

Provided by:

TrainingLocation.com

(858) 485-8135

Individual • Team • Organizational
training & development materials

Authorized distributor for **inscape**  **publishing**

*Personal Learning
Insights Profile®*
Facilitator's Manual

Personal Learning Insights Profile
Facilitator's Kit
Volume I



Inscape Publishing products are intended to be used by individuals to help them understand themselves and others in order to maximize personal satisfaction and organizational success. They are not intended to replace professional psychological counseling, nor are they designed to be used for selection or any other employment decision made by third parties.

Product Code: B-213

ISBN 1-56774-061-8

©1997 by Inscape Publishing, Inc. All rights reserved. Copyright secured in the U.S. and foreign countries. Printed in the United States of America. August 2002. Version 3.1

This publication may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage retrieval system, or by any other means, without permission in writing from the publisher: Inscape Publishing, Inc., 6465 Wayzata Blvd., Suite 800, Minneapolis, Minnesota 55426-1725.

The “Personal Learning Insights Profile” is a registered trademark of Inscape Publishing, Inc.

***PERSONAL LEARNING INSIGHTS PROFILE*[®] FACILITATOR'S KIT**

Table of Contents

Volume I – Facilitator’s Manual

SECTION ONE: INTRODUCTION	1
OVERVIEW OF <i>PERSONAL LEARNING INSIGHTS PROFILE</i> [®] FACILITATOR’S MANUAL	1
BACKGROUND	1
OVERVIEW OF THE <i>PERSONAL LEARNING INSIGHTS PROFILE</i>	3
LEARNING PURPOSE	3
LEARNING STRUCTURE.....	4
LEARNING ACTIVITY	4
USES AND SETTINGS FOR THE <i>PERSONAL LEARNING INSIGHTS PROFILE</i>	4
QUALIFICATION OF SEMINAR FACILITATORS	6
FACILITATOR COMPETENCY CHECKLIST	7
COMPETENCY CHECKLIST ANSWERS.....	11
DEVELOPMENT OF THE <i>PERSONAL LEARNING INSIGHTS PROFILE</i> MODEL.....	14
INSTRUMENT DEVELOPMENT.....	18
ANALYSIS & RESULTS	20
RELATION OF THE <i>PERSONAL LEARNING INSIGHTS PROFILE</i> TO DiSC [®] DIMENSIONS OF BEHAVIOR	32
DISCUSSION AND CONCLUSIONS.....	32
ABOUT THE PUBLISHER	34
SECTION TWO: ADMINISTERING THE <i>PERSONAL LEARNING INSIGHTS PROFILE</i>[®]	35
INTRODUCTION	35
ESTABLISH A PROPER ENVIRONMENT.....	35
SELECTING THE BEST SETTING	35
ASSURE MINIMUM REQUIREMENTS	36
ESTABLISH PURPOSE AND PROCESS	37
GIVE CLEAR DIRECTIONS	38
MATERIALS NEEDED	38
SUMMARY OF ADMINISTRATION PROCESS.....	39
SECTION THREE: INTERPRETING THE <i>PERSONAL LEARNING INSIGHTS PROFILE</i>.....	43
INTRODUCTION	43
SUMMARY OF INTERPRETATION PROCESS	43
PERSONALIZING THE <i>PERSONAL LEARNING INSIGHTS PROFILE</i> INFORMATION	46
SECTION FOUR: APPLICATIONS.....	49
PERSONAL DEVELOPMENT.....	49
PRODUCTIVITY	49



CAREER DEVELOPMENT	50
TEAM-BUILDING.....	50
COACHING	50
MANAGEMENT DEVELOPMENT.....	51
TRAIN-THE-TRAINER	51
GROUP FACILITATION SKILLS.....	51
CONFLICT RESOLUTION	51
SELF-CONFIDENCE	52
EMPLOYEE ORIENTATION	52
STUDY SKILLS	52
SECTION FIVE: FREQUENTLY ASKED QUESTIONS	53
SECTION SIX: BIBLIOGRAPHY	57

*Personal Learning Insights
Profile[®]*

**Maximizing Learning
Effectiveness Seminar**

*Personal Learning Insights Profile
Facilitator's Kit
Volume II*



Inscape Publishing products are intended to be used by individuals to help them understand themselves and others in order to maximize personal satisfaction and organizational success. They are not intended to replace professional psychological counseling, nor are they designed to be used for selection or any other employment decision made by third parties.

