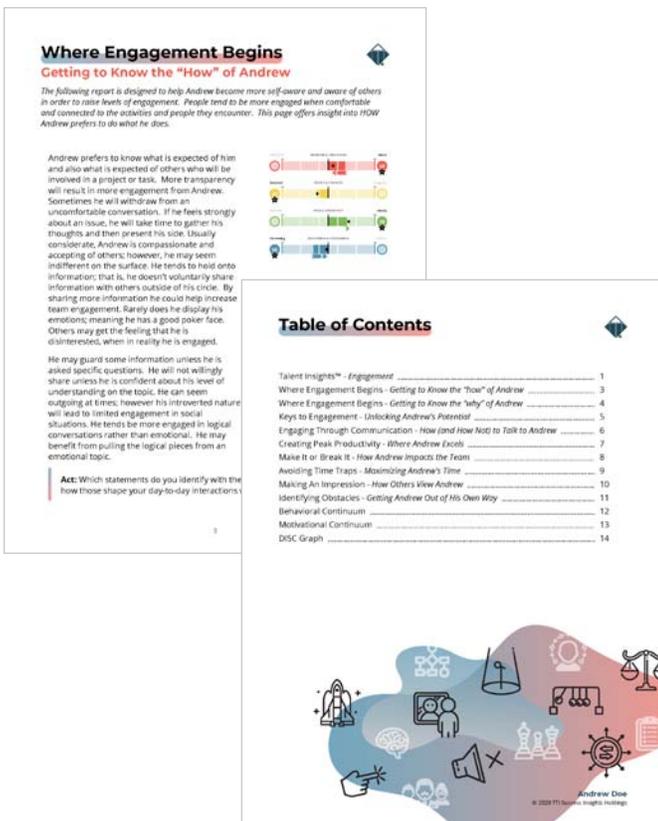


# Talent Insights® ENGAGEMENT REPORT

## QUICK START USER GUIDE

Welcome to the Talent Insights - Engagement 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 report and highlights key sections of which you will want to be aware.



## SECTION 1

### Table of Contents, Where Engagement Begins

- 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 left will return you to the table of contents.
- Where engagement begins tells the high-level story of how and why the participant engages well in some circumstances and not so well in others. This section contains both DISC and 12 Driving Forces®, setting the scene for the remainder of the report to explore.
- Previous reports separated General Characteristics statements into separate areas of focus by paragraph. This more streamlined report focuses all statements on the topic of engagement, regardless of the paragraph positioning.

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## QUICK START USER GUIDE

### Engaging Through Communication

**How (and How Not) to Talk to Andrew**

When it comes to engaging others in conversation, use the Platinum Rule. Approach others as they want to be approached. Behavioral styles have a major effect on communication preference. This section provides a shareable list of ways to and not to communicate with Andrew in order to have the most effective conversations.

**Do...**

- ✓ Provide precise details on the probability of success.
- ✓ Present the facts logically, keep the conversation on-track.
- ✓ Create a friendly environment.
- ✓ Get to the point. Be specific and brief.



**Don't...**

- ✗ Be red
- ✗ Ask m
- ✗ Offer can't
- ✗ Be dis
- ✗ busy



**Act:** Choose the top three Do's and top three D's (game-changers) and review them with your friend of communication.

### Keys to Engagement

**Unlocking Andrew's Potential**

Isn't it funny how something that excites one person, can completely turn off another? Each individual is engaged by a unique combination of approaches, topics and ideas. Below are a few of the most effective ways to keep Andrew engaged.

**Engagement happens when...**

- 🔑 Time to research critical information is given.
- 🔑 There are consistent ways in which he can contribute to the focus of the group.
- 🔑 He has the right information to support others so he can feel secure with how the job is being done.
- 🔑 He can be supportive of the team if the team is working hard to help the organization.
- 🔑 There are logical and predictable ways to achieve goals with the necessary time needed.
- 🔑 Loyalty and commitment is seen as a return on investment for the organization.
- 🔑 He is provided time to determine when and where to promote winning strategy.
- 🔑 He has the authority to protect those he trusts or is loyal to.



**Act:** Use this list to help keep yourself motivated during work projects. Can you seek out pieces of a tough assignment that lean toward one or more of your keys to engagement? If yes, focus on those pieces to finish strong.

Andrew Doe  
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## SECTION 2

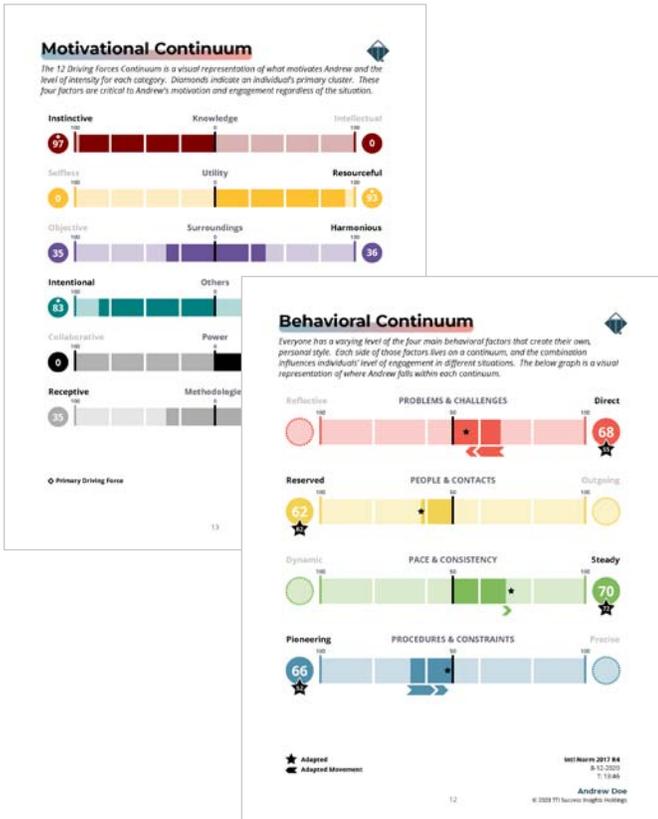
### Keys to Engagement, Plan for Communication, Environment for Peak Productivity, Tips for Effective Teamwork, Clue for Avoiding Time Traps, Point-Out the Perspectives, Identify the Obstacles

- Section two contains the depth of the report. Each section identifies the participant's behavioral style or Driving Force through a different filter.
- The introductions to each portion offer anecdotal remarks that define the purpose of each page.
- The included sections have either action items, reflection questions or tips, posted as "Act", "Reflect", "Tip" as a means of further self-discovery on each of the topics.



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## QUICK START USER GUIDE



### 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 participant's How and Why statements provided in section 2.
- The engagement report also contains the premier of the 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.