



Talent Insights®

ENGAGEMENT COMPARISON GUIDE

Individual Review

This individual review can either be completed alone or with the assistance of your debriefing consultant. Take your time to reflect on your true interpretation of your Engagement Report and be open and honest in your responses as they will predominantly determine the effectiveness of your comparison discussion. The more you are willing to share the more engaging the debriefing process will be.

Keys to Engagement

Highlight the key point that you feel most motivates and engages you. Review your colleague’s keys and highlight a key point that would best compliment your choice. (You may have identical keys, but challenge yourself to choose a key point of your colleague’s that is not represented on your own list.) Describe below why you feel those two key points work well together.

Engaging Through Communication

Highlight your top two Communication do’s. Think of these two items as your non-negotiables when it comes to communication. This is how you expect others to approach you and engage you in conversation both personally and professionally.

Next, look at your colleague’s “Do” list and circle a checkpoint that you might find difficult to regularly accommodate. (For example - You may be a more direct communicator, but your colleague prefers you “leave time for small talk and socializing.”) Below, record 2 ways in which you are willing to adapt to better accommodate your colleague’s preference.

1.



Talent Insights® ENGAGEMENT COMPARISON GUIDE

2. _____

Your “Do Not” list also contains non-negotiables for communication. Highlight the top two from your list and familiarize yourself with your colleague’s preferences.

Focusing on your highlighted items, note how you might react if your colleague approached you in this manner? OR Can you list a specific example of your colleague communicating in this way?

What could you do to help them correct or adjust their approach in a manner that does not escalate the situation?

Creating Peak Productivity

After reviewing both your colleague’s and your productive places, highlight one or two of your colleague’s flagged points that you believe you can assist in creating and describe below. (For example - Your colleague’s productive place includes... a people-focused return-on-investment, and you are able to help them identify that point of return at the beginning of new projects or tasks.)



Talent Insights® ENGAGEMENT COMPARISON GUIDE

Make It or Break It

Teams experience the most success when they leverage each other's strengths to reduce the potential impact of each other's weaknesses. Even if you are not currently working on a project together, describe how your strengths can be leveraged to better support your colleague's weaknesses and vice versa.

My Strengths > Their Weaknesses

Their Strengths > My Weaknesses

Avoiding Time Traps

It is easy to get caught up in any number of things throughout the day. Some are worthy of our time, but others are not or may just be taking too much time to accomplish. It is okay to ask for help to avoid these traps. Review both your hold-ups and maximizers and choose one or two items that you would like your colleague to hold you accountable for overcoming. In the space below, notate your most prevalent trap, how you want to overcome it and maximize your time and how your colleague can specifically help you stick to that goal. Also, start to understand how you may help your colleague in the same manner. This will be a communication building point of discussion when you meet.

Trap 1

How I will Maximize My Time

Accountability



Talent Insights® ENGAGEMENT COMPARISON GUIDE

Trap 2

How I will Maximize My Time

Accountability

Making an Impression

How others see us, isn't always in line with how we see ourselves. It is a humbling experience to be faced with the impressions that others might have of you, especially during stressful or extreme situations. However, a lot of growth can come from bringing these difficult impressions to light. It is important to not become overly defensive when discussing this section. As part of your individual reflection, use this time as the opportunity to defend yourself. Record how and why you feel you might be misunderstood or incorrectly perceived by others. (For example - I may seem demanding but that is only because I know how capable my teammates really are...)

Review your colleague's list of perceptions. Identify below one specific instance where you have witnessed or felt that your colleague personified one of the qualities within either the day-to-day or extreme category. Be respectful and without judgment, focus on the facts of the situation and how it made you feel.



Talent Insights® ENGAGEMENT COMPARISON GUIDE

Behavioral Continuum & DISC Graph

How others see us, isn't always in line with how we see ourselves. It is a humbling experience to be faced with the impressions that others might have of you, especially during stressful or extreme situations. However, a lot of growth can come from bringing these difficult impressions to light. It is important to not become overly defensive when discussing this section. As part of your individual reflection, use this time as the opportunity to defend yourself. Record how and why you feel you might be misunderstood or incorrectly perceived by others. (For example - I may seem demanding but that is only because I know how capable my teammates really are...)

Record the top two similarities

DISC Factor _____

P&C _____

Descriptor Term _____

My Score _____ Their Score _____

DISC Factor _____

P&C _____

Descriptor Term _____

My Score _____ Their Score _____

Record the top two differences

DISC Factor _____

P&C _____

Descriptor Term _____

My Score _____ Their Score _____

DISC Factor _____

P&C _____

Descriptor Term _____

My Score _____ Their Score _____

Note below anything that surprised you based on your similarities and differences. Provide an example of how one or more of these has impacted your day-to-day interactions with your colleague.

Handwriting lines for notes, with decorative plus signs on the right side.



Talent Insights® ENGAGEMENT COMPARISON GUIDE

Motivational Continuum

Record both your and your colleague's Primary Drivers (indicated by a diamond)

My Primary Drivers

Colleague's Primary Drivers

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Note below anything that surprised you based on your similarities and differences. Provide an example of how one or more of these has impacted your day-to-day interactions with your colleague.





Talent Insights® ENGAGEMENT COMPARISON GUIDE

Comparison Report Discussion

Be sure to schedule your discussion within 24 hours of your individual review. You may choose to meet one-on-one using this document as your guide or you may have the opportunity to come together with your debriefing consultant as a third-party moderator. Below are general tips and tricks to get the most out of your discussion.

Getting Started

- Identify the purpose of why you are meeting and what you hope to gain from this discussion.

Discuss

- Following the report, share the notes from your self-reviews.
- Notate and discuss points of similarity and difference.
- Once you have discussed each section of the report, time permitting, share additional ideas.

Wrap-up

- As a pair, discuss how you would like to move forward with your new-found understanding.
- Complete the Start/Stop/Continue document.
- Set a future “check-in” date.

Discussion Tips

1. Maintain an Attitude for Discussion - avoid a repressive tone and negative comments. Look forward to being challenged and see this as an opportunity to learn more about yourself and your colleague. Actively try to come to an understanding.
2. Avoid Extremes - avoid using extreme qualifiers such as “you always” or “you never”. This often causes groups to get stuck on a single topic without being very productive.
3. Disagree with Grace - there may be points of disagreement throughout the discussion. It isn't necessary to avoid them but address the point respectfully.
4. Feelings are Facts [In this Discussion] - you have both come together after careful self-reflection. Your feelings are your facts and your colleague's feelings are theirs. This is especially apparent in the “Making an Impression” section.
5. Simply Listen - Don't work on planning your rebuttal while your colleague is still speaking.
6. Use your Resources - The self-reflection is a purposeful means of avoiding overly emotional responses to what your colleague shares. Remember what is important to you, and refer back to your answers when you start to feel emotionally hijacked.
7. Avoid using “But” - If you find yourself saying, “I understand, but...” are you really understanding?
8. “A” for Effort - Even if you don't leave the conversation “best friends” acknowledge that you both made a strong effort to better understand and appreciate one another.



Talent Insights® ENGAGEMENT COMPARISON GUIDE

Start/Stop/Continue

This document represents the new and improved communication and engagement between _____ and _____ as of _____ .

From this point forward, we agree to do the following:

We agree to start:

We agree to stop:

We agree to continue:

(Signature 1)

(Signature 2)

