



Starter Bundle

Ready-to-use resources to support growth and insight in real workplaces



Learn. Apply. Lead.

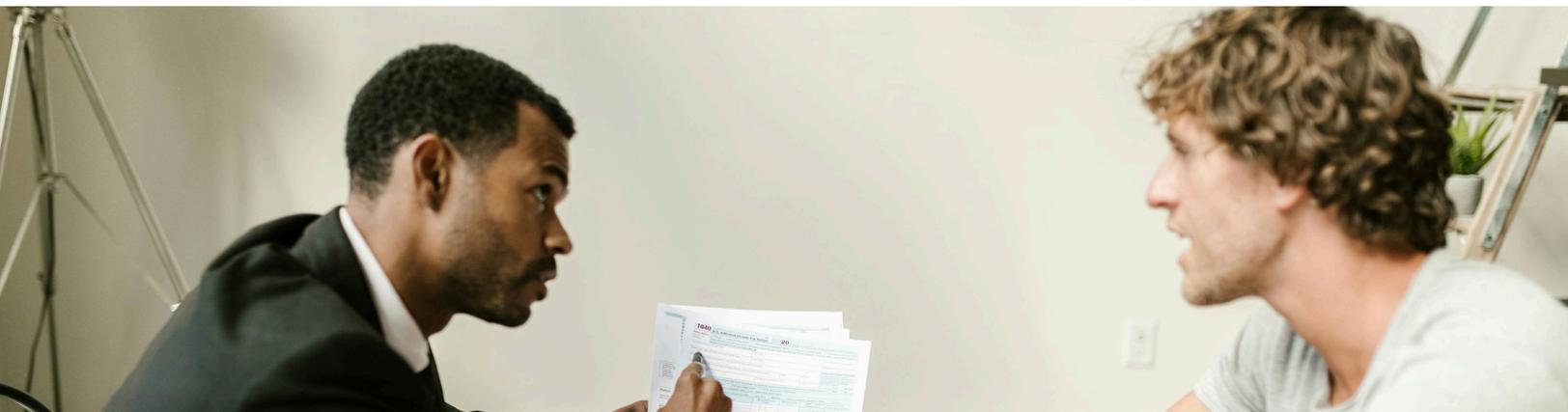


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Unlocking Stronger Teams

Meaningful engagement can be challenging, and it's not always clear how to put it into practice. This starter bundle offers practical tools, including assessment reflections, group and team exercises and training with detailed explanations. You can leverage these tools and information to build stronger engagement and connection within your team.

WHAT YOU'LL GAIN FROM THIS WORKBOOK

- **Save Time on Training & Development** - Access ready-to-use resources and templates that simplify planning and execution.
- **Increase Employee Retention** - Encourage positive work environment that motivates people to stay and grow.
- **Enhance Team Communication & Collaboration** - Leverage structured tools that encourage collaboration and build a more cohesive team.
- **Support Leadership Development** - Equip leaders with tools to better understand and guide their teams.
- **Boost Employee Engagement** – Through these meaningful activities, spark important conversations, connections, and insights that honor the individuality of every person on your team.



Mentorship Programs

Mentorship programs are a great avenue for professional development, engagement, and developing an internal pipeline for promotional positions. Gathering key information from both the mentor and mentee prior to selecting who will be partnered together can assist with finding the most appropriate partnering that would align with each other's aspirations.

The information gathered from the applications and intake forms should be shared prior to the first meeting to absorb the information. Part of the agenda for the first meeting should include discussing the information gathered and addressing any discrepancies between preferences to ensure understanding and how to personalize to them.

For additional resources connected to Mentoring, explore [Praeliscere's Mentoring Hub](#).

ASSESSMENT OVERVIEW

Assessment Name: Mentee Intake Form

Estimated Time: 15–25 minutes

Format: Virtual or In Person

ASSESSMENT OVERVIEW

Assessment Name: Mentor Application Form

Estimated Time: 15–25 minutes

Format: Virtual or In Person

All assessments and exercises in this workbook require **minimal preparation** and **can be used** for team meetings, retreats, and coaching and development sessions.

SUPPORT BEYOND THIS WORKBOOK

This workbook has support resources and tools available on [Praeliscere's website](#) that are designed to deepen understanding and reinforce application. Tools and resources may include short videos, learning delivery guidance, presentation decks, and reinforcement resources.

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MENTEE INTAKE FORM

The Mentee Intake Form will help us match you with the ideal mentor and allow them to tailor the mentorship experience to best support your goals and needs.

FULL NAME _____

PERSONALIZED PREFERENCES _____

MAIN COMMUNICATION PREFERENCE:

Email Chat function Face to face Virtual call Phone call

MEETING COMMUNICATION PREFERENCE: Face to face Virtual call Phone call

LEARNING STYLE Visual Auditory Kinesthetic Reading/Writing

WORK ORIENTATION Job Career Calling orientated

TOP STRENGTHS

Note: There are various free or paid assessment platforms available to help identify top strengths.

