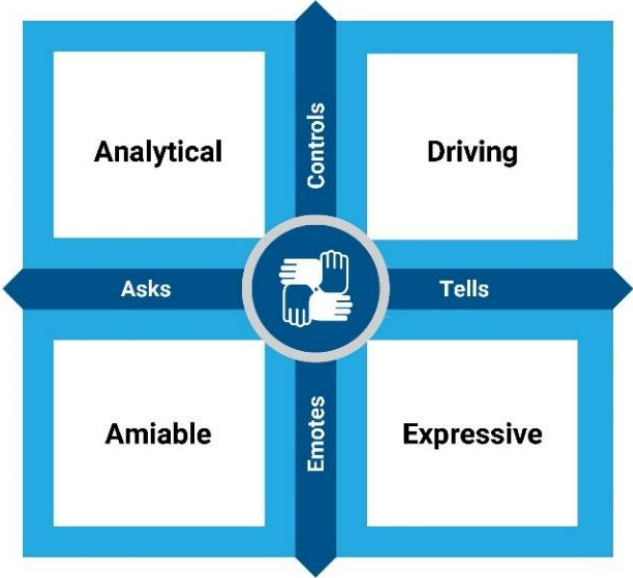




Application Tool

SOCIAL STYLE Navigator[®]

**Skill-Building Tracks for
Individual Contributors**



**Track Five:
Versatility Check-In**

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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 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. Log in 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.
- **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 Skill-Building Tracks

The following pages outline five skill-building tracks that will support your learning and development in becoming more Versatile.



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.

Track One Personal Leadership	Track Two Maximizing Influence	Track Three Conflict Management	Track Four Working as a Team	Track Five Versatility Check-In
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Each track outlines a skill-building curriculum with job aids to fill out, Advisor topics to review and eLearning courses 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.

SOCIAL STYLE Navigator

Individual Contributor Skill-Building Tracks

Track One Personal Leadership	Track Two Maximizing Influence	Track Three Conflict Management	Track Four Working as a Team	Track Five Versatility Check-In
Facilitator-Led SOCIAL STYLE Kick Off Session	Job Aid Key Relationships Influence Worksheet	eLearning Module Managing Conflict with Style™	eLearning Module Working in Teams with Style™	eLearning Module Achieving Higher Versatility™
Job Aid Key Relationships Worksheet	Advisor Topic Public Presentations	Job Aid Managing Conflict 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 Embracing Change	Advisor Topic Creating a Productive Team Environment	Recommended Versatility Checkup
Advisor Topic Understanding Your Supervisor	Advisor Topic Motivating and Inspiring Others	Advisor Topic Productive Conflict	Advisor Topic Team Decision Making	Job Aid Key Relationships Reflection Worksheet
Advisor Topic Managing Your Performance	Advisor Topic Getting Commitment	Advisor Topic Handling Difficult Conversations	Advisor Topic Managing Team Change	Track Five Wrap Up Facilitated Discussion
Advisor Topic Setting Goals	Advisor Topic Conducting Negotiations	Advisor Topic Providing Difficult Feedback	Advisor Topic Virtual Communication	
Track One Wrap Up Facilitated Discussion	Track Two Wrap Up Facilitated Discussion	Track Three Wrap Up Facilitated Discussion	Track Four Wrap Up Facilitated Discussion	

SOCIAL STYLE Navigator

Skill-Building Tracks for Individual Contributors

TRACK FIVE: VERSATILITY CHECK-IN

Complete eLearning Module: Achieving Higher Versatility™

Do people enjoy working with you? Are they comfortable talking with you and exchanging information? Can they rely on you? Do you have valuable ideas or input? Do you present yourself well? The answers to these questions are some indicators of your Versatility – a measure of how effectively you work with others, leading to their respect and support.

1.

- Log in to TRACOM Learning, click the Tools tab and select SOCIAL STYLE Navigator
- Under eLearning, select Achieving Higher Versatility
- Under the Resources tab, consider downloading and referencing the following support materials:
 - Achieving Higher Versatility Guide
 - Frequently Asked Questions

Complete Job Aid: Versatility Behaviors Worksheet

The Versatility Behaviors Worksheet outlines Low Versatility behaviors in the left column. In the right column, note what the High Versatility behaviors look like compared to the Low Versatility behaviors.

2.

- Download Job Aid: Versatility Behaviors Worksheet
- Complete the Versatility Behaviors Worksheet for your SOCIAL STYLE.

Recommended For a Fee: Versatility Checkup

Your SOCIAL STYLE isn't likely to change over time, but with intention and effort, your Versatility will. Versatility is a predictor of success, and the Versatility Checkup gives you an opportunity to measure your Versatility from time to time to provide awareness and development opportunities as needed. Talk to your TRACOM Account Manager to learn more.

3.

4.

Complete Job Aid: Key Relationships Reflection Worksheet

- Prerequisite: Complete Key Relationships Worksheet
- Review your Key Relationships Worksheet from Track One
- Reflect on your Comfortable and Challenging Relationships ; consider if there have been any changes and whether your challenging relationships have improved
- Considering what you have learned throughout these Skill-Building Tracks, what should you start doing? What should you stop doing to help your challenging relationships become more comfortable?

90 Minute, Facilitator-Led SOCIAL STYLE Discussion

Versatility Check-In 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:
 - Review and note what Low and High Versatility looks like for your Style.

- **Discussion # 2 – 20 Minutes**
 - 10 Minute Small Group Discussion
 - 10 Minute Large Group Sharing and Debrief
 - Questions:
 - What specific things did you learn and plan to do differently as a result of learning more about your Style and its Low and High Versatility behaviors?

- **Discussion # 3 – 20 Minutes**
 - 10 Minute Small Group Discussion
 - 10 Minute Large Group Sharing and Debrief
 - Questions:
 - What impact will being more Versatile have on your personal and professional relationships?

- **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?

5.