



TRUITY

TYPEFINDER[®]

in the

WORKPLACE

HANDBOOK



TABLE OF CONTENTS

HOW TO USE THIS HANDBOOK 02

SECTION ONE: PERSONALITY EXPLAINED 03

SECTION TWO: DEBRIEFING YOUR TYPEFINDER® IN THE WORKPLACE REPORT 04-11

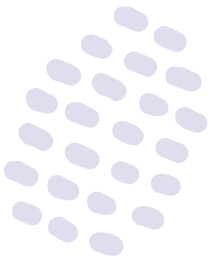
- Energy Style: Introversion and Extraversion 04
- Cognitive Style: Sensing and iNtuition 06
- Values Style: Thinking and Feeling 08
- Self- Management Style: Judging and Perceiving 10

SECTION THREE: APPLYING YOUR STRENGTHS IN THE WORKPLACE 12-16

- Working with a team 12
- Communicating with others 14
- Managing conflict 15

SECTION FOUR: INSIGHTS TO ACTION 17-20

- Personal insights 17
- Team insights 18
- Professional development plan 19



How to Use This Handbook

This handbook will help you apply your personality type to your work life, team dynamics and professional development. It is designed to complement your Typefinder® in the Workplace report and is divided into four sections:

- **Section One – Personality Explained**

You'll review the meaning behind each dimension of your personality type and complete activities to help you understand how each dimension impacts our preferences and behavior in the workplace.

- **Section Two – Debriefing your Typefinder® in the Workplace Report**

You'll review the meaning behind each dimension of your personality type and complete activities to help you understand how each dimension impacts your preferences and behavior in the workplace.

- **Section Three – Applying Your Strengths in the Workplace**

This section will help you apply your personality type, strengths and past experiences to core workplace challenges - including teamwork, communication and conflict.

- **Section Four – Insights to Action**

You'll capture key insights about yourself and your team for two purposes. First, to serve as a quick reference guide to use before important meetings and interactions and, second, to help you turn those insights into action for your own professional development.



You'll find a "Learn More" area within each section, which includes resources that provide additional ideas, inspiration and information to help you apply the insights from your personality type to your work life. In sections two through four, you'll also find questions, reflections, and activities to help you get the most out of your test results.

Whether you complete all of the exercises and explore all of the resources, or just pick and choose as needed, each activity will help you gain self-awareness and actionable insights that will support your career for years to come.

Section One - Personality Explained

► What is personality type?

The word 'personality' is shorthand for a series of styles or preferences that describe the way we tend to think and operate. These styles influence how we see the world, what we consider important, how we communicate and how we manage our lives.

As you read the description of your personality type, you'll most likely notice it's not a perfect fit. That's because we are all unique and have had different life experiences. Instead of seeing your personality type as a label or a box, think of it as a framework or tool to help increase your self-awareness about how YOU react to situations. This can help you better appreciate your own strengths and have compassion for your own blind spots. It can also help you develop empathy for the strengths and blind spots of those you work with. You can use this newfound self-awareness to better lean into your strengths and to adapt and moderate for your blind spots in the workplace.

► Dimensions and Styles

Truity's TypeFinder® system is a validated, research-backed system based on the personality theories of Isabel Myers and Katharine Briggs. There are four dimensions of personality in the Typefinder® system, each comprising two styles or preferences which sit on opposite ends of a continuum. This continuum constantly shifts depending on a variety of factors, such as our environment and our level of stress. While we have access to all eight styles, we prefer to use one of each pair. The degree of this preference may be small or large, and may vary depending on the situation, but the preference exists. Your style preferences for each of the four dimensions make up your four-letter type.

Dimension	Style Pair
Energy Style	Introversion <> Extraversion
Cognitive Style	Sensing <> iNtuition
Values Style	Thinking <> Feeling
Self-Management Style	Judging <> Perceiving

Learn More:

- [Our TypeFinder® at Work Training Materials](#): In-depth guidance on personality typing and how to think about and apply type theory in the workplace
- [Key Principles of Myers & Briggs' Personality Typing](#)
- [The 4 Letters of Myers & Briggs' Personality Types](#)
- [How Myers & Briggs' Personality Type Is Used](#)
- [Snapshots of each of the 16 TypeFinder® personality types](#)

Section Two - Debriefing Your Typefinder® in the Workplace Report

► Energy Style: Introversion and Extraversion ◀

“Where do you get your energy from?”

Introverts are energized by quiet spaces and time alone.

Extraverts are energized by other people and engaging with the world around them.

There are shy extraverts and social introverts, so what do these styles really mean?

Introverts feel energized when they have time to look inward, processing information and coming to their own conclusions before having to share them.

They need plenty of **reflection time** every day to be effective at work.

Extraverts feel energized when they have time to focus on what's happening around them and when they can interact with people, objects and information.

They need plenty of **interaction time** every day to be effective at work.

Development Questions

1. Which do you currently need more of at work - reflection time or interaction time? What are some ways you could change that?

2. In general, which activities at work energize you and which drain you? Is that balance right? What needs to change?

Learn More:

- [How Introverts Can Thrive in an Office Full of Extraverts](#)
- [An Introvert's Guide to Business Communication](#)
- [Six Ways Introverts Can Thrive in a Co-Working Environment](#)
- [What to Do When Your Personality Is Extraverted, but Your Life Isn't](#)
- [What Is an Extravert? 10 Signs You May Be One](#)

The full workbook is available only for Truity @ Work customers

- If you are a Truity @ Work customer, please log into your account to access the full versions of all training materials.
- For more information on testing your team with the Truity @ Work platform, click here: [Personality Tests for Business](#).
- To purchase test credits for the Truity @ Work platform, click here: [Purchase Test Credits](#).

Questions? [Click here to contact us](#).

