PsychoGeometrics®

shapesassessment®
Powered by **PsychoGeometrics**

shapesfor*effective*communication®
Powered by **PsychoGeometrics**

The following customized versions of Shapes for Effective Communication are also available:

shapesfor couples

shapesfor singles

shapesfor families

shapesfor teams

shapesfor leaders

HRI
Hite Resources, Inc.
Linking Behavior to Results

Shapes for Effective Communication_Version_1.0_8-Hour Workshop
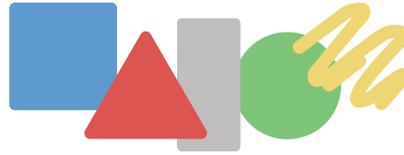
CONTENTS

WELCOME & INTRODUCTION

Welcome & note from Susan Hite, CEO and Innovator of PsychoGeometrics®

On behalf of our team, welcome to our family of Shapes Facilitators. We recognize your significant role in the personal development and professional growth of people, and we are honored that "Shapes" is now part of your "toolbox" to help strengthen relationships and communication.

It will be your personal experience and connection with your participants that will make all the difference between just another training class and a class that will resonate as relatable. Your ability to connect will make the PsychoGeometrics communication system all the easier to understand, remember, and apply to communicate more effectively. In many cases, your participants will notice an immediate shift in how they see and understand themselves and others. Thoughts and feelings of confusion, frustration, and tension will turn to clarity, satisfaction, and fulfillment. This is achieved when your participants learn they already have the power within to focus on what they can control that will positively influence what they can't.

"You can't control others. You can't change the way others think, act, or interact.
But you can manage your own behavior that influences results."

Through knowledge and skill development, Shapes provides a sense of control and the tools to raise the probability that others understand you, and that you understand others. Understanding is the key to effective communication. Here's to you and all the relationships that will benefit when you share Shapes for Effective Communication.

As always, please reach out with any questions, recommendations, or requests for additional content or applications to meet your needs and the needs of your participants. Continuous improvement is something we value; therefore, your feedback is invaluable to us.

With Gratitude,

Susan Hite
CEO of PsychoGeometrics

Facilitation Tips

We recognize that every facilitator has their own unique style. We trust that you will maximize your Shape strengths and manage your Shape challenges to be the best possible version of yourself. With that being said, here are some facilitator tips for your consideration.

- **Create an Inclusive Environment.** It is important that your participants feel welcome, comfortable, and included. As the facilitator, you set the tone. It is important to establish ground rules or expectations. Be sure to use inclusive language. Be aware if certain participants dominate the conversation so you can give opportunities to those who may not be as quick to speak out. You can do this by redirecting the discussion to someone who hasn't spoken as much or moving on to the next topic.

- **Time Management – Be conscious of your time.** We know that every group of participants is different and may require more or less time in some areas, however, it is important to be aware of the recommended times to ensure you cover all content and leave enough time for the activities and discussion.

- **Engagement & Participation – Get everyone involved from the start!** Fortunately for you as the facilitator, this program is designed to be interactive and fun! During large group discussions, ensure you are creating an environment where all participants feel comfortable engaging. If you are in-person, having participants stand up during activities or finding a partner across the room will create energy. Although the virtual setting can be a little more challenging when it comes to engaging participants, there are still things you can do to raise the probability of high engagement. Ask participants to turn on their cameras. Being able to see people's faces and make eye contact will increase the chances of higher participation.

- **Guide the Discussion – Try not to lecture.** We have found that the magic of Shapes lies in the activities and the "ah-ha" moments during partner and group discussions. Do your best to ask open-ended questions. Be there to guide the conversation, but don't feel like you need to provide all the answers. Be comfortable with pausing. Allow people to think before contributing.

- **Have fun and be yourself!** Participants will feed on the energy you bring to the workshop.

| Resource Guide	
Facilitator Guide This facilitator guide contains all information and instructions on how to best facilitate the Shapes for Effective Communication workshop.	
Participant Workbook This is the workbook that each of your participants will receive in preparation for the workshop. Contents include guided notes, do-it-yourself activities, and reflection questions.	
Workshop Slide Deck This slide deck should be used to lead your workshop. It contains all teaching content as well as guidance for individual, partner, and group activities. The slides will help you stay on topic and manage your time, but it is also a good idea to have the agenda (page 8) handy for specific times.	
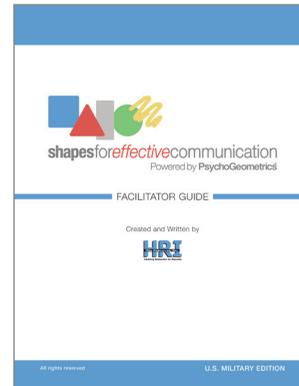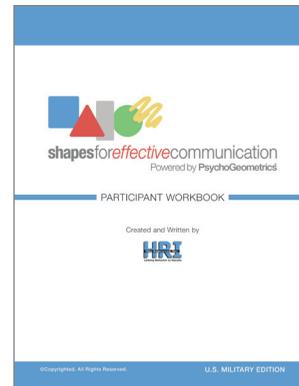
Shapes Toolkit
Each participant will receive the Shapes Toolkit that includes all materials to fully engage in the workshop. As a facilitator, you will receive the Shapes Certification Toolkit. See list of included resources below.
 	
