

TTI SUCCESS INSIGHTS®

12 DRIVING FORCES®

REVEAL YOUR WHY WORKSHOP

FACILITATOR'S GUIDE

INTRODUCTION

The **12 Driving Forces®: Reveal Your Why** workshop is a highly interactive session for participants to develop self-awareness resulting in improved communication, engagement and performance for the individual and their organization.

This workshop has been designed to be very flexible and adaptable. It can be used for a variety of purposes:

- **Team Building:** With entire organizations and/or teams where the participants know and interact with each other on a regular basis.
- **Individual Enlightenment:** With groups of people who may not know each other at all and who all work at different organizations.
- **Marketing:** With prospective clients to highlight the type of work and results you can deliver should they decide to become clients.

While this workshop was designed primarily to provide professional and organizational benefits, participants will also gain insights that may lead to improvements in their personal lives as well.

It is highly recommended that facilitators of this workshop be Certified Professional Driving Forces Analysts from TTI Success Insights to ensure they are able to respond to any questions or concerns participants may have about the content or the science on which it is based. **Please contact TTI Success Insights for more information about certification.**

This Facilitator's Guide is designed as a resource to ensure a successful and meaningful delivery of the **12 Driving Forces®: Reveal Your Why** workshop. Please review all sections of this Facilitator's Guide and prepare for your workshop well in advance.

SET UP AND PREPARATION

LENGTH OF WORKSHOP

This session is designed to be completed within two to eight hours, but can be modified for longer or shorter sessions as needed. Please refer to the specific contents designed for your ideal duration.

ROOM SET UP

This is an interactive workshop with group exercises involving team and partner interactions. The room should be set up to allow for such interaction, such as in half-rounds or a U-shaped classroom.

MATERIALS

Each participant will need his/her own **12 Driving Forces®: Reveal Your Why Participant's Workbook**. In addition, participants will need a pen or pencil and a highlighter to use during the exercises. You may want to consider name tents, snacks and beverages to ensure peak participation and satisfaction.

Participants should complete their 12 Driving Forces™ assessment before attending the workshop. The workshop will include time for debriefing the assessment.

You will need:

- One blank Team Wheel poster or an IDS Team Wheel for each workshop.
- Provide each group with at least two sets of our Driving Forces cards that represent a Primary Driving Forces Cluster (The 12 Driving Forces card decks contain 48 cards plus instruction cards for on specific exercise.) You will be using these cards for several other exercises as described in this guide.
- Flip Charts and markers for each table or group.

You may want to bring a copy of the **TTI SI 12 Driving Forces Manual** or a copy of **Spranger's "Types of Men"**.

MISCELLANEOUS

Taking sufficient breaks, at least every 1 ½ to 2 hours.

You may want to consider having a scribe observe the workshop to take notes. Capturing big learning moments, what went well, what could have gone better, participant comments, etc, will be helpful. This person could also take photos, post to social media, and provide additional assistance as needed.

Remember the best learning is done when having fun. The more movement, laughter and fun you can inspire, the more meaningful the session will be for the participants.

In the pre-session correspondence, be sure to prepare your participants for the workshop with the following details:

- Purpose of the workshop
- Benefits of attending
- Location (with directions if necessary)
- Date, start and finish times
- Preparation required
- Materials to be brought with them
- General outline of agenda
- If lunch is served, vegetarian or gluten-free options

You may also want to consider creating an evaluation form for the participants to complete after the workshop. Doing so will help you learn what they felt positively about and where improvements could be made. If the session is for marketing purposes, ensure you have a method of collecting contact information and feedback from your prospects as well.

If possible, try to build in follow up contacts with your participants to not only ensure that they are applying the 12 Driving Forces concepts, but also to maintain and/or build your business relationships with your participants. **There are many things you can offer in addition to your workshop:**

- Individual participant report debriefs
- Triad debriefs between employee and manager using a Comparison Report
- Follow-up email campaigns
- Follow up mini-webinars or conference calls
- Video follow-ups



SLIDE 1

INTRO SLIDE

OVERVIEW

Before you begin, take a moment to review with your participants the purpose of your session and the agenda. Take the time to introduce yourself or any staff members and their roles. Also outline any ground for the session.

KEY POINTS

- Make this workshop your own
- Look and listen for ideas that you can incorporate into your presentation
- Consider adding any additional icebreakers, games or group activities to keep your participants engaged

Before you begin, check that everyone has a report. Make sure everyone has his or her workbook and pen available.

ADDITIONAL NOTES

You may want to discuss how someone's driving forces are really the "why" behind their actions. Utilizing the concepts in this workshop can have beneficial impact on communication, sales, employee engagement, performance, team building, etc.

AFTER THIS WORKSHOP I WILL...

- ▶ Be able to understand my own unique Driving Forces
- ▶ Understand the Driving Forces of others
- ▶ Develop better methods of communicating with others

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SLIDE 2

AFTER THIS WORKSHOP

OVERVIEW

Set the participants' expectations by identifying the three main learning points they will gain from this workshop.

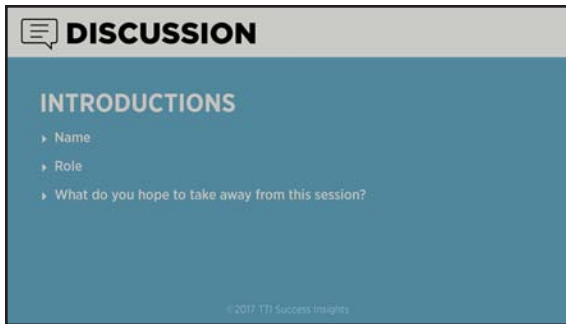
KEY POINTS

After this workshop the participants will:

- Be able to understand his/her own unique Driving Forces
- Understand the Driving Forces of others
- Develop better methods of communication with others

ADDITIONAL NOTES

Be sure to highlight any relevant information with the team, for instance, the reason they were invited to this workshop as a group.



