



Understanding and Working with Personality Type: Using the MBTI® Assessment to Appreciate Differences

For use with the MBTI® Global Step I™ online assessment

Introduction

Welcome to the *Understanding and Working with Personality Type: Using the MBTI® Assessment to Appreciate Differences* workshop.

This workshop is designed to

- Introduce participants to the Myers-Briggs® framework and personality type
- Help participants develop greater self-awareness and awareness of others
- Equip participants to use personality differences constructively to improve individual and team performance

The workshop was created with flexibility in mind. It can be conducted as a single 4-hour, 50-minute session or as two shorter sessions, 2 hours and 10 minutes, and 2 hours and 35 minutes in length, respectively.

Note: This workshop is intended for use with MBTI® Global Step I™ online administration.

If you are planning to use the MBTI® self-scorable assessment, use the version of these notes and the associated slides labeled accordingly.

If you are planning to use the MBTI® Complete assessment, use the version of these notes and the associated slides labeled accordingly.

Participant worksheets are provided in a single PDF file. These worksheets are used in all three versions of the program as indicated in the program notes.

Workshop Materials

This workshop kit contains the following materials:

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 notes and instructions.

Training slides: The PowerPoint training slides are ready for you to use as they are or to incorporate into an existing program.

Participant worksheets: Participant worksheets are provided in a PDF file and can be printed as needed for your workshop.

Additional Materials

You will need to purchase an online MBTI assessment administration for one of the following reports, as well as a copy of the *Introduction to Myers-Briggs® Type* booklet, for each workshop participant.

- MBTI® Global Step I™ Profile
- MBTI® Global Step I™ Interpretive Report
- MBTI® Global Step I™ Personal Impact Report

You may also find it helpful to use the *Introduction to Myers-Briggs® Type Preferences* video (sold separately) during the self-assessment section of the workshop. The video can be purchased through www.themyersbriggs.com.

Before the Workshop

Complete the following tasks prior to the workshop.

Address Questions About the MBTI® Assessment

Your workshop participants may have questions about the MBTI assessment. Here is some information to help you address common questions about how the assessment is used globally and its development and applications.

Global Use: The MBTI assessment is the most widely used personality tool in the world. More than 2 million people worldwide take it each year. The assessment is used by most of the Fortune 500 companies and many multinational, government, and educational organizations. The MBTI® Global Step I™ assessment has been translated into 15 languages in 20 countries within six continents.

Origins of the Assessment: The *Myers-Briggs Type Indicator®* (MBTI®) assessment is a self-report instrument designed to make psychologist Carl Jung's theory of personality types understandable and useful in everyday life.

The authors of the MBTI assessment, Katharine Cook Briggs and her daughter, Isabel Briggs Myers, were keen observers of personality differences. They studied and built on the ideas of Carl Jung and applied them to understanding the people around them. Myers developed the MBTI assessment to give people everywhere access to the benefits she found in knowing about personality type and appreciating differences. After decades of research and development, the MBTI assessment is the world's most widely and universally used tool for understanding normal, healthy personality differences among people everywhere.

Applications for the Assessment: Listed below are some of the applications for the MBTI assessment, which you may share with workshop participants. You may find it helpful to write them on a flipchart or whiteboard ahead of time.

- Self-understanding and individual development
- Team building
- Management and leadership training
- Coaching

- Organizational development
- Diversity and multicultural training
- Problem solving
- Career development and exploration
- Academic counseling
- Education and curriculum development
- Relationship counseling

Establish the Proper Mind-Set

Your goal prior to administering the MBTI assessment is to maximize the likelihood that your participants will receive results that are accurate and useful. A critical factor in successfully administering the MBTI assessment is establishing an appropriate mind-set—that is, ensuring that your participants clearly understand the intention of the assessment and respond to the questions appropriately.

Make sure the participants understand why they are taking the assessment. Then explain that you want them to take the assessment as their “true” self, not the person they imagine they “should be” at work, at home, or with friends. Tell them to select a time to complete the assessment when they are not pressed for time and are in a relaxed frame of mind. Remind them that there are no right or wrong answers, no better or worse types. All types have potential strengths and possible blind spots. Explain that the questions on the MBTI assessment are designed to present two equally valuable psychological opposites in order to determine which of the two is a respondent’s natural preference. That is, even if respondents can successfully use both, which do they believe is their natural preference? Be sure participants understand that taking the assessment is voluntary and that their results are confidential and will not be used to stereotype or limit them.

