Pre-work Instructions

We look forward to seeing you at the training! Below are instructions for the pre-work, which will take 60-75 minutes to complete (depending on which strengths assessment is completed). Please complete one week prior to training.

1. Review the "Summary of Strengths Assessments" chart and complete one of the assessments.
2. Review your results report. Highlight keywords/ideas that resonate with you and any tips you wish to try.
3. Complete Part 1 and Part 2 (Questions #1 and #2 only) of "Your Top Strengths" Worksheet.
4. Be prepared to discuss your answers to the following questions in small groups:
    a. What were your first impressions of your results report?
    b. Anything that surprised you?
    c. Considering your experience with taking the assessment and the amount and quality of information given in the assessment report, would you use this assessment with your staff- whether individually or on your team? Why or why not?

SUMMARY OF STRENGTHS ASSESSMENTS

Name of Assessment	Description	Length of Assessment	Price	Resources
CliftonStrengths Assessment	• Measures how strongly 34 talent themes, including your Top 5 themes, show up in your work/life • Recommends focusing on Top 5-10 themes and partnering with others who have different strengths • Available in more than 25 languages and can be modified for individuals with disabilities • Used by over	• Timed, 30-50 minutes to complete • 177 paired statements	• Top 5 Report from either: • *StrengthsFinder 2.0* book ($9.99 on Amazon), which includes access code for the assessment OR • Gallup's website ($24.99).	• Lots of free resources, including over 1,300 videos on the CliftonStrengths YouTube Channel. • We recommend starting with the • Discover Your Strengths - Unlock Your Potential with Gallup's CliftonStrengths and videos from Theme Thursday Season 5: Highlights from Your 34 CliftonStrengths series to learn more about your
	24 million people and over 90 percent of Fortune 500 firms		• We recommend getting a new copy of the *StrengthsFinder 2.0* book (Option 1), which provides more examples and tips than just getting the report from the website.	Top themes. Each episode averages 20-30 minutes in length.

VIA Character Strengths Survey	• Measures 24 character strengths depicted in philosophical, psychological, and religious texts across cultures • Creators believe that with effort and attention, you can strengthen any character strength. • Taken by more than 13 million people in 195 countries	• Un-timed, 15 minutes (or longer) to complete • 96 questions	• Top 5 Character Strengths Report | Personality Test	• Find Your 24 Character Strengths | Personal Strengths List | VIA Institute • Amazon.com : the power of character strengths appreciate and ignite book ($20.99 on Amazon) • VIA Courses for Personal & Professional Strengths ($100-$500) on different topics, including how to use character strengths at work. • VIA Strengths YouTube Channel
Strengths Profile	• Measures 60 strengths • Reports share your **realized strengths** ("strengths you	• Un-timed, 20 minutes (or longer) to complete	• $19.05 for Introductory Profile	• The Strengths Profile Book: Finding What you Can Do + Love to Do And Why It Matters book

	use and enjoy"), **unrealized strengths** ("strengths you don't use as often"), **learned behaviors** ("things you do well, but may not enjoy"), and **weaknesses** ("things you find hard and don't enjoy"). • Used by over 1 million people and more than 5,000 organizations in 90 countries[1]	• 180 questions • Can re-take after 6 months to notice any changes		($11.49 on Amazon) • Strengths Profile Youtube Channel, which contains videos on general concepts and user stories
StandOUT Strengths Assessment	• Determines your primary and secondary "StandOut Roles"; each role profile describes a "combination of traits that helps you stand out at work," your impact on others, & what value you bring to your organization/ team • Taken by 750,000+ people all over the world; use by organizations	• Timed,15-20 minutes to complete • 34 questions	• Free assessment and report	• StandOut 2.0: Assess Your Strengths, Find Your Edge, Win at Work • book ($14.88 at Amazon) • Videos of the 9 StandOUT Roles and live broadcasts YouTube Channel which offers videos about strengths, leadership, engagement and performance, etc.

YOUR TOP STRENGTHS WORKSHEET

Part 1. Your Signature (Top) Strengths or Strengths Roles

Instructions: Complete the table below with your Top Strengths or Top Strengths Roles (according to the assessment), as well as insights from your results report and your own reflection. If your report gives you more than 5 Top Strengths, pick 5 that you would like to focus on for this training.

Signature Strength/Role	At my best using this strength, I ...	What do I need to watch out for (i.e., blind spots) when using this strength ...	Support/Actions needed to be at my best with using this strength ...
Example: Responsibility	• Take ownership of every project to ensure high quality output/outcomes. • I am extremely reliable. Others can count on me and often turn to me for support.	• I tend to take on too much and get overwhelmed. I feel responsible for everything. I need to be more selective about what I take on.	• Delegate more. Divide up tasks with others and be clear about who's responsible for what. • Say no to projects that are not aligned with our annual priorities. • Negotiate deadlines if needed. • Work with my supervisor to come up with clear metrics to know what's enough.

Part 2. Reflection Questions

1. At work, what are your top responsibilities?
2. What are you known for at work?
3. How have your Signature Strengths supported you in your role, helped you be successful in the things you listed for Questions #1 and 2?

Part 3. Action Planning

Instructions: Select 1 or 2 Signature Strengths/Strengths Roles that you could lean into more to increase your effectiveness at work. Create an action plan using the table below. Be specific in what, where, when, and how you are going to use your strengths.

Signature Strength/Role	How might you use this strength more?	What support is needed?
Example : Relator	• I can take more time to connect with my staff individually instead of just focusing on business. I will reserve the first 5-10 minutes of supervision to get to know them as people. • I will also reserve 10 minutes during team meetings for ice breakers.	• I can solicit ice breaker ideas from my staff so that they feel a part of the process.