SLIDE 3

INTRODUCTIONS

OVERVIEW

Now that the participants have an overview of the workshop focus, invite participants to introduce themselves. Ask the attendees to share their name, role and what he/she hopes to get out of this session.

KEY POINTS

If you, the facilitator, have not already provided a more robust introduction for yourself, do so first.

Depending on the size of the group, you may choose to have each person introduce themselves to the entire group by standing up and covering the three main questions (name, role and expectations). If you are facilitating a large group, it may be more appropriate for each table group to introduce themselves just to the others at their table. Use your discretion based on size of the group, the relationship to each other (co-workers versus strangers) and time allowed for this part of the workshop.

ADDITIONAL NOTES

Be sure to listen closely to the introductions. You may need to draw on the information shared throughout the workshop. In addition, by listening to what each person hopes to gain from this session, you can tailor your approach to best fit the needs and desires of the participants.

Have the participants fill in this section of their workbooks.



SLIDE 4

WHAT IS YOUR SUCCESS

OVERVIEW

Success is defined as “the accomplishment of an aim or purpose.” However, without an aim or purpose, how can anyone feel successful? The purpose of this workshop is to challenge participants to define what success means for them, both personally and professionally. When we are feeling successful, we are much more likely to be happy.

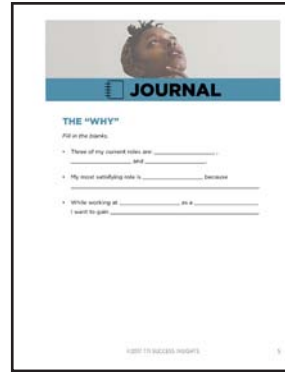
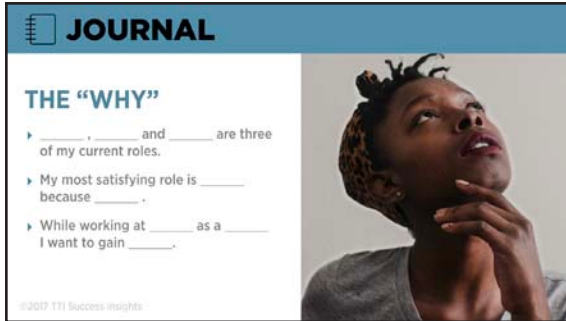
KEY POINTS

Many people may not know what makes them happy, or what they would consider success. This can be the beginning of a transformational journey for many of the participants. Assure them that it is normal to feel unsure and their definition of success may change throughout their lives. Revisiting our personal concept of success should be done periodically.

ADDITIONAL NOTES

For added interaction, you may want to ask for a few volunteers to answer the following questions:

- Do you think it is true that everyone wants to be happy and why?
- Do you think that most people are able to define their own idea of success/happiness? Why do you think that?
- What are the benefits when a person feels successful? Personally/Professionally?



SLIDE 5 THE WHY

OVERVIEW

To start a journey of personal success, it may be best to start in the present. **“Why”** is a popular theme these days as discussed by Simon Sinek in his TED Talks and books. Organizations are focusing on why they are in business and individuals are doing the same. By starting with a reflection of where the participants are right now, it can become easier to discover the best next steps.

KEY POINTS

Provide an overview of why you are asking the participants to reflect on these three questions:

- _____, _____ and _____ are 3 current roles I play.
- My most satisfying role is _____ because _____.
- While working at _____ as a _____ I want to gain _____.

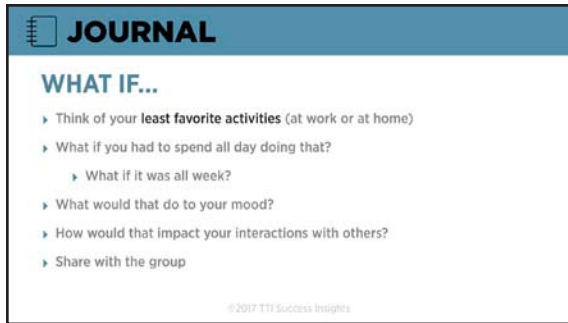
Allow participants time to complete this section in their workbooks.

Be sure to let the participants know that these questions will be revisited again later in the session to see what new insights they have discovered about themselves.

ADDITIONAL NOTES

To provide even more clarification, share with the participants how you, the facilitator, would answer these questions. By sharing, you are relieve concerns participants may have about sharing and building a stronger relationship with the audience.

Have the participants fill in *The Why* section of their workbooks.



SLIDE 6

WHAT IF...

OVERVIEW

Continue to build on the importance of understanding their personal drivers, participants can imagine their least favorite activities and what if they had to do those activities for an extended period of time. What would that do to their mood and energy? The way they would interact with others?

KEY POINTS

Have them focus on how they would feel and how those reactions could impact the way they interact with others. Maybe, instead focus on the anticipated reactions **Have them journal their feelings in their workbooks.**

Allow 10 minutes for participants to complete the journaling in their workbooks.

Ask a few volunteers to discuss their insights. Be sure to let the participants know they will return to this activity later in this workshop.

ADDITIONAL NOTES

As always, sharing your own personal insights can open up the discussion and encourage participants to share their own stories.