  • *Communicating Beyond our Differences* Book
  • Shapes Participant Workbook
  • Shapes Card Game
  • Written "Scratch Off" Shapes Assessment
  • Shapes Guide
  • Shape Traits Takeaway Card	

Workshop Agenda

Shapes for Effective Communication is an 8-hour course. This course is also offered as a 4 or 12-hour workshop. Modified versions of the Facilitator Guide, Participant Workbook, and Slide Deck are available. Please see the recommended time to spend on each section of the workshop as well as designated times for the activities. For the 8-hour course, we recommend two 15-minute breaks and one 45-minute lunch break. We know the needs of each group of participants are different. Please use this template as a guide and use your discretion regarding timing as needed.

Welcome & Overview	Slide(s)	Total Time: 25 minutes
Welcome & Introduction	1 & 2	3 minutes
Welcome Letter from Susan Hite, CEO of PsychoGeometrics	3	2 minutes
Workshop Agenda, Course Objectives, & Resources	4 - 6	5 minutes
Introductions – Shape Card Game	7 & 8	15 minutes
Module 1: Introduction to PsychoGeometrics	**Slide(s)**	**Total Time: 90 minutes**
About PsychoGeometrics	10 & 11	5 minutes
The Shapes Assessment	12 - 15	30 minutes
The Five Shapes	16 - 27	30 minutes
What's Your Shape? – Activity	28 - 29	20 minutes
Module 1: Self-Reflection	30	5 minutes
Recommended 15-minute Break		
Module 2: Shape Perception	**Slide(s)**	**Total Time: 65 minutes**
Shape Perception Objectives	32	2 minutes
Introduce Perception & How Perceptions are formed	33 - 37	15 minutes
Defining Shape Perception	38	2 minutes
Shape Perception Refection Questions	39	3 minutes
Shape Perception Group Activity	40 & 41	30 minutes
Shape Perception Application & Discussion	42	10 minutes
Module 2: Self Reflection	43	3 minutes
Recommended 45-minute Lunch Break		
Module 3: Shape Flexing	**Slide(s)**	**Total Time: 80 minutes**
Shape Flexing Objectives	45	2 minutes
Introduce Flexing & Benefits of Flexing	46 & 47	3 minutes
Defining Shape Flexing	48 & 49	5 minutes
Steps for Shape Flexing	50	5 minutes
Shape Flexing to Each Shape Learn & Reflect	51 - 61	30 minutes
Shape Flexing Group Activity	62 - 67	30 minutes
Module 3: Self-Reflection	68	5 minutes

Workshop Agenda

Module 4: Shape Motivation	Slide(s)	Total Time: 60 minutes
Shape Motivation Objectives	70	2 minutes
Introducing Motivation & Demotivation	71 & 72	5 minutes
Defining Shape Motivation & Demotivation	73 & 74	5 minutes
What Motivates or Demotivates? – Scenario	75 - 77	10 minutes
Shape Motivation Reflection Questions	78	3 minutes
Shape Motivation Group Activity	79 & 80	30 minutes
Module 4: Self-Reflection	81	5 minutes
Recommended 15-minute Break		
Module 5: Strategic Shaping	Slide(s)	Total Time: 60 minutes
Strategic Shaping Objectives	83	2 minutes
Defining Strategic Shaping	84 - 89	15 minutes
Strategic Shaping – Problem Solving Scenarios	90 - 96	40 minutes
Module 5: Self Reflection	97	3 minutes
Review & Wrap Up	Slide(s)	Total Time: 15 minutes
Review The Five Modules & Course Objectives	98 - 100	10 minutes
Shapes Workshop Reflection – Key Takeaways	101	4 minutes
Final Slide & Comments	102	1 minute

Pre-Workshop Checklist

Before you facilitate the Shapes for Effective Communication workshop, it is important to familiarize yourself with the slides, script, activities, as well as review the preparation checklist and practice timing based on the agenda and activities used.

Pre-Event Checklist	✓
Confirm key contact names and phone numbers.	

Confirm event details.
    • Date & time of workshop
    • Physical or virtual address and room number/platform
    • Number of participants	

Contact contractor and order workshop resources for each participant.	

