# Institute for Training and Development Staff Training Handbook



Talbert House 2600 Victory Parkway Cincinnati, Ohio 45206

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#### Introduction: Who We Are

The Talbert House agency's network of services focuses on prevention, assessment, treatment, and reintegration. Services are provided at multiple sites throughout Southwest Ohio.

The organization has a culture of innovation that thrives on the creation of new services to meet the complex needs of clients, their families and the community while maintaining effectiveness, excellence, and professionalism. Talbert House values an integrated system of high-quality care focused on best practices, easy access to services and providing a full range of services in a cost-effective and efficient manner.

Last year, Talbert House served over 30,000 clients face to face with an additional 146,000 receiving prevention and hotline services.

#### **Company Background**

Talbert House was founded to help homeless men re-enter the community. In August 1965, with a budget of \$30,000 from private donations, the first halfway house program opened.

Today, Talbert House operates in multiple service areas in conjunction with its affiliates throughout Greater Cincinnati. The services are offered to a broad-based population with the agency's mission in mind: empowering children, adults, and families to live healthy, safe, and productive lives. Talbert House helps thousands of men, women and children throughout Southwest Ohio overcome adversity to become healthy and productive citizens.

Talbert House was named after Dr. Ernest Talbert (1879-1971), Professor Emeritus of Sociology at the University of Cincinnati, for his support of community alternatives rather than institutional care.

#### **Our Vision and Mission**

#### **Vision**

A caring community that believes in recovery, second chances, and personal growth.

#### Mission

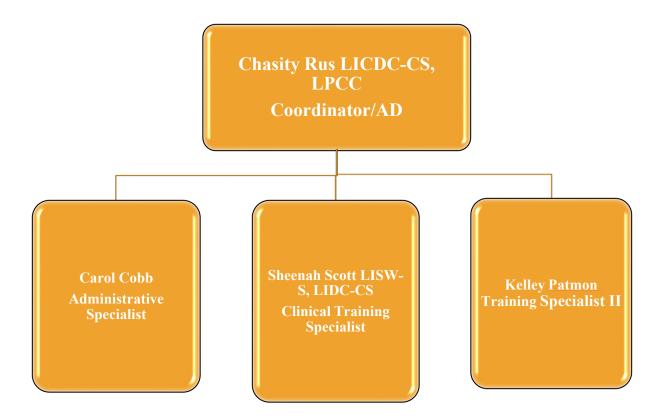
The Talbert House mission is Empowering children, adults and families to live.

## **Our Staff**

The staff members have a wide range of educational and disciplinary backgrounds, from criminal justice and social work to psychology, and chemical dependency counselling. The staff receives extensive training from the IDT Institute for Training and Development (ITD).

The ITD is focused on developing and delivering high-quality training and educational programs to the behavioural health community within the Talbert House. Clinical and professional development training is offered to those that are working in the areas of mental health, substance use, corrections, and other professional settings.

## INSTITUTE FOR TRAINING AND DEVELOPMENT



## **Institute for Training and Development**

#### **Performance Objectives**

- 1. Apply self-awareness concepts that will build productive employee relationships, self-governance, and accountability.
- 2. Analyse how self-awareness and empathy are interconnected: self-awareness increases empathy, which in turn, helps people build better relationship.

## **Personality Assessment Training**

Research based Personality Assessment Training that will raise self-awareness and empathy was implemented for the training. The assessments are not computer based; they are direct activities that require group participation.

Personality Tests *create self-awareness among team members. Th*is self-assessment provides insight into one's desires, strengths and weaknesses, emotional triggers, and routines of which we or not cognizant of. The test determines how each employee makes decisions, and it will reveal each employee's unique temperament and behaviourism.

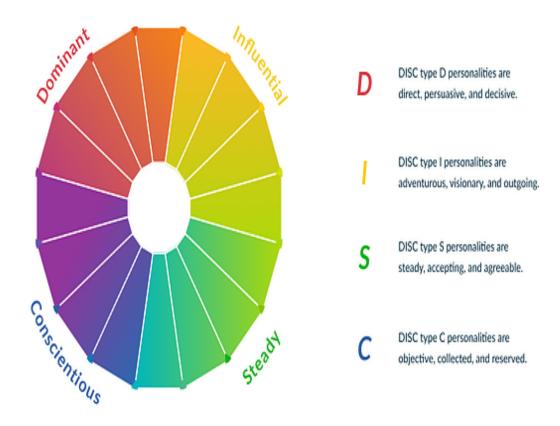
In addition, the activities will also give the team the opportunity to engage and learn about each other. The personality tests are an innovative way to promote team collaboration. It promotes productivity, increases motivation, and builds reliance and esteem among teams.

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#### What is the DiSC Assessment?

The first DiSC assessment was created in 1956 by Walter Clarke, an industrial psychologist. Clarke's model was originally designed for use in businesses to help them choose qualified employees. Clarke also renamed the four factors to Dominance, Influence, Steadiness and Conscientiousness (truity.com).

The <u>DiSC</u> assessment is one of the most popular personality assessments available today. It is used by over one million individuals, businesses and organizations every year to help people find their ideal career, team up with the right people, and improve communication and productivity in the workplace. The DISC personality assessment describes some of the most fundamental differences between individuals, so it is powerful in terms of understanding why people do what they do — and then using this knowledge to reduce conflict and improve working relationships (truity.com).



## **Self-Awareness Training Activity: (DiSC) Share Your Personality**

The Share Your Personality activity will give the team an opportunity to understand each other a little more:

**Training for:** ITD Staff

**People required:** ITD Staff

**Time:** 45 minutes (each session)

How it works:

1. The group will fill out a team building personality test (DISC).

#### **Activity 1: Self-Awareness DiSC Exercise**

The first step in communicating effectively with others is understanding your communication styles and tendencies. Teams must learn how to read their DISC reports--there is no right or wrong way to do this. Go through each section or pick out the most relevant ones to discuss. Have team members highlight areas that resonate with them, most to revisit later or circle sections that they feel are not entirely accurate. Have an open discussion at the end to ensure that everyone understands their reports and behavioural styles, and how they differ or are like one another.

## **Activity 2: Identifying others' DISC type exercise**

Once participants have a solid understanding of their DISC type, it is essential to give them the tools to identify the personalities of others. A broad overview of each personality type, including main traits and characteristics, communication styles, and outward expressions, will help your team better understand the personalities of their colleagues or peers. Once you have gone over all the styles (DiSC), provide or read aloud a short paragraph describing a make-believe person and their characteristics. Ideas include public figures, movies, or book characters, or just a completely made-up person by you. Have team members try to identify the personality type of the person you are describing. Ask which traits lead them to their decisions

# **DISC Personality Test**

For each row, circle the personality trait that describes you best. For each column, count the no. of circles in the column and put the total score at the bottom of the column.

1	Strong-Willed	Persuasive	Kind	Humble
2	Independent	Sociable	Pleasant	Cooperative
3	Bold	Lively	Loyal	Passive
4	Competitive	Cheerful	Obliging	Open-minded
5	Daring	Humorous	Calm	Precise
6	Pioneering	Trusting	Lenient	Tolerant
7	Persistent	Entertaining	Obedient	Neat
8	Energetic	Sociable	Lenient	Peaceful
9	Risk Taker	Good-mixer	Patient	Precise
10	Determined	Energetic	Self-controlled	Systematic
11	Aggressive	Charismatic	Good-natured	Careful
12	Restless	Talkative	Controlled	Conventional
13	Decisive	Popular	Neighbourly	Organized