COACHING COMMUNICATION STYLE PREFERENCE

Direct Supportive Gentle Collaborative Detailed Solution-Focused

PROFESSIONAL BACKGROUND AND ASPIRATIONS _____

Current Job Title and Responsibilities _____

Overall Career Experience _____

Experience in Current Field and Department _____

Career Goals for the Next 5 Years _____

What parts of your current work or career do you enjoy the most? _____

What strengths would you like to further enhance? _____

Are there any areas of improvement or skills you seek guidance on? _____

MENTEE INTAKE FORM

MOTIVATION FOR SEEKING A MENTOR AND INSIGHTS _____

Why are you seeking a mentor? _____

What goals do you want to achieve through this mentorship program? _____

What strengths would you look for in a mentor? _____

Have you had a mentorship experience in the past? If yes, what went well and what could have been improved?

Is there anything else your mentor should know about you? _____

Thank you for taking the time to complete the Mentee Intake Form. We deeply appreciate your effort in sharing this valuable information, as it will help us gain a clearer understanding of your goals and needs. This will allow us to match you with a mentor who is best suited to support your journey.

MENTOR APPLICATION FORM

Thank you for your interest in becoming a formal mentor. Please complete the form to share more about your background and your motivation for taking on a mentoring role. If selected as a formal mentor, the information you provide will help us match you with a mentee who aligns with your expertise and mentorship style.

FULL NAME _____

PERSONALIZED PREFERENCES _____

MAIN COMMUNICATION PREFERENCE:

Email Chat function Face to face Virtual call Phone call

MEETING COMMUNICATION PREFERENCE: Face to face Virtual call Phone call

LEARNING STYLE Visual Auditory Kinesthetic Reading/Writing

WORK ORIENTATION Job Career Calling orientated

TOP STRENGTHS

Note: There are various free or paid assessment platforms available to help identify top strengths.

PROFESSIONAL BACKGROUND AND ASPIRATIONS _____

Current Job Title and Responsibilities _____

Overall Career Experience _____

Experience in Current Field and Department _____

Career Goals for the Next 5 Years _____

What parts of your current work or career do you enjoy the most? _____

Have you previously mentored or been part of a mentorship program? If yes, please describe your experience.



MENTOR APPLICATION FORM

MOTIVATION FOR SEEKING TO BECOME A MENTOR

What inspired you to become a mentor? _____

What do you hope to gain from the mentoring experience? _____

How do you define success in a mentorship? _____

MENTORSHIP APPROACH AND STYLE

How do you prefer to communicate with mentees (e.g. in-person, email, video calls, phone)? _____

Do you have a preference with how you communicate coaching (e.g. Direct, Supportive, Gentle, Collaborative, Detailed, Solution-Focused)? _____

How much time can you realistically commit to mentoring each month? _____

Do you have any time constraints that might impact your availability during the mentorship? _____

SKILLS AND STRENGTHS

What are your areas of expertise or skills? _____

How do you encourage mentees to set goals and track progress? _____

How do you approach mentoring individuals from diverse backgrounds? _____

What challenges have you faced in previous mentoring relationships? How did you overcome them? _____

Is there anything else you'd like to share about yourself? _____

Thank you for taking the time to complete the Mentor Application Form. We truly appreciate your interest and dedication to becoming a mentor, and we are excited to learn more about your qualifications and experiences.



Talent Acquisition

The Talent Acquisition and Hiring Manager Meeting Template serves as a guide for an agenda of scheduled touch base meetings and/or as a living document to be kept up to date and shared with necessary stakeholders.

INTAKE MEETING SECTION

The Intake Meeting section of the template captures foundational information for the position hiring for. This establishes the standards and foundation of the necessary information.

CHECK IN MEETING SECTION

The Check In Meeting section provides an overview of where the current candidate base is throughout the application and interview process. This will support enhancing organization, improving the candidate experience, and strengthening communication between all parties.

The **Sourcing Strategy** portion focuses on the outreach to potential candidates. The designated time during the touch base meetings allows for brainstorming sourcing ideas, particularly for tough to fill roles.

The **Touch Base Items** section captures topics to discuss during the next meeting or items that need follow up after previous meeting(s).

HIRING PROCESS REFLECTION

The final section of this template, documents certain key data points and final feedback notes on the hiring process. This area can be key with providing insights into most effective recruitment sources and highlight what should be maintained and/or altered for future hiring efforts (at the company and/or with this hiring manager).

SUPPORT BEYOND THIS WORKBOOK

This workbook has support resources and tools available on [Praeliscere's website](https://praeliscere.com/) that are designed to deepen understanding and reinforce application. Tools and resources may include short videos, learning delivery guidance, presentation decks, and reinforcement resources.

