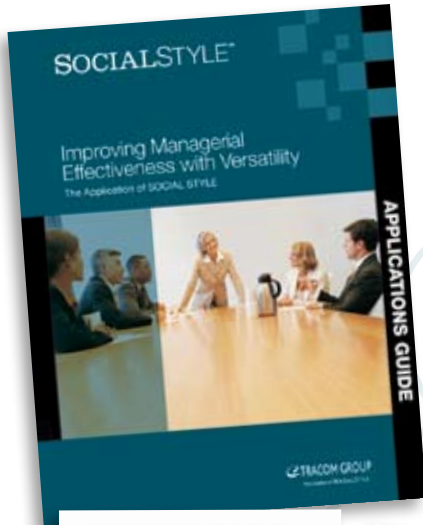


Improving Managerial Effectiveness with Versatility

APPLICATIONS GUIDE



Audience: Managers

Type: Guide

Length: 34 pages

Assessments Recommended:

Participants will have either taken a Conceptual Course with an assessment or have worked through a Conceptual Guide along with an assessment, prior to using this Applications Guide.

Use: Distribute as a reference guide for all managers who have taken a SOCIAL STYLESM course.



INTERPERSONAL SKILLS: ESSENTIAL FOR MANAGERS

Four out of ten newly promoted managers will fail within the first 18 months¹

Inadequate interpersonal skills are the main cause of leadership failure²

High managerial performance is directly linked to high interpersonal skills³

TRACOM's Improving Managerial Effectiveness with Versatility uses the popular and proven SOCIAL STYLE MODEL™ 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.

APPLICATIONS GUIDE

The Improving Managerial Effectiveness with Versatility Applications Guide helps managers to apply their knowledge of SOCIAL STYLE and Versatility to increase interpersonal effectiveness and productivity for both themselves and their direct reports. The Applications Guide is based on the concept that every interaction involves at least two SOCIAL STYLES: the managers' and his/her direct reports'. Based upon his or her SOCIAL STYLE, each manager has a preferred method of interaction, as does each direct report. The Applications Guide will show managers how different styles can work together to become mutually effective and productive and how, in the process, they can become a better manager of their people. This guide offers models and references for managers to use when coaching, critiquing, and praising employees.

VERSATILITY

Versatility is a measure of a person's Image, Presentation, Competence, and Feedback; the areas that contribute to a person's interpersonal skills. Versatility is a significant component of overall success; comparable to intelligence, previous work experience and personality.

Improving Managerial Effectiveness with Versatility APPLICATIONS GUIDE



BENEFITS

- Managers will learn to Effectively Communicate with direct reports
- Managers will learn to provide Positive Feedback to direct reports
- Managers will learn how to give Corrective Feedback to direct reports
- Managers will be better able to Delegate Responsibilities to direct reports
- Managers will be equipped to Create a Productive Work Environment for direct reports
- Managers will be able to help direct reports Develop Their Careers
- Easy-to-use format allows for self-study or incorporation into custom course
- Great for follow-up training

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- Here's Looking at You
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STRETCH GOALS

- Working through areas of weakness which stretch the comfort zones in order to achieve better results

