



Virtual Insights® Discovery: Beginning the Journey Pre-Work

*Welcome to your Insights® Discovery journey!
This document is designed to help you get the most benefit
from your upcoming workshop.*

Pre-work Overview

There are 6 pre-work steps you will need to complete to prepare for your session. Each step is described in detail below. Please complete the steps **in order**. Here is an overview and your deadlines:

Complete by **October 3:**

1. Review the objectives for using the Insights® tool.
2. Complete the Insights assessment.

Complete by **the start of your Introduction to Insights session on October 12:**

3. Complete the eLearning module.
4. Read through your entire profile.
5. Calculate your profile “face validity.”
6. Complete a few profile activities.





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Step One: Review the Objectives

Start by watching [this video](https://www.youtube.com/watch?v=rPszqOmtV8g) for an overview of the tool. (Link: <https://www.youtube.com/watch?v=rPszqOmtV8g>)

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.

Insights® provides you with more than just words on a page, it gives your team or 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:

- Explore and discover more about yourself
- Learn how to recognize and appreciate others' communication and decision-making preferences
- Learn how to adapt your behaviour to interact more effectively with others
- Put your learning into action with personal goals

Watch [this video](https://www.youtube.com/watch?v=yqLI8242WRY) of an Insights user sharing the value she believes Insights has brought to her working relationships. (Link: <https://www.youtube.com/watch?v=yqLI8242WRY>)





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Step Two: Take the Insights® Assessment

Below is the link to complete the Insights® Discovery assessment. Your input will then generate your 20+ page Insights® Personal Profile. The assessment is quick and should only take about **10-15 minutes** to complete.

Before taking the assessment, consider these key points and suggestions:

- You will be asked to force rank four word pairs for each question. You might be torn in how to respond. That's normal.
- Many people ask – “Should I think of myself at home or at work?” The answer is both! It's best to go with your gut reaction to each question and not overthink it.
- If you resonate with one word in the pair, and not the other, focus on the word you resonate with and let go of the other one.

Pronouns: Currently, Insights generates profiles with she/her and he/his pronouns. They are working on adding a they/them option, but it is not automatically available yet. If you use pronouns other than she/her or he/him, please let Serena (serena@floricane.com) know what pronouns you prefer. We can still generate the profile with your preferred pronouns. In this case, when you take the evaluator, it doesn't matter what box you check for gender.

Language: If you would prefer to have a copy of your profile in a language other than English, please let Serena know and we can generate a version for you in that language.

Insights® Assessment link: <https://online.insights.com/evaluator/floricane/discovery>
Use **VBA MDP** for the REFERRAL CODE

Please complete Steps 1-2 by October 3.

Serena will send you your personal profile and a reminder of your additional pre-work steps on **October 4.**





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Step Three: Complete the E-learning Module

Complete the [Basics of Insights® eLearning module](https://360.articulate.com/review/content/1a88609b-5785-4cfe-a076-9d42d74c91d4/review) (<https://360.articulate.com/review/content/1a88609b-5785-4cfe-a076-9d42d74c91d4/review>). **Note: you do not need an account to access the module. Sometimes the site just takes a few moments to load. If you are having trouble accessing, email Serena at serena@floricane.com.**

This module introduces you to the key concepts of Insights. The eLearning will take approximately **30 minutes** to complete. We will apply these concepts during the Introduction to Insights session.

After you have received your profile, you can complete the following steps:

Step Four: Read Your Profile

This may seem like an obvious step, but if you haven't already, now would be a good time to thoroughly read through each section of your profile.

Step Five: Calculate Face Validity

- Everything in your profile may not resonate with you – that's okay! 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

Step Six: Complete Profile Activities

- Go to the Overview section. Choose three sentences or statements that you believe are most applicable to you and your work.
- Go to the Key Strengths and Weaknesses section. Identify two strengths that you would like to leverage more of in your role and two weaknesses that you would like to work on.





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- Go to the Communication section. 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.

Please complete Steps 3-6 by the start of your Introduction to Insights session on October 12 and bring your profile and pre-work to the session.