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TALENT ACQUISITION & HIRING MANAGER CHECK IN MEETINGS



INTAKE MEETING SUMMARY

Hiring Manager(s): _____

Interview Committee: _____

- Requisition Form Completed
- All Involved Completed Best Practices Training
- Interview Rounds: _____
- Interview Questions Submitted to Talent Acquisition

Timeline

1st Sourcing of Candidates: _____ Interviews Begin: _____ Offer Date By: _____

Posting Closed: _____ Interviews Conclude: _____ Start Date By: _____

Ideal Candidate Profile: _____

Turnover Rate: 6 Months: _____ 1 Year: _____ 2 Years: _____

CHECK IN MEETING

Sourcing Candidates

Date Position Posted	Number of Applicants	Number of Applicants Shared with Hiring Manager	Number of Candidates Interviewed	Number of Candidates Rejected

Candidates Passed Along to Hiring Manager(s)

Candidate's Name	Date Sent	Candidate Meets Requirements	Moving Forward with Interview	Candidate Rejected	Notes

Candidates Interview Updates

Candidate's Name	Outreach & Interview Notes	Candidate Reject/Offer

SOURCING STRATEGY

- Identify sourcing channels for candidates (ATS, external job boards, niche websites, employee referrals, etc.)
- Participating/Register for job fairs, tabling events, and classroom presentations to attract candidates
- Raise awareness of internal candidates interested in the role
- Leverage internal communications and social media to engage potential candidates
- Reach out to Talent Acquisition networking contacts for potential leads

TOUCH BASE ITEMS

This section is for any unresolved items from previous communications or topics that are best addressed during this meeting.

HIRING PROCESS REFLECTION

Time to Fill: _____ Source of Hire: _____

Hiring Team/Talent Acquisition Review Notes: _____

Group & Team Exercises

Emotional Intelligence 360-Degree Assessment

Developing emotional intelligence is a helpful way to improve self-awareness and strengthen soft skills. Having teams with higher emotional intelligence creates more connected, resilient, and effective teams.

CORE COMPONENTS

There are both free and paid online questionnaire options available that allow you to assess your scores in different areas of emotional intelligence.

Depending on the source, there can be different models of emotional intelligence. Below are some of the options, along with potential correlations between them.

- Self-awareness
- Self-management/Self-regulation & Motivation
- Social awareness/Empathy
- Relationship management/Social skills

ASSESSMENT & RESULTS

A 360-degree assessment helps gain well rounded feedback with how individuals may be prospering and where they could improve. The assessment gains input from a leader or supervisor, peer, direct report, and even external stakeholder.

Rather than requiring specific numerical scores, it is recommended to rank the components from 1 to 4, with 1 representing the area where the individual received the highest score overall. This simplified method helps reduce pressure on raters, promote honest responses, and increase psychological safety, especially in team or workplace settings.

This approach prevents potential false confidence by not focusing on an individuals overall score. If an individual has lower self-awareness, it can result in their scores being higher than what it should be. With the 360-degree assessment providing multiple points of view, it helps with more accurate feedback.



EMOTIONAL INTELLIGENCE TRAINING

Partner the 360-Degree Assessment with our complimentary Emotional Intelligence Training Slide Deck and other resources through our [Emotional Intelligence Hub](#). Perfect for team development, workshops, and professional growth.

ASSESSMENT OVERVIEW

Assessment Name: Emotional Intelligence 360-Degree Assessment (Self Rating)

Estimated Time: 10–15 minutes

Format: Virtual or In Person

Assessment Name: Emotional Intelligence 360-Degree Assessment (Completed by Each Evaluator)

Estimated Time: 10–15 minutes

Format: Virtual or In Person

Estimated Total Time: 1 Hour and 15 Minutes-1 Hour and 45 Minutes

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EMOTIONAL INTELLIGENCE 360-DEGREE ASSESSMENT

Emotional Intelligence is something that can be continually developed and improved.

CORE COMPONENTS

Depending on the source, there can be different models of emotional intelligence. Below are some of the options, along with potential correlations between them.

- Self-Awareness
- Social Awareness/Empathy
- Self-Management/Self-Regulation & Motivation
- Relationship Management/Social Skills

ASSESSMENTS & RESULTS

There are both free and paid online questionnaire options available that assess an individual's score in the different areas of emotional intelligence.

Focus on reviewing the individual scores for each section to identify where you/they are excelling and where there might be room for improvement. Keep in mind that your personal overall score may be influenced by your current level of self-awareness.

EMOTIONAL INTELLIGENCE 360-DEGREE ASSESSMENT

Please have each individual conduct their evaluation of the person being assessed across all core components of emotional intelligence. This will provide a comprehensive view of their strengths and areas for growth. You don't need to provide the specific score for each core component; instead, rank them from 1 to 4, with 1 representing the highest score the individual received. By not sharing the exact scores, this approach can encourage more honest responses, especially if there are concerns about psychological safety.

Self-Rating

Self-Awareness _____ Relationship Management/Social Skills _____
Social Awareness/Empathy _____ Self-Management/Self-Regulation & Motivation _____

Leader Rating

Self-Awareness _____ Relationship Management/Social Skills _____
Social Awareness/Empathy _____ Self-Management/Self-Regulation & Motivation _____

Peer Rating

Self-Awareness _____ Relationship Management/Social Skills _____
Social Awareness/Empathy _____ Self-Management/Self-Regulation & Motivation _____

Direct Report Rating

Self-Awareness _____ Relationship Management/Social Skills _____
Social Awareness/Empathy _____ Self-Management/Self-Regulation & Motivation _____

External Stakeholder

Self-Awareness _____ Relationship Management/Social Skills _____
Social Awareness/Empathy _____ Self-Management/Self-Regulation & Motivation _____

Development Plan

Once the ratings have been collected, take time to reflect on the results, especially any discrepancies in ratings. After reflecting, set clear goals for areas of improvement, along with actionable steps and a timeline to achieve them. Upon reaching the established timeline, complete the 360-degree assessment again to assess progress.

