Using a personality type indicator or assessment in the workplace can increase individual self-awareness, increase team understanding, and provide the basis for a meaningful team-building activity.

Note: For individuals who have not taken an assessment before, or who haven't seen assessment results in report form, may be surprised at how 'revealing' the information can be. They may be concerned that the information could be used against them. Provide assurance that individual reports will not be shared, and that only the high-level results will be shared and aggregated to provide a team view.

You are not required to be an expert in the personality type indicator or assessment to facilitate a meaningful team discussion or workshop. Here is a simple, sample approach to using the tool in a team setting:

1. *Communicate the objective.* For example: You will receive an invitation to take the xyz assessment online. It will take less than 15 minutes. Please follow all instructions and complete the assessment by <date.> After you have an opportunity to review your report, I'll invite you to meet with me for a brief one-on-one, and then we will come together as a team to better understand our team's operating style.
2. *Administer the assessment* to the individuals in the team. After the individual reports are distributed and read by team members, conduct brief feedback sessions with each team member – 20-30 minutes – verifying their personality type or assessment results. This helps you establish a connection between you and the team members prior to the session, and also provides for working knowledge of the team composition before the group session.
3. *Prepare a team type distribution chart.* Prepare a visual view of the team results (without including individual names). This is an opportunity to get creative! Google "team personality type distribution chart" to see images and inspiration for your chart.
4. *Engage the team.* In the team session, engage the team in a discussion of the distribution chart. Questions to spark discussion include:
    - What does the chart say about the team as a whole?
    - What are our strengths?
    - What are our challenges?
    - Can you describe a few situations when these dynamics played out in real time?
    - What can we do *collectively* to leverage this knowledge and our preferences in the future?
    - We can we do *individually* to leverage this knowledge and our preferences in the future?
5. *Wrap up.* Ask each team member to share one thing that they learned or one thing that they plan to do differently as a result of taking the assessment and/or attending the session.
6. *Optional.* Invite team members to optionally post or share their high-level assessment results as desired (and as appropriate to company culture). For example, a print out by their name plate or at their workspace, as their screen saver, or included in their email signature block.

For more tips about hosting a successful session, contact veronica@coachveronica.com.