



TTI Talent Insights® ENGAGEMENT COMPARISON REPORT

QUICK START USER GUIDE

Welcome to the Talent Insights - Engagement Comparison quick start user guide. The intent of this guide is to provide pertinent details about the report to make it easier to use. This guide outlines the structure of the Engagement Comparison report and highlights key sections of which you will want to be aware.

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SECTION 1

Table of Contents, Compare and Share

- On the table of contents page, you can click the page title (digitally) and will automatically go to that page. Clicking the diamond in the upper right will return you to the table of contents.
- Compare and Share offers a simple step-by-step guide on how to get the most out of the comparison report. The tips take the participant through self-reflection, constructive discussion and next-steps.

Compare and Share
How to Get the Most from your Comparison Report

No two people are exactly alike. It is natural to experience both productivity and conflict when interacting with others. Whether you are working through this comparison report with a friend or foe, it will identify opportunities to improve communication and understanding, in turn, creating more productive interactions rather than conflict.

For maximum impact...

- 1 Review the Report Individually**
Take your time reading through the report in its entirety, focusing on both your portion and your colleague's. This individual review will allow you to take in the full picture (each section) before getting caught-up on any single topic.
- 2 Highlight Points of Interest**
Identify points that you would like to bring to the discussion. These points may be both positive and negative and will help to begin a healthy conversation on areas of similarity and differences.
- 3 Discuss Together**
Bring together the points each of you has highlighted within the report. Remain open to what your colleague has to say. Allocate plenty of time to make sure each of you has the opportunity to speak and respond.
- 4 Move Forward - Start/Stop/Continue**
Reflect - Where did you come to a better understanding of each other's behaviors and drivers? How might you apply this understanding of each other to build a more productive relationship moving forward? Make an agreement on at least one point you will start, stop, and continue.

Sample Company
17763 N. Rivercenter Way
460333-3301

Matt and Steve
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Engaging Through Communication

How to Talk with Each Other

When it comes to engaging others in conversation, use the platinum rule. Approach others as they want to be approached. This section provides a shareable list of ways Matt and Steve prefer to communicate. Use this list to identify the top three ways to have the most effective conversations.

<p>Matt's Do...</p> <ul style="list-style-type: none"> ✓ Provide testimonials from people he admires. ✓ Provide questions, alternatives and choices for making his own decisions. ✓ Start the conversation with something stimulating and fun. ✓ Influence Matt by referring to objectives and results. 		<p>Steve's Do...</p> <ul style="list-style-type: none"> ✓ Give him time to ask questions. ✓ Provide ideas for implementing action. ✓ Provide testimonials from people he admires. ✓ Keep discussions conversational.
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Avoiding Time Traps

What is the Hold-up

If there were only more hours in the day... An individual's time is valuable, and it is important to make the most of it. Each style comes with its own set of time management issues and opportunities. This section identifies what may be wasting Matt's and Steve's time.

<p>Matt's time traps...</p> <ul style="list-style-type: none"> ⊗ Unrealistic time expectations on himself and others to complete tasks. ⊗ Difficulty letting go of a task he can do himself. ⊗ Undocumented goals. ⊗ Underestimating the abilities of others. 		<p>Steve's time traps...</p> <ul style="list-style-type: none"> ⊗ Tends to get lost in daydreams about new possibilities. ⊗ Tends to have a cluttered workspace. ⊗ Overwhelmed with too many commitments. ⊗ May burn-out or wander when working on something too long.
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480.533.3301 10 Matt and Steve
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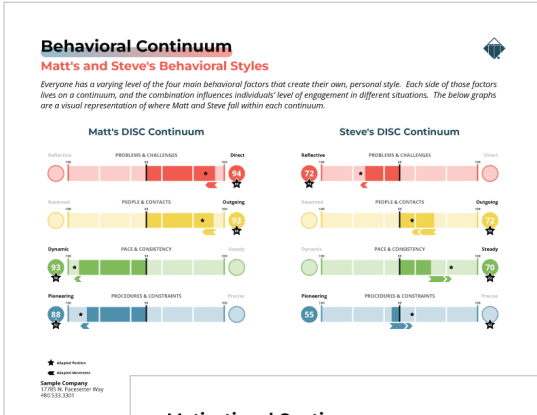
SECTION 2

Keys to Engagement, Engaging Through Communication, Creating Peak Productivity, Make It or Break It, Identifying Obstacles, Avoiding Time Traps, Making an Impression

- Section 2 contains the depth of the report. Each section identifies the participants' behavioral style or Driving Force through a different filter.
- The introductions to each portion offer anecdotal remarks that define the purpose of each page as well as offering simple discussion questions to help facilitate communication between the participants.
- The included sections represent both participants' information equally and in a side-by-side manner that easily highlights similarities and differences. The format is designed to promote discussion and uncover potential areas of conflict and strength.

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SECTION 3

DISC Continuum, Vertical DISC Graph, 12 Driving Forces Graph

- This section contains the DISC and 12 Driving Forces® Graph pages. Each page is a visual representation of the participants' How and Why engagement statements provided in Section 2.
- The engagement Comparison report also contains the new DISC Continuum graph, offering a more accurate picture of the strong effects that the (previous) low sides of DISC convey. Remember: A person's primary or secondary factor can be on either side of the energy line.