Group & Team Exercises

Strength Exercises

Discovering your top strengths can spark new insights, build confidence, and accomplish tasks and goals more effectively. Strength based exercises help assist with finding ways to bring in your strengths to different situations and goals, while deepening discovery and understanding of your colleagues and team dynamics.

The strength exercises in this guide are designed for both team and individual use. They support various team goals, from working through problems as a team to showcasing top strengths that can help build confidence and understanding.

STRENGTH EXERCISES

- Applying Strengths to Goals
- Team Problem Solving
- Strengths Show and Tell

ASSESSMENT OVERVIEW

Assessment Name: Applying Strengths to Goals

Estimated Time: 15–25 minutes

Format: Virtual or In Person

ASSESSMENT OVERVIEW

Assessment Name: Team Problem Solving

Estimated Time: 50 minutes–1 Hour and 15 minutes (including preparation)

Recommended Group Size: 4-6 Participants

Format: Virtual or In Person

ASSESSMENT OVERVIEW

Assessment Name: Strengths Show and Tell

Estimated Time: 50–60 minutes (including preparation)

Recommended Group Size: 4-6 Participants

Format: Virtual or In Person



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Strengths Assessment Exercise

Applying Strengths to Goals

Applying your strengths to your goals increases likelihood of accomplishing them. This resource will assist with breaking down your goals and intentionally applying your strengths. Quarterly check ins are recommended to identify how impactful they are affecting goal completion and to see where strengths may need to be adjusted.

YOUR TOP STRENGTH RESULTS

YEARLY GOAL #1

WHAT STRENGTHS CAN SUPPORT THIS GOAL

HOW CAN THE STRENGTHS BE APPLIED TO DAY TO DAY WORK

HOW TO BE CAREFUL TO NOT USE YOUR STRENGTH(S) TO NEGATIVELY AFFECT PROGRESS TOWARDS GOAL

REWRITE GOAL TO INCORPORATE STRENGTHS



Strengths Assessment Exercise

Applying Strengths to Goals

YEARLY GOAL #2 _____

WHAT STRENGTHS CAN SUPPORT THIS GOAL _____

HOW CAN THE STRENGTHS BE APPLIED TO DAY TO DAY WORK _____

HOW TO BE CAREFUL TO NOT USE YOUR STRENGTH(S) TO NEGATIVELY AFFECT PROGRESS TOWARDS GOAL _____

REWRITE GOAL TO INCORPORATE STRENGTHS _____

YEARLY GOAL #3 _____

WHAT STRENGTHS CAN SUPPORT THIS GOAL _____



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Strengths Assessment Exercise

Applying Strengths to Goals

HOW CAN THE STRENGTHS BE APPLIED TO DAY TO DAY WORK _____

HOW TO BE CAREFUL TO NOT USE YOUR STRENGTH(S) TO NEGATIVELY AFFECT PROGRESS TOWARDS GOAL _____

REWRITE GOAL TO INCORPORATE STRENGTHS _____



Strengths Assessment Exercise

Team Problem Solving

This team problem-solving exercise, with strengths focus, will help individuals intentionally apply their strengths to everyday problems and identify deliberate steps to accomplish them.

Prior to the team meeting, identify three problems the team wants to solve, emphasizing on utilizing their strengths. Once the problems are identified, share them with the team along with the top strengths for each team member.

To prepare for the team exercise, write each strength out on a separate piece of paper. If multiple individuals share the same strength, list all of their names on the same piece of paper.

PROBLEM #1 _____

PROBLEM #2 _____

PROBLEM #3 _____

GROUP EXERCISE STEPS

FOR EACH PROBLEM, WORK THROUGH THESE STEPS

Begin working through problem by identifying possible solutions.

Once potential solutions are identified, review the strengths lists on the sheets. Then determine how each strength can be accomplished, accelerate progress, and proactively identify potential future situations connected to the problem.

Next you'll want to develop the final draft of the problem solution by creating an outline. Write clear, actionable steps, that have clear strengths of teams members identified and how they will be applied to support accomplishing the solution, accelerate progress, and proactively identify potential future situations connected to the problem.

Strengths Assessment Exercise Team Problem Solving

PROBLEM SOLUTIONS

Now that we have worked through our final draft, it's time to develop the final problem solutions. Write clear, actionable steps with the strengths of teams members identified and explain how they will be applied to support accomplishing the solution, accelerate progress, and proactively identify potential future situations connected to the problem.

PROBLEM #1

PROBLEM #2

PROBLEM #3

Strengths Assessment Exercise

Strengths Show and Tell

Participants will want to come prepared to share a story about themselves that show one of their strengths in superpower mode or a time when it was highlighted. Participants are welcome to bring a prop or memento related to their story. Each participant will also be assigned two colleagues that they will share a strengths story.

Top strengths of each individual need to be shared in advance so participants can prepare their stories regarding the colleagues assigned to them.