Product Code: B-214

ISBN 1-56774-062-6

©1997 by Inscape Publishing, Inc. All rights reserved. Copyright secured in the U.S. and foreign countries. Printed in the United States of America. August 2002. Version 3.1

This publication may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage retrieval system, or by any other means, without permission in writing from the publisher: Inscape Publishing, 6465 Wayzata Blvd., Suite 800, Minneapolis, Minnesota 55426-1725.

The “Personal Learning Insights Profile” is a registered trademark of Inscape Publishing, Inc.

PERSONAL LEARNING INSIGHTS PROFILE[®] FACILITATOR'S KIT

Table of Contents

Volume II – Maximizing Learning Effectiveness Seminar

SECTION ONE: INTRODUCTION	1
OVERVIEW OF <i>MAXIMIZING LEARNING EFFECTIVENESS</i>	1
USING THE FACILITATOR'S SCRIPT	1
ICON KEY	2
SECTION TWO: ENHANCING YOUR TRAINING	5
OVERVIEW	5
HOW PEOPLE LEARN	5
HOW TO WORK WITH GROUPS	6
HOW TO HANDLE DIFFICULT BEHAVIORS	11
HOW TO SET UP THE TRAINING ROOM	14
ADDITIONAL TRAINING TIPS	15
A FINAL NOTE	16
SECTION THREE: SEMINAR PREPARATION	17
READING THE MATERIALS	17
CHECKING THE DETAILS	17
SEMINAR CHECKLIST	18
REVIEWING THE CONTENT	21
REVIEWING THE SCHEDULE	23
PROPOSED SCHEDULES	24
SECTION FOUR: MAXIMIZING LEARNING EFFECTIVENESS	25
INTRODUCTION	25
LESSON ONE: INTRODUCTION	25
OBJECTIVES	25
FACILITATOR COMMENTS: OPENING (8 MINUTES)	25
FACILITATOR COMMENTS: SEMINAR STRUCTURE (2 MINUTES)	27
FACILITATOR COMMENTS: THE IMPORTANCE OF LEARNING (5 MINUTES)	28
DYAD ACTIVITY: ICEBREAKER (15 MINUTES)	29
LESSON TWO: BARRIERS TO EFFECTIVE LEARNING	31
OBJECTIVES	31
FACILITATOR COMMENTS: LEARNING PREFERENCES AND BARRIERS (15 MINUTES)	31
SMALL GROUP ACTIVITY: BRAINSTORMING LEARNING BARRIERS (25 MINUTES)	33