To ensure that you establish the proper mind-set, we recommend that you have your participants watch a short video, which you can access and download [here](#) to share with your participants. Respondents who watch this video prior to taking the MBTI assessment are more likely to answer the assessment questions with the intended mind-set and, ideally, to then receive results that are accurate and meaningful for them.

Administer the MBTI® Assessment

The MBTI assessment should be administered far enough in advance of the workshop to give participants sufficient time to complete it and the practitioner sufficient time to plan the session. Be sure to specify an assessment completion date that will give you enough time to review and print participant reports.

Note: In some countries and regions outside the US, you will need to contact your MBTI distributor and make arrangements for online administrations. For a list of MBTI distributors around the world, visit the [Global Partners](#) page on www.themyersbriggs.com.

Prepare the Workshop Materials and Facility

Prepare the PowerPoint training slides by adding your name and credentials to the first two slides. If you plan to use the *Introduction to Myers-Briggs® Type Preferences* video, ensure that it is loaded on the device you will be using to display the slides. You will also want to prepare a time line agenda on flipchart paper or a whiteboard and have on hand either a type table drawn on flipchart paper or a whiteboard or a purchased type table poster. Make sure you have gathered the participant reports, worksheets, and copies of the *Introduction to Myers-Briggs® Type* booklet for distribution to participants at the workshop.

Finally, plan to arrive at the training location 1 hour before the workshop starts to confirm that the room is properly set up (ideally, tables in rounds or rectangles—not classroom or conference style) and that you have a working projector, flipcharts and stands, markers, etc.

Conducting the Workshop

SAMPLE WORKSHOP AGENDA

Schedule	Topic	Time
8:30–8:50	Opening the workshop and introductions	20 minutes
8:50–9:20	Introducing the MBTI assessment	30 minutes
9:20–10:20	Your MBTI self-assessment	60 minutes
10:20–10:40	Your MBTI results and verifying your best-fit type	20 minutes
10:40–10:45	Break	5 minutes
10:45–12:45	Understanding the MBTI preferences	120 minutes
12:45–1:15	Creating action plans	30 minutes
1:15–1:20	Wrap-up	5 minutes

As previously mentioned, the workshop is designed to offer scheduling flexibility. It can be conducted as a single 4-hour, 50-minute session or as two shorter sessions, 2 hours and 10 minutes, and 2 hours and 35 minutes in length, respectively.

Note: Times may vary based on factors such as size of the group and cultural considerations. The break time may be extended or scheduled as a lunch break if the workshop starts later in the morning

Selected Sample Pages

Opening the Workshop and Introductions

Time: 20 minutes

Slides: 1–5

Materials: Distribute prior to start of workshop:

- Introduction to Myers-Briggs® Type booklets
- Participant worksheets

Note: You will distribute participant reports later in the workshop.

SLIDE	FACILITATOR NOTES
1	<p>[Prior to the workshop, update this slide with your name.]</p> <p>Welcome the group to the session.</p>
2	<p>[Prior to the workshop, update this slide with your name, credentials, expertise, and experience.]</p> <p>Verbally summarize your experience for the group. Consider sharing a brief example of how type knowledge has affected your life 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.</p>
3	<p>Suggested script:</p> <p><i>Here are the objectives for this workshop. You will:</i></p> <ul style="list-style-type: none"> • <i>Increase your understanding of personality types by learning about the Myers-Briggs framework</i> • <i>Develop greater awareness of yourself and others</i> • <i>Identify ways to use personality differences to improve your personal interactions and team performance</i> • <i>Leave with an action plan and some ideas on how you can be more effective going forward</i>
4	<p>Suggested script:</p> <p><i>This is today's agenda. We will start with a brief overview of the theory underlying the MBTI assessment and the meaning of preferences. You will then complete a self-assessment, during which you will estimate your preferences. Next you will receive and review your results from the MBTI assessment you completed online prior to the workshop. Using your self-assessment and your reported results, you will verify your best-fit type. Then we will work through several activities that will help you experience and gain insight into type preferences. Finally, you will complete an action plan to use after the workshop.</i></p> <p>Modify the suggested script as needed if you will be conducting the workshop in two sessions.</p> <p>Note: Consider posting a time line agenda on a flipchart or whiteboard prior to the start of the workshop.</p>