TOP STRENGTHS _____

YOUR TOP STRENGTHS _____

COLLEAGUE #1 TOP STRENGTHS _____

COLLEAGUE #2 TOP STRENGTHS _____

STRENGTH STORIES _____

YOUR STRENGTH STORY _____

COLLEAGUE #1 STRENGTH STORY _____

COLLEAGUE #2 STRENGTH STORY _____

Strengths Assessment Exercise

Strengths Show and Tell

GROUP EXERCISE

PERSONAL STRENGTH STORY

Participants will take turns sharing their personal strength story. Any props or mementos should be shared now.

COLLEAGUES STRENGTH STORIES

After each participant shares their show and tell, they will then dive into sharing the two stories of the individuals assigned to them.

POST SHARING DISCUSSION QUESTIONS

After each participant has shared their show and tell and colleagues' stories, the post discussion questions will take place. The questions below can be used as a guide for this conversation and reflection.

- Did any stories stand out to you?
- Did any stories surprise you or were brand new that you hadn't heard before?
- Did any stories change how you viewed a colleague?
- Did any of these stories inspire you?
- What new insights did you gain about strengths?
- How do these strengths support and complement each other?
- How can understanding your and your colleagues' strengths help solve problems and achieve goals?
- What is something you can do to use your strengths more deliberately? What about when supporting your colleagues and their strengths?

Group & Team Exercises

Reflection & Development Tools

The assessment reflections have the same formatting for ease of routine of these exercises. The foundation of each assessment reflection begins with identifying the assessment results and individual reflection questions. After completion of this portion, the group discussion section follows with space for collecting results of team members assessments and group discussion questions to choose from. The final section is of post group discussion reflection questions.

There are free online assessment options from reliable sources available for each of these assessments to gain the results. If you are unsure of sources for an assessment, [please contact Praeliscere](#).

ASSESSMENT REFLECTION TOPICS

- Communication Style Assessment Reflection
- Conflict Management Style Assessment Reflection
- Emotional Intelligence 360-Degree Assessment Reflection
- Leadership Style Assessments Reflection
- Personality Types Assessment Reflection
- Strengths Assessment Reflection

ASSESSMENT OVERVIEW

Exercise Name: Assessment Reflection (Communication Style, Conflict Management Style, Emotional Intelligence 360-Degree, Leadership Style, Personality Types, or Strengths)

Estimated Total Time: 1 hour and 15 minutes-1 hour and 50 minutes

Estimated Assessment Time: 10–15 minutes

Estimated Individual Reflection: 15-20 minutes

Estimated Group Discussion: 40-60 minutes

Estimated Post Group Reflection: 10-15 minutes

Recommended Group Size: 4-6 Participants

Format: Virtual or In Person

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COMMUNICATION STYLE ASSESSMENT REFLECTION



Strong relationships and teamwork start with effective communication. This assessment reflection form is designed to help explore your communication style assessment results, deepen your self-awareness, and provide opportunities to learn from different perspectives and grow through meaningful conversation.

YOUR COMMUNICATION STYLE RESULTS

INDIVIDUAL REFLECTION QUESTIONS FOR SELF ASSESSMENT

- Do you agree with the results? Why or why not?
- What aspects of your communication style do you recognize in yourself?
- Was there anything in the results that surprised you?
- What are the strengths of your communication style?
- In what situations does your style serve you the best?
- What challenges or misunderstandings might occur from your communication approach?
- How do you typically respond when communication becomes tense or breaks down?
- How do you adjust your communication based on who you're speaking with?
- How does your style impact collaboration or conflict situations?
- When has your style helped you connect with others?
- When has your style created misunderstanding?
- What is one area in communication you'd like to strengthen?
- What's one thing you can do to improve how you connect with others with different communication styles?

TEAM MEMBERS COMMUNICATION STYLE RESULTS

Documenting the communication style results of your direct manager, senior leaders, peers, direct reports, and other key individuals will provide a deeper understanding of each person.

TEAM MEMBERS RESULTS



COMMUNICATION STYLE ASSESSMENT REFLECTION

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

GROUP DISCUSSION QUESTIONS _____

- Did anything about your results surprise you or confirm what you already knew?
- Can you think of a recent situation where your communication style really showed up? In a good or bad way.
- How do you think your style affects how people interact with you at work or in group settings?
- What happens when your style meets someone who communicates differently?
- What communication habits/styles of others do you admire?
- How do different styles benefit a team? What challenges may occur with different styles?
- What's one area you'd like to grow in based on your results and discussion?

MANAGEMENT LENS GROUP DISCUSSION QUESTIONS _____

Note: Management lens questions should be discussed when someone has people management responsibilities.

- How impactful is your communication style when looking at your teams engagement and productivity? Do you have examples of when it cause things to go great and created issues?
- How are you adjusting your communication style for each team member?
- How has your communication style affected conflict and decision making?
- How is your communication style impacting psychological safety? What about trust?
- What parts of your communication style can you strengthen to better lead and support your team? What about your organization?