Confirm on-site or virtual room details.
On-Site Room Details:
    • room size
    • table setup
    • AV setup
Virtual Room Details:
    • meeting platform
    • applications for activities	

Ensure use of LCD projector and personal laptop/tablet. Test in advance.	
Obtain facilitator materials (flip charts and markers).	
Prepare yourself with the slides and speaker notes.	
Gather information about your participants.	

Day of Event Checklist	✓

Ensure the room and tables are set up appropriately.
    • Tables with space for 4-6 participants are ideal. An even number of participants per table is preferred for partner activities.
    • Confirm there are enough tables and chairs for all participants.	

Pass out Shapes Toolkits so there is one at each participant's seat.	
Place flip charts and easels and markers around the room for group activities.	
Obtain AV contact at venue.	

Ensure you have all facilitator resources.
    • Slide Deck
    • Facilitator Guide
    • Participant Guide	

Setup and test AV equipment (LCD projector, personal laptop, microphone) • Target to have slides projected on the screen at least 20 minutes before the workshop start time.	

Post Event Checklist	✓
Wait until participants have left the room to begin gathering materials and cleaning up – be ready for questions from participants.	
Return room to original layout/condition.	
Send follow up thank you note to the host and participants.	

Interpreting the Facilitator Notes

See the key below to easily find your facilitator script and notes that are included in Section 3.

Slide	Script & Instructions
	SCRIPT: Written in bold. *NOTE: Written in italics.*
Welcome & Overview	**SCRIPT: This is a communications course designed to help you strengthen your relationships by communicating effectively.** *NOTE: Take 2-3 minutes to introduce yourself to the group.*

WORKSHOP SLIDES & FACILITATOR NOTES

Welcome & Overview	
Slide	**Script & Instructions**
	SCRIPT: Welcome to Shapes for Effective Communication.
	SCRIPT: This is a communications course designed to help you strengthen your relationships by communicating effectively. *NOTE: Take 2-3 minutes to introduce yourself to the group.*
	SCRIPT: Let's start with a welcome letter from Susan Hite the CEO of PsychoGeometrics. *NOTE: Give participants a minute to read the letter. Review the letter and emphasize the points that most resonate with you and what you think will resonate most with your participants.*

Slide	Script & Instructions
Workshop Agenda **Welcome & Overview** 　Course Agenda 　Course Objectives 　Resources 　Introductions **The Five Modules** 　Module 1: Introduction to PsychoGeometrics 　Module 2: Shape Perception 　Module 3: Shape Flexing 　Module 4: Shape Motivation 　Module 5: Strategic Shaping **Review & Wrap Up**	**SCRIPT: This is an 8-hour course designed to be engaging and interactive. You will have the opportunity to participate in small group activities and discussions throughout the course. As you can see on this slide or in your participant workbook, there are five learning modules of PsychoGeometrics. These learning modules are Introduction to PsychoGeometrics, Perception, Flexing, Motivation, and Strategic Shaping. With each module, you will notice a pattern of teaching and applying what you learn.** *NOTE: This course can be modified to a 4- or 12-hour course by removing or expanding activities and applications.*
Course Objectives ・**Understand** your communication style, including your strengths and challenges, and the communication style of others. ・**Recognize** the possible positive and negative perceptions of your communication style, and the style of others. ・**Learn** the skill of Shape Flexing to strengthen the effectiveness of your communication approach and responsiveness. ・**Discover** what motivates and demotivates you and others and adjust your communication accordingly. ・**Apply** the Strategic Shaping Model for planning, problem solving, and conflict resolution to strengthen your personal and professional relationships.	**SCRIPT: Here are the course objectives. After completing this workshop, you will be able to strengthen your relationships by communicating more effectively.**
Know your Resources **In your Shapes Toolkit you will find...** • Shapes Participant Workbook • *Communicating Beyond Our Differences* Book • Shapes Card Game • Written "Scratch Off" Shapes Assessment • Shapes Guide • Shape Traits/Communicating with each Shape Card COMMUNICATING Beyond Our Differences	**SCRIPT: Before we get started, let's take a look at your resources. In your Shapes Toolkit, you will find the Shapes Participant Workbook, a copy of Communicating Beyond Our Differences, the Shapes Written Assessment, Shapes Guide, Shape Traits Card, and Shapes Card Game. You will find a listing of these resources in your Participant Workbook.**
Introductions	**SCRIPT: Let's begin with an activity to help us get to know each other. In your Shapes Toolkit, please find the Shapes Card Game.**
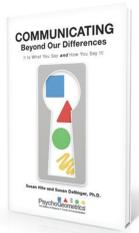
Slide	Script & Instructions
The Shapes Card Game • Share your name. • Share where you live. • Read the statement on the card. • Does it describe you? Why or why not? I would say I am objective in my decision-making. get a buzz out of king others eel great. HRI shapesfor*effective*communication All rights reserved. PsychoGeometrics 8	**SCRIPT: Let's get started. With your deck of 10 cards, read the statement on each card and make two piles. One pile of cards with statements that describe you and one pile of cards with statements that do not describe you.** *NOTE: Give participants 1-2 minutes to make their two piles.* **SCRIPT: Now, we are going to introduce ourselves. When it is your turn, please tell us your name and where you live, then pick one card from each of your piles, read the statements, and tell us why or why not the statement describes you.** *NOTE: Have participants one by one introduce themselves. Note, participants should be reading two cards – one that describes them and one that does not.* **SCRIPT: Thank you all for participating. I enjoyed learning a little more about each of you. Now we are going to move on to our course objectives.** *NOTE: If your class size is too big to have each participant introduce themselves to the whole group, have participants find a partner and do the same exercise. You can have participants change partners up to three times and read a different card each time. See specific instructions below.* *NOTE: You can facilitate this activity virtually by using breakout rooms.* See <u>ACTIVITY INSTRUCTIONS</u> on page 63.

