

# Improving Managerial Effectiveness with Versatility

## ADMIN KIT



**Audience:** Trainers and Facilitators

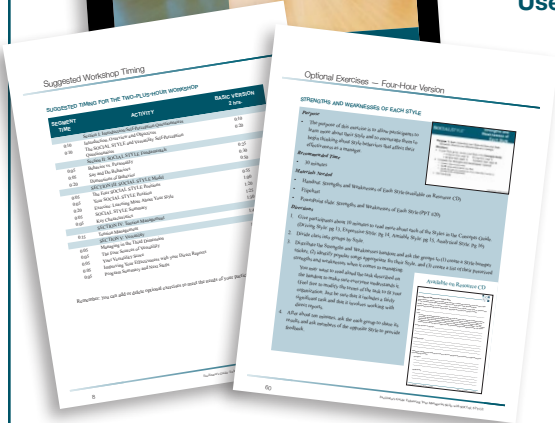
**Type:** Facilitator Guide & Admin Kit

**Assessments Available:**

Multi-Rater for Managers

Self-Perception for Managers

**Uses:** The *Improving Managerial Effectiveness with Versatility (IMEV) Admin Kit* is a “how-to” resource for teaching a workshop using TRACOM’s IMEV Concepts and Applications Guides. It provides everything needed to teach a managerial-focused SOCIAL STYLE<sup>SM</sup> class.



### INTERPERSONAL SKILLS: ESSENTIAL FOR MANAGERS

- Four out of ten newly promoted managers will fail within the first 18 months.<sup>1</sup>
- Inadequate interpersonal skills are the main cause of leadership failure.<sup>2</sup>
- High managerial performance is directly linked to high interpersonal skills.<sup>3</sup>

TRACOM’s Improving Managerial Effectiveness with Versatility uses the popular and proven SOCIAL STYLE Model<sup>TM</sup> to *develop the critical interpersonal skills needed for managerial success.*

1 Manchester, Inc. Bala Cynwyd, Pa. Survey of 836 HR managers on most common reasons newly appointed leaders fail.

2 Cutter Consortium. Arlington, MA. Why IT Leadership Fails.

3 Tracom Group. Highlands Ranch, CO. Versatility Research Study.

## PRODUCT DESCRIPTION

TRACOM’s *Improving Managerial Effectiveness with Versatility Admin Kit* is a single resource to enable trainers and facilitators to quickly teach a SOCIAL STYLE class using the IMEV Guides. It provides relevant SOCIAL STYLE background, information about SOCIAL STYLE, the SOCIAL STYLE Model<sup>TM</sup>, and managerial-specific assessments. You’ll learn how to use the Model and Guides to bring these powerful concepts to life in the classroom.

It includes recommended course content for two-hour and four-hour training courses, but is flexible so you can select content to create your own course if preferred.

The IMEV material helps managers understand their own behavioral style, the behavioral style of their direct reports, and how SOCIAL STYLES interact to affect productivity in the workplace. The *Admin Kit* includes sample SOCIAL STYLE and Versatility questionnaires, course teaching aids and a resource CD.



# Improving Managerial Effectiveness with Versatility Admin Kit

## BENEFITS

- Learn key concepts of SOCIAL STYLE Model™ and Versatility.
- Understand how to administer and score SOCIAL STYLE™ Assessments.
- Receive detailed, timed outlines for two-hour and four-hour SOCIAL STYLE classes.
- Develop skill in teaching SOCIAL STYLE classes.
- Understand SOCIAL STYLE implications for managers.

## ADMIN KIT TABLE OF CONTENTS

### INTRODUCTION

Workshop Overview

### HISTORY

Roots of the SOCIAL STYLE Model

The Model Comes Together

### WORKSHOP MATERIALS

Workshop Materials

Two-Hour Version And Four-Hour Version

The Self-Perception Questionnaires

The Improving Managerial Effectiveness With Versatility Concepts Guide

Resource CD

Additional Materials Available For Supplemental Exercises

Preparation For The Workshop

Additional Facilitator Preparation Materials

### SUGGESTED WORKSHOP TIMING

Suggested Timing For The Two-Hour Workshop

Suggested Timing For The Four-Hour Expanded Workshop

### DEVELOPING MANAGERIAL EFFECTIVENESS

#### WITH STYLE WORKSHOP – TWO-HOUR VERSION

Section I: Introduction, Overview, And Self-Perception Questionnaires

Section II: SOCIAL STYLE Fundamentals

Section III: Improving Your Effectiveness & Versatility

### OPTIONAL EXERCISES FOR FOUR-HOUR WORKSHOP