POST GROUP DISCUSSION REFLECTION QUESTIONS _____

- What is one insight I gained about my style from the discussion?
- Did hearing others' experiences or styles shift how I viewed mine or others?
- What strengths in my communication do I want to bring out more?
- What styles or mindsets do I want to be more respectful and mindful of moving forward?
- How can I create space for more effective communication in my work?



CONFLICT MANAGEMENT STYLE ASSESSMENT REFLECTION



Conflict is a natural part of working with others. The way we respond can influence our relationships, communication, and team outcomes. This reflection form is designed to help you explore your conflict style assessment results and strengthen self-awareness. It also supports group discussion and shared reflection.

YOUR CONFLICT STYLE RESULTS _____

INDIVIDUAL REFLECTION QUESTIONS FOR SELF ASSESSMENT _____

- Do the results reflect how you see yourself in situations with conflict?
- What surprised you about your results?
- What strengths does your conflict style have?
- What are the potential drawbacks of your style?
- What situations might your style be the most effective?
- When might your conflict style create misunderstanding?
- When under pressure, how does your style affect your communication?
- What is one thing you want to work on with conflict?
- How can you respond more productively when having a disagreement?
- Is there someone you know that can support you in practicing a more intentional response to conflict?
- What's one area of growth you want to focus on?

TEAM MEMBERS CONFLICT STYLE RESULTS _____

Documenting the conflict style results of your direct manager, senior leaders, peers, direct reports, and other key individuals will provide a deeper understanding of each person.

TEAM MEMBERS RESULTS _____



CONFLICT MANAGEMENT STYLE ASSESSMENT REFLECTION

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

GROUP DISCUSSION QUESTIONS _____

- What was your first response when you saw the results?
- Do you have a story where your conflict style really saved the day or created challenges?
- If your style were a movie character, who would it be?
- How do you feel your style shows up differently when you're communicating with someone you're close to or don't know well?
- How does your response to conflict change depending on whether the conflict is big or small?
- What's one thing you admire about someone else's conflict style that's different from yours?

MANAGEMENT LENS GROUP DISCUSSION QUESTIONS _____

Note: Management lens questions should be discussed when someone has people management responsibilities.

- Is your conflict style different when interacting with peers vs. team oversee?
- What is your role when conflict affects morale or individuals performance?
- How do you decide to let your team resolve conflict themselves? When do you step in to help manage it?
- Reflecting on your own conflict response, how do you think it affects your teams psychological safety? What about accountability (your own and team members)?
- With being in a leadership role, there is a level of power. How does this influence your conflict style?

POST GROUP DISCUSSION REFLECTION QUESTIONS _____

- What stood out most to me during the group discussion?
- Did hearing others' experiences change how I think about my own conflict approach?
- What strengths in conflict do I want to continue leveraging?
- What habits with conflict do I want to change?
- How can I apply something I learned today to handle conflict more effectively?
- What resources and/or support do I need to continue to manage conflict?
- What steps will I take for self reflection when conflict situations occur?

EMOTIONAL INTELLIGENCE 360-DEGREE ASSESSMENT REFLECTION



Developing emotional intelligence is a helpful way to improve self-awareness, strengthen interpersonal skills, and become a more effective team member or leader. This reflection form is designed to help you process your 360-degree assessment results, recognize your strengths, and areas for growth. It also supports group discussion and shared reflection to deepen learning through conversation.

EMOTIONAL INTELLIGENCE 360-DEGREE ASSESSMENT RESULTS _____

INDIVIDUAL REFLECTION QUESTIONS FOR SELF ASSESSMENT _____

- Did my self awareness impact my self assessment results compared to what other individuals scores revealed?
- What surprised me about the results? What results were expected?
- What potential challenges exist that I may not have been aware of based on these results?
- What is one area I want to work on?
- What is one area I want to emphasize more as it may be my emotional intelligence superpower?
- How will I grow my emotional intelligence? What certain core component will I focus on more?
- How can I strengthen relationships based on my reflection of these results?
- What's one small change I can do daily that will help my emotional intelligence? How can others help me?
- What behaviors or habits do I need to let go of to grow my emotional intelligence? What behaviors or habits do I need to maintain?

TEAM MEMBERS EMOTIONAL INTELLIGENCE 360-DEGREE ASSESSMENT RESULTS _____

Documenting the Emotional Intelligence 360-Degree Assessment results of your direct manager, senior leaders, peers, direct reports, and other key individuals will provide a deeper understanding of each person.

This section is optional. Sharing these results can feel very vulnerable. If the conditions do not feel safe and supportive, then it may not be the right setting to share them. Alternative options may include only sharing the top two EI results or allowing each participant to decide what to share.

TEAM MEMBERS RESULTS _____



EMOTIONAL INTELLIGENCE 360-DEGREE ASSESSMENT REFLECTION

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

GROUP DISCUSSION QUESTIONS _____

- What word best describes how you felt after knowing your 360-degree assessment results?
- What did you identify with from your results?
- Where do you see your strengths and areas of improvement show up most often in work situations?
- Describe a moment when your areas of improvement and/or strengths really benefited or hindered a situation?
- What's a quality within emotional intelligence that you admire in other individuals?
- Think about someone who led you well. What was it in their emotional intelligence that stood out?
- How do you think others view/experience your emotional intelligence?
- When you have a stressful day, how does your emotional intelligence come out (positive and/or negative)?
- What was easier and/or harder to accept about your results?
- What's one behavior you plan to practice daily? What support from your colleagues can help?
- How does improved/growing emotional intelligence look like on the team for you? What's one thing you'd like your team to adapt or maintain?
- What's one thing you want your team members to understand about you?

