

Virginia Bankers Association Manager Development Program Pre-Work for Virtual Insights® Discovery, Beginning the Journey

Pre-work Overview

There are five pre-work steps you will need to complete before the virtual session on October 14, 2020. Each step is described in detail below, but here is an overview of what you will need to do:

1. Take the Insights® assessment online by COB October, 8.
2. Review the objectives for using the Insights® tool by COB October, 8.
3. Watch a short, introductory video by COB October, 8.
4. After you take the assessment online, Floricane will email you your Insights® assessment results in the form of an Insights® profile. After you receive your profile, access and complete the e-learning module by COB October, 13.
5. Also after you receive your profile, complete a few activities that will help you understand key sections of the profile by COB October, 13.

Step One: Take the Insights Assessment Online by COB October, 8

Please take the Insights Discovery® assessment at this link (Please use referral code VBAMDP2020): <https://online.insights.com/evaluator/floricane/discovery>

Floricane will use the results to generate your Insights® Personal Profile. The assessment is quick and should only take about 10–15 minutes to complete. It's best to go with your gut reaction to each question and not overthink it. Feel free to email Kathy Greenier at Kathy@Floricane.com with any questions about completing this assessment.

Step Two: Review the Objectives by COB October, 8

The objectives are as follows: Insights® Discovery is about good working relationships: we need them to sustain an organization, foster employee engagement and a healthy culture, and drive results. Insights® is a tool that helps you start, sustain, and grow in those crucial relationships by promoting self awareness — the foundation for efficient communication, quality engagement, and increased productivity. It gives you more than just words on a page, it gives your organization a new, shared language for development and growth. Through understanding your own preferences for engagement, decision making, and taking information in, Insights® helps you understand how others may experience you at work, how to appreciate different styles, and how to adapt your preferences when needed. Its holistic approach gives individuals and teams a better grasp of the different styles seated at the table, and how best to engage them to achieve results.

Insights® will help you to understand yourself at a deeper level, and consequently, understand what makes you unique. When we learn more about ourselves, we can then

start to appreciate what makes others different, and start to consider how we can adapt our approach to connect with others, to get the most out of our relationships. The tool supports its users in four key developmental elements:

- Step 1 – Explore and discover more about yourself
- Step 2 – Learn how to recognise and appreciate others' differences
- Step 3 – Learn how to adapt your behaviour to interact more effectively with others
- Step 4 – Put your learning into action with personal goals

Step Three: Introductory Video by COB October, 8

Watch this short [video](#), which will tell you a little more about Insights® and what it can do.

Step Four: Access the E-learning Module by COB October, 13

After you receive your profile from Floricane, please complete the Basics of Insights® eLearning module by clicking [here](#). This module introduces you to the key concepts of Insights. The eLearning will take approximately 30 minutes to complete. We will review and apply these concepts during the virtual session.

Step Five: Complete Profile Activities by COB October, 13

After you receive your profile from Floricane, please also do the following:

- Read the Overview pages of your Insights® Personal Profile and do a calculation of the face validity. To do this, underline any sentences (just in the Overview section) that you believe do not describe you. Rather than stick on a specific word, consider the whole or half sentence. Count the sentences that did not describe you and multiply by 2. Subtract that number from 100.
 - For example: 1.5 sentences x 2 = 3 100% - 3% = 97% Accuracy
- Read the strengths page of your Insights Discovery personal profile. Choose the two strengths you think are your most important strengths for managing or positively influencing others. Reflect on how those strengths practically apply to your day-to-day job.
- Read the Effective Communication Pages of your Insights Discovery personal profile. Identify the two do's and the two don't's you would recommend to your colleagues to think about when they communicate with you.