Module 1: Introduction to PsychoGeometrics	
Slide	**Script & Instructions**
Module 1: Introduction to PsychoGeometrics	**SCRIPT: Now we will move into our first module – Introduction to PsychoGeometrics.**
About PsychoGeometrics	**SCRIPT: We are going to start by telling you a little bit more about PsychoGeometrics.**

About PsychoGeometrics
 	
 What is it?
 • The science of behavior and the art of communication.
 • Featuring five geometric Shapes.
 • Each Shape represents a different communication style.
 • Learn your Shape when you take the Shapes Assessment.
 • The Shapes Assessment consists of three parts:
 	
    1. Traits
    2. Behaviors
    3. How you relate to others
 	
 ?
	SCRIPT: PsychoGeometrics is the science of behavior and the art of communication. It was created in 1978 by Susan Dellinger, Ph.D. as a communication system featuring five geometric shapes representing five communication styles. In June of 2020, Susan Hite, president of Hite Resources, Inc. and PsychoGeometrics consultant and facilitator for nearly 20 years, purchased the PsychoGeometrics company from Dr. Dellinger. As the CEO and Innovator of PsychoGeometrics, Susan Hite has updated the original work by developing new content and applications. Today, PsychoGeometrics blends the science and the art by identifying the "what" and the "how" to strengthen relationships by communicating effectively.
	
	 Your Shape is determined by taking the Shapes Assessment. The Shapes Assessment consists of three sections which are traits, behaviors, and how you relate to others. We will discuss the Shapes Assessment a little more specifically in the coming slides.

Module 1: Introduction to PsychoGeometrics	
Slide	**Script & Instructions**
The Shapes Assessment	**SCRIPT: We will now move on to the Shapes Assessment.**
The Shapes Assessment **The Shapes Assessment By Sight** • Choose your favorite Shape. • Choose your second favorite Shape. • Choose your least favorite Shape.	**SCRIPT: Before we do the online (or written assessment), we are going to take the Shapes Assessment by sight. Please look at the five Shapes below and choose your favorite Shape, second favorite Shape, and least favorite Shape.** *NOTE: Anticipate the question – does color have anything to do with it? Yes – and we will talk about that after you take the assessment.*
Take The Shapes Assessment **How it Works** There are three sections. Each part typically takes less than five minutes to complete. Part 1 – **Traits** Part 2 – **Behavior** Part 3 – **Relating to Others** You will not be timed, but it is best **not** to over-think your choices. Go with your first choice. **What to Know** 1. Relax! This is not a test, it's an assessment. It's meant to be FUN! 2. You won't get a grade, but you will get a Shapes score. 3. It doesn't matter what you score, but it does matter that you understand your score, and know how to use it to communicate more effectively.	**SCRIPT: You will soon take the Online (or written) Shapes Assessment but before you do, I want to share a few details about the assessment. First, the Shapes Assessment consists of three sections, Traits, Behaviors, and Relating to Others. Traits describe who you are. Behaviors describe what you do and how you act. Relating is how you relate to others. Please note that this assessment is not timed, however, it is best to go with your initial response and not over-think it.** **This is an assessment, not a test, so that means there are no wrong answers. There is no pre-work or preparation required. It is important to be your natural self to ensure the most accurate results. You will not receive a grade, but you will receive a Shapes score that will help you understand and interpret your results. And finally, it's a simple, quick, easy, and fun assessment that should only take 15 minutes or less.**