MANAGEMENT LENS GROUP DISCUSSION QUESTIONS _____

Note: Management lens questions should be discussed when someone has people management responsibilities.

- How is your emotional intelligence coming out when you lead? Positively and negatively.
- How is your EI affecting your team overall with engagement and trust?
- How do you think you respond in stressful situations? How is your emotional intelligence impacting the team? Positively and negatively.
- How can you encourage growth in each core component of EI for yourself and your team?
- What's one behavior change you plan to take moving forward that will positively affect your team?

POST GROUP DISCUSSION REFLECTION QUESTIONS _____

- Did someone say anything that shifted your perspective on your emotional intelligence?
- What part of your 360-degree assessment results are you feeling more confident about after the group discussion?
- Did where you want to grow within emotional intelligence change from when doing your self reflection to after the group discussion?
- What support, feedback, or learning would help you continue to grow your emotional intelligence?
- What challenges or benefits may occur when working with people who excel or need to grow in different core component areas? How will you handle these differences?
- What's one change you will make as a result of these self reflections and group discussion?
- Who will support you in your continued growth?



LEADERSHIP STYLE ASSESSMENT REFLECTION



Understanding your leadership style is a key step in becoming a more intentional and impactful leader. This reflection form is designed to help you process your assessment results, recognize your strengths, and identify areas for growth. It also supports group discussion and shared reflection to deepen learning through conversation.

YOUR LEADERSHIP STYLE RESULTS _____

INDIVIDUAL REFLECTION QUESTIONS FOR SELF ASSESSMENT _____

- Do these results feel accurate?
- What surprised me about the results?
- What reinforced what I already knew about my leadership?
- What are my key leadership strengths?
- What potential challenges are there with my leadership style?
- How does my style impact how I lead a diversified group of colleagues?
- When would my leadership style be most or least effective?
- What is one area I want to work on?
- How will I grow my style to better meet the needs of others?

TEAM MEMBERS LEADERSHIP STYLE RESULTS _____

Documenting the leadership style results of your direct manager, senior leaders, peers, direct reports, and other key individuals will provide a deeper understanding of each person.

TEAM MEMBERS RESULTS _____



LEADERSHIP STYLE ASSESSMENT REFLECTION

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

GROUP DISCUSSION QUESTIONS _____

- What word best describes how you felt after knowing your assessment results?
- What did you identify with from your results?
- What famous leader would you describe as your leadership style?
- Where do you see your style show up most often in work situations?
- Describe a moment when your style really benefited or hindered a situation?
- What's something in another person's leadership style that you admire?
- Think about someone who led you well. What was it in their leadership style that stood out?
- How do you think others view/experience your style?

MANAGEMENT LENS GROUP DISCUSSION QUESTIONS _____

Note: Management lens questions should be discussed when someone has people management responsibilities.

- How is your leadership style affecting your team's engagement and performance?
- How are you adjusting your leadership style to what your team members need, work orientation, and/or strengths?
- How is your leadership style and conflict working together or against each other?
- Where can you develop within your leadership style, that will better support your team members? What about your organization?

POST GROUP DISCUSSION REFLECTION QUESTIONS _____

- Did someone say anything that shifted your perspective on your leadership?
- What part of your leadership type are you feeling more confident about after the group discussion?
- What's something you want to grow within your leadership?
- What support, feedback, or learning would help you continue to grow your leadership skills?
- What challenges may occur and how will you handle it if you work with people who lead differently than your leadership style?
- What's one change you will make as a result of these self-reflections and group discussion?
- Who will support you in your continued growth?



PERSONALITY TYPES ASSESSMENT REFLECTION

Taking a professional personality type assessment offers numerous benefits, including enhanced self-awareness, improved communication, and more effective conflict resolution. Understanding your own personality, as well as those of your team members, can highlight the value of diverse personalities.

YOUR PROFESSIONAL PERSONALITY TYPE RESULTS

INDIVIDUAL REFLECTION QUESTIONS FOR SELF ASSESSMENT

- What strengths did my assessment reveal?
- How can I leverage the strengths of my personality to advance my career?
- What insights did the assessment share on potential weaknesses?
- Are there specific behaviors I need to be aware of when working with colleagues?
- How does my personality type impact the way I communicate with others?
- Are there any personality traits in others that I find challenging? How can I adjust my approach to improve these relationships?
- How can I use my understanding of different personalities to create better teamwork?
- How does my personality tend to respond under stress or pressure?
- How do my personality traits influence my leadership style?
- How can I adapt my leadership to work with a diversified group of individuals with different personality types?

TEAM MEMBERS PERSONALITY TYPE RESULTS

Documenting the professional personality types of your direct manager, senior leadership, peers, direct reports, and other key stakeholders can offer valuable insights.