LESSON THREE: IDENTIFYING YOUR PERSONAL LEARNING APPROACH	39
OBJECTIVES	39
FACILITATOR COMMENTS: INTRODUCTION TO <i>PERSONAL LEARNING INSIGHTS PROFILE</i> [®] (15 MINUTES).....	39
PAPER AND PEN ACTIVITY: <i>PERSONAL LEARNING INSIGHTS PROFILE</i> [®] PAGES 2 TO 4 (15 MINUTES)	41
PAPER AND PEN ACTIVITY: COUNTING AND RECORDING (15 MINUTES)	42
LESSON FOUR: UNDERSTANDING YOUR PERSONAL LEARNING APPROACH.....	43
OBJECTIVES	43
FACILITATOR COMMENTS: LEARNING APPROACHES (5 MINUTES)	43
FACILITATOR COMMENTS: OVERVIEW OF THREE ASPECTS OF LEARNING (45 MINUTES)	43
PAPER AND PEN ACTIVITY: PLOTTING THE LEARNING PURPOSE SCALE (5 MINUTES)	45
FACILITATOR COMMENTS: LEARNING PURPOSE PREFERENCE DESCRIPTION (10 MINUTES).....	46
PAPER AND PEN ACTIVITY: PLOTTING THE LEARNING STRUCTURE SCALE (5 MINUTES).....	49
FACILITATOR COMMENTS: LEARNING STRUCTURE PREFERENCE DESCRIPTION (10 MINUTES)	50
PAPER AND PEN ACTIVITY: PLOTTING THE LEARNING ACTIVITY SCALE (5 MINUTES).....	53
DYAD ACTIVITY: SUMMARY OF LEARNING APPROACHES (5 MINUTES)	58
LESSON FIVE: MAKING THE MOST OF YOUR LEARNING EXPERIENCE.....	61
OBJECTIVES	61
FACILITATOR COMMENTS: TAKING CHARGE OF YOUR OWN LEARNING (2 MINUTES)	61
SMALL GROUP ACTIVITY: IDENTIFYING LEARNING OPPORTUNITIES (15 MINUTES).....	62
INDIVIDUAL ACTIVITY: CASE STUDY (20 MINUTES).....	64
DYAD ACTIVITY: LEARNING RESPONSES (8 MINUTES).....	67
OPTIONAL LESSON A: LEARNING AS A TEAM.....	69
OBJECTIVES	69
FACILITATOR COMMENTS: TEAM LEARNING (10 MINUTES)	69
SMALL GROUP ACTIVITY: CASE STUDY SCENARIOS (20 MINUTES).....	71
DYAD ACTIVITY: APPLYING INSIGHTS (15 MINUTES).....	72
OPTIONAL LESSON B: COACHING FOR EFFECTIVE LEARNING	75
OBJECTIVES	75
FACILITATOR COMMENTS: TEAM LEARNING (10 MINUTES)	75
SMALL GROUP ACTIVITY: CASE STUDIES (25 MINUTES)	77
DYAD ACTIVITY: APPLYING INSIGHTS (15 MINUTES).....	80
DYAD ACTIVITY: COACHING ROLE-PLAYS (10 MINUTES).....	81
OPTIONAL LESSON C: LEARNING APPROACHES FOR FACILITATORS.....	85
OBJECTIVES	85
FACILITATOR COMMENTS: YOUR ROLE AS A FACILITATOR (10 MINUTES).....	85
SMALL GROUP ACTIVITY: TEACHING STRATEGIES (20 MINUTES).....	86
INDIVIDUAL ACTIVITY: FACILITATOR'S ACTION PLAN (15 MINUTES).....	89
LESSON SIX: WRAP-UP.....	91
OBJECTIVES	91
FACILITATOR COMMENTS: REVIEW OF KEY LEARNING CONCEPTS (5 MINUTES)	91
CLOSING ACTIVITY: GATHERING INSIGHTS (10 MINUTES)	92
PAPER AND PEN ACTIVITY: EVALUATIONS (5 MINUTES)	93

This resource provided by:

www.TrainingLocation.com

(858) 485-8135

Individual, team, organizational training & development materials

Authorized distributor for **inscape**  **publishing**

Please contact us (or click on the links below) for samples of other Facilitator & Participant Resources, including:

- [Adventures in Attitudes – Facilitator Manual & Participant Guide](#)
- [Biblical Personal Profile System – Facilitator Manual](#)
- [Coping & Stress – Volume 1 & 2](#)
- [DiSC[®] Classic - Volume 1 & 2](#)
- [DiSC[®] Management Strategies - Facilitator Manual & Participant Guide](#)
- [DiSC[®] Sales Strategies – Facilitator Manual & Participant Guide](#)
- [Dimensions of Leadership Profile – Volume 1 & 2](#)
- [Discovering Diversity Profile[®] – Volume 1 & 2](#)
- [Personal Learning Profile – Volume 1 & 2](#)
- [Personal Listening Profile[®] – Volume 1 & 2](#)
- [Team Dimensions Profile[®] Facilitator Kit](#)
- [Time Mastery Profile[®] – Volume 1](#)
- [Work Expectations Sourcebook](#)

Sample of *Online* Profiles:

- [Team Dimension Profile](#)
- [DiSC[®] Classic Profile](#)
- [Discovering Diversity Profile[®]](#)
- [Time Mastery Profile[®]](#)
- [Work Expectations Profile](#)
- [Personal Listening Profile[®]](#)