

IMPACTFUL INFLUENCING

Harnessing the Power of Myers-Briggs® Type

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INTRODUCTION

Welcome to the *Impactful Influencing: Harnessing the Power of Myers-Briggs® Type* workshop.

Workshop Objectives

This workshop is designed to help participants

- Reconfirm their best-fit MBTI® type
- Self-assess their current level of effectiveness in influencing
- Understand the roles that ethics, biology, and rapport play in effective influencing
- Gain an appreciation for the impact of personality type on effective influencing by reviewing a summary of recent research findings in the field
- Learn how their personality preferences affect how they influence others and how others influence them
- Practice the skills of ethical influencing
- Create an action plan for developing more effective influencing skills

The workshop was created with flexibility in mind. It can be conducted as a full-day session or as a half-day session, with the full-day version offering more opportunity for activities and skills practice.

Workshop Materials

This workshop facilitation kit contains everything you need to successfully deliver the workshop.

Facilitator's Notes

The Facilitator's Notes PDF file contains instructions and resources to help you prepare to deliver the workshop, a program agenda, and lecture script and instructions.

Note: Two sets of Facilitator's Notes are provided—one for a full-day workshop and the other for a half-day workshop.

Training Slides

The PowerPoint training slides are ready for you to use.

Note: Two sets of PowerPoint training slides are provided—one for a full-day workshop and the other for a half-day workshop.

Facilitator Tools

The following facilitator tools are provided in a PDF file and can be printed as needed for your workshop.

- Preworkshop Questionnaire
- Workshop Evaluation Form
- Myers-Briggs® Type and Influencing Effects and Impacts White Paper

This white paper describes the research effort that underlies the creation of the workshop content and the process used to investigate the link between influence and Myers-Briggs personality type. Please read it prior to the workshop so that you will be prepared to respond to participant questions if they arise.

Participant Handouts

The following participant handouts are provided in a PDF file and can be printed as needed for your workshop.

- Identity Cards (four full-size pages—one for each influencing style)
- Jigsaw Identity Cards (four full-size pages to cut up and use with Identity Cards Jigsaw activity)
- Case Studies (four case studies as separate handouts)

Additional Materials

Participant Workbook

Prior to the workshop, you will need to purchase one participant workbook (order from www.cpp.com) for each participant.

Preparing for the Workshop

Complete the following tasks prior to the workshop.

Establish the Proper Mind-Set

A critical factor in successfully delivering any MBTI workshop is “mind-setting”—that is, ensuring that your participants clearly understand the workshop’s goals and objectives, as well as its concepts and activities, and respond appropriately.

To ensure proper mind-setting, we recommend that you have participants complete the brief Preworkshop Questionnaire included on the flash drive, which contains the following questions:

1. What are three words that you associate with the word *influencing*?
2. How do you typically influence someone else?

3. Think of a time in the past six months when you had to influence someone else. Describe what worked well for you and what didn't work well.
4. How would you rate your current level of influencing effectiveness on a scale of 1 to 10, with 1 being *not at all effective* and 10 being *very effective*?
5. What do you hope to gain from attending the workshop?

When you send the questionnaire to participants, be sure to provide instructions and a due date for returning it to you.

Make Sure That Participants Know Their Best-Fit Myers-Briggs® Type

Ensure that participants have taken the MBTI assessment, received feedback, and verified their best-fit type. They can do this through MBTIonline.com, where they will take the MBTI Step I™ assessment and participate in an online interactive learning session and verification process, or by taking the MBTI Step I or Step II™ assessment through CPP's online administration site and receiving feedback from an MBTI® Certified Practitioner.

Prepare the Workshop Materials

Make sure that you have the following on hand prior to your session:

- Participant workbooks
- Participant handouts to distribute during the session
- Agenda on flipchart paper or a whiteboard (optional, but recommended)
- Training slides updated with your name and credentials
- Type table, drawn on a flipchart sheet or purchased (order from www.cpp.com)
- Sticky notes
- Flipcharts and markers and/or whiteboard and markers

Prepare the Facility

Plan to arrive at the training location at least 1 hour before the workshop starts to confirm that the room is properly set up.

- Ensure that tables are set up the way you want them, preferably in rounds or rectangles—not classroom or conference style.
- Post the type table in a convenient place.
- Check that you have flipcharts and stands, sticky notes, pencils, markers, etc.
- Make sure that the projector works and projection is in the sight line of all participants.

As people arrive for the session, note whether anyone has a physical challenge that might restrict his or her movement. If someone does, check with that individual privately before the session begins about any special needs. You might want to have participants with special needs find a comfortable place in the room and instruct their activity group to always meet in that spot.

Opening the Workshop and Introductions

Slides	Time	Materials
1–6	10 minutes	Participant workbook

Slide	Facilitator Notes
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Note: These facilitation notes presuppose a full-day workshop. Please use the half-day version of facilitation notes included on your flash drive, along with the alternative slide deck, if you intend to conduct a half-day session.

1 [Prior to the workshop, update this slide with your name.]
Welcome the group to the workshop.

2 [Prior to the workshop, update this slide with your name, credentials, expertise, and experience.]
Verbally summarize your experience for the group. Introduce the topic of influencing and give some brief examples of why it is important to have effective influencing skills. Consider sharing a brief example of how type knowledge has affected your influencing skills in a positive way.
Keep in mind what audiences with different type preferences need to know about you as a trainer in order to feel comfortable. For example, educational qualifications and work experience are important for some people, while demonstrating engagement and rapport with participants is more important for others.

3, 4 Suggested script:
Here are the learning objectives for this workshop. During the workshop you will

- Review and reconfirm your MBTI best-fit type and self-assess the effectiveness of your current influencing skills
- Learn about the roles that biology, ethics, and rapport play in effective influencing
- Gain an understanding of the impact of personality type on effective influencing by reviewing a summary of key research findings in this area
- Have an opportunity to explore how your personality preferences affect how you influence others and how others influence you
- Practice the skills of ethical influencing using a variety of activities and case studies
- Create a personal action plan to help you develop more effective influencing skills

Selected Sample Pages

Slide	Facilitator Notes
5	<p>Suggested script:</p> <p><i>This is an outline of today's agenda. Following this brief introduction and scene setting, we will review the MBTI framework and revisit your best-fit type. Then we will move on to the topic of influencing. First we will look at an overview of the topic and discuss the role of ethics in influencing. Next we will explore the research confirming the relationship between MBTI preferences and influencing, and you will have an opportunity to see how your preferences affect your personal style of influencing and being influenced.</i></p> <p><i>Later in the workshop, we will do several activities designed to help you gain insight into your influencing style and practice strategies to support more effective influencing. Finally, you will create an action plan based on what you learned today to help you develop and use your influencing skills after the workshop.</i></p>
6	<p>Ask participants to briefly introduce themselves to the group, providing their name and their MBTI type, if they know it and are willing to share it.</p>
7	<p>Suggested script:</p> <p><i>Before we move on to the body of the workshop, I want to introduce you to your workbook. The workbook was designed to assist you in capturing key information from the workshop, along with your own insights and reflections. At the end of the day, you will develop a personal action plan. The information in your workbook will support that and help ensure that your action plan is relevant and effective.</i></p>

Selected Sample Pages