TEAM MEMBERS RESULTS

PERSONALITY TYPES ASSESSMENT REFLECTION

TEAM MEMBERS RESULTS _____

GROUP DISCUSSION QUESTIONS

- How can I encourage collaboration when there are different personalities?
- What is something you're proud of with your personality type?
- How can I overcome communication challenges as a result of different personality styles?
- Are there any challenges related to your personality that may impact your growth? How can your colleagues assist you with overcoming these challenges?
- How can I help team members increase their engagement when considering their personality?
- How can I celebrate an array of personality types in the team?

MANAGEMENT LENS GROUP DISCUSSION QUESTIONS

Note: Management lens questions should be discussed when someone has people management responsibilities.

- How have you noticed different personalities show up on your team? In a positive and challenging light.
- How do you adjust your leadership/management approach with diverse personalities?
- Give an example when you've seen different personality styles cause conflict or misunderstandings. How did you handle the situation(s)?
- How can you utilize strengths in your personality to better lead your team?

POST GROUP DISCUSSION REFLECTION QUESTIONS

- What strengths does your team member's personality bring to the team or company?
- Did someone say anything that shifted your perspective on different personality types?
- What's one change you will make as a result of these self reflections and group discussion?
- What's something that grew your confidence from the discussion?
- What support, feedback, or learning would help you continue to grow your understanding and interaction with different personality types?



STRENGTHS ASSESSMENT REFLECTION



Engaging in strength assessments reflection with your colleagues offers valuable insights. These assessments shed light on the top skills that enhance both individual performance and the impact of the team and organization.

YOUR TOP STRENGTHS RESULTS

INDIVIDUAL REFLECTION QUESTIONS FOR SELF ASSESSMENT

- How do these strengths show up at work?
- Reflect on a situation where these strengths have helped me succeed.
- Were there any strengths identified that I didn't realize I had?
- What do I naturally excel at because of my strengths?
- How can I include my strengths when pursuing my goals?
- How do these strengths impact my relationships with colleagues, clients, or team members?
- Do any of my strengths feel overwhelming or lead to burnout?
- How can I make sure I'm using my strengths in a balanced way?
- What parts of my strengths compliment my team members strengths?
- What challenges with colleagues may arise due to differences in strengths? How can I help eliminate these challenges?
- How do my strengths influence how I problem solve or make decisions?

TEAM MEMBERS STRENGTH RESULTS

Documenting the top strength results of your direct manager, senior leaders, peers, direct reports, and other key individuals will provide a deeper understanding of each person.

TEAM MEMBERS RESULTS



STRENGTHS ASSESSMENT REFLECTION

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

TEAM MEMBERS RESULTS _____

GROUP DISCUSSION QUESTIONS _____

- How can a more balanced team occur with leveraging everyone's strengths?
- Have I noticed any challenges with communication due to differences in strengths?
- When challenges occur due to different areas of strengths, what can I do to resolve/lessen these challenges?
- What can I do to ensure differences in strengths are not sources of conflict?
- How do our colleagues' strengths influence their decision making?
- How can I leverage my teammates strengths where I may be lacking?

MANAGEMENT LENS GROUP DISCUSSION QUESTIONS _____

Note: Management lens questions should be discussed when someone has people management responsibilities.

- How do your top strengths show up when you're leading your team (daily and longer term goals)?
- How do you think the individuals your are leading could experience your strengths differently than you may intend?
- How may your strengths be overused or cause a blind spot? Would this change when handling conflict or pressure?
- Which of your strengths can be utilized to help who you are leading to develop? And when coaching situations occur?
- How can you apply a strength connected to you leading?

POST GROUP DISCUSSION REFLECTION QUESTIONS _____

- How do my colleagues' top strengths align well with their responsibilities?
- What examples can you think of where your colleagues' strengths have contributed to success?
- How do my colleagues' and my strengths compliment each other? How can we collaborate more effectively?
- How can I continually recognize and celebrate my colleagues' strengths?
- What support, feedback, or learning would help you continue to grow your understanding and interaction with different strengths?



Digital Format

Downloadable PDFs of all documents discussed in this workbook are available through the links below.

[Employee Appreciation and Recognition](#)

[Mentee Intake Form](#)

[Mentor Application Form](#)

[Emotional Intelligence 360-Degree Assessment](#)

[Strengths Assessment Exercise - Team Problem Solving](#)

[Strengths Assessment Exercise - Show and Tell](#)

[Strengths Assessment Exercise - Applying Strengths to Goals](#)

[Communication Style Assessment Reflection](#)

[Conflict Management Style Assessment Reflection](#)

[Emotional Intelligence 360-Degree Assessment Reflection](#)

[Leadership Style Assessments Reflection](#)

[Personality Types Assessment Reflection](#)

[Strengths Assessment Reflection](#)

Praeliscere

Praeliscere is dedicated to people and talent development, empowering organizations to build more effective workplaces where connections thrive, communication flows, and potential is realized. Through this work, we spark meaningful change and create lasting impact for both organizations and society.

Further resources and information can be found on [Praeliscere's website](#).

Contact Information

Reach out through our [contact form](#) or email us directly at kmccain@praeliscere.com to discuss any questions or support.

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