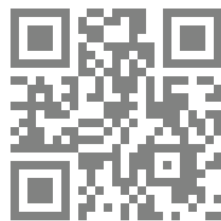


# shapes assessment<sup>™</sup>

Powered by **PsychoGeometrics<sup>™</sup>**

The Science of Behavior + The Art of Communication

Resource Guide



[PSYCHOGEOMETRICS.COM](https://www.psychogeometrics.com)

# Sharing SHAPES with your Team or Organization

## WHAT YOU NEED TO KNOW

As a certified presenter, trainer, facilitator, or licensee of Shapes, it is important to realize that no single Shape can exactly define a person. Everyone, however, has a **DOMINANT SHAPE**, known as your **PRIMARY SHAPE** and a **SECONDARY SHAPE** that creates your communication style, consisting of natural traits, behaviors, and how you relate to others. Your Primary and Secondary Shapes (your two highest Shape scores), along with the other three Shapes, can be used as a basis for understanding your communication and behavioral style, as well as the styles of others.

While you are born with natural **SHAPE STRENGTHS** that will stay with you all of your life, you can add other Shapes to your communication style as learned **SHAPE SKILLS**. Modifying your **SHAPE COMMUNICATION STYLE** is called **SHAPE FLEXING**, which can vary depending upon your current situation, environment, life changes, desired outcome, and other factors.

By using the Shapes Assessment and Shapes Online Learning Series as part of your professional development offerings, you are demonstrating your commitment to diversity, equity, and inclusion. This training is designed to support a culture that respects diversity, embraces differences, and works to leverage those differences as a team. The key is understanding then having the common language and tools to collaborate and align, strengthening relationships, teams, communication, and overall results.

**EMBRACE DIFFERENCES - LEVERAGE STRENGTHS - COMMUNICATE MORE EFFECTIVELY**

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### PART I

The Shapes Assessment 5

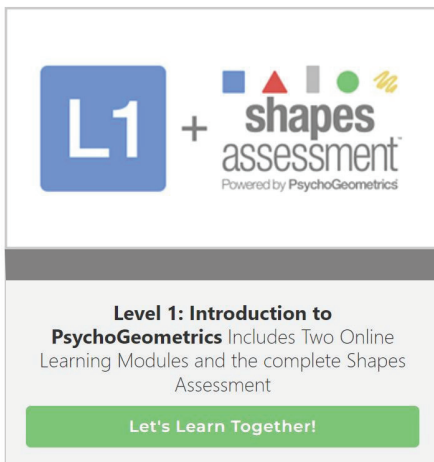
SHAPES ASSESSMENT Powered by PsychoGeometrics™  
 The Science of Behavior + The Art of Communication  
 The Shapes Assessment, Shapes Profile Report, and Shapes Guide  
 Stand-Alone Learning with Multiple Applications

### PART II

The Shapes Online Learning Series 18

*Featuring*

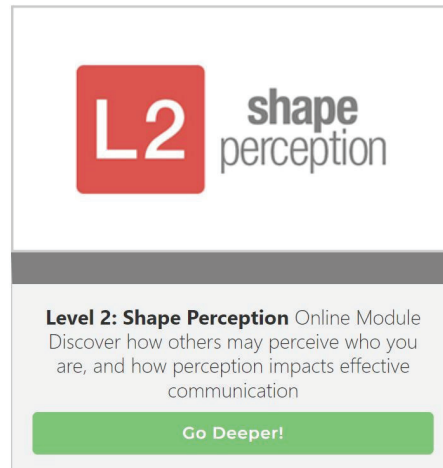
- Stand-Alone Modules Designed to Meet Specific Objectives
- Continuous Learning - a Series of Modules over time



**L1** + shapes assessment  
 Powered by PsychoGeometrics

**Level 1: Introduction to PsychoGeometrics** Includes Two Online Learning Modules and the complete Shapes Assessment

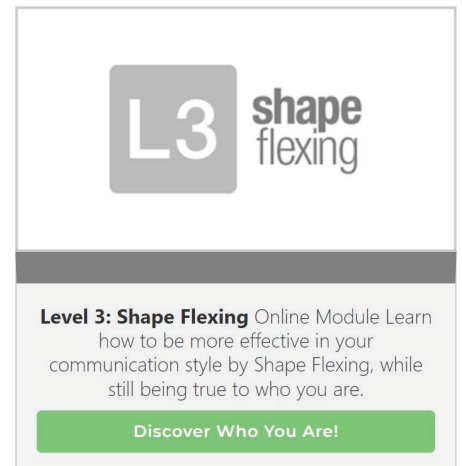
Let's Learn Together!



**L2** shape perception

**Level 2: Shape Perception** Online Module  
 Discover how others may perceive who you are, and how perception impacts effective communication

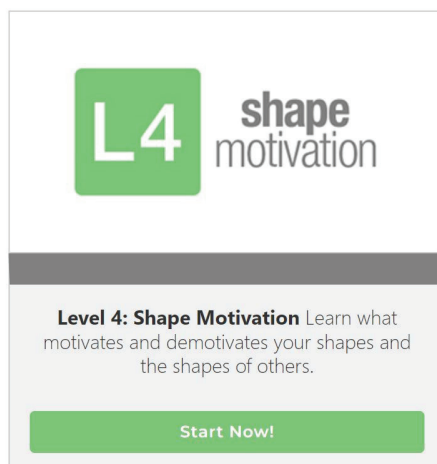
Go Deeper!



**L3** shape flexing

**Level 3: Shape Flexing** Online Module Learn how to be more effective in your communication style by Shape Flexing, while still being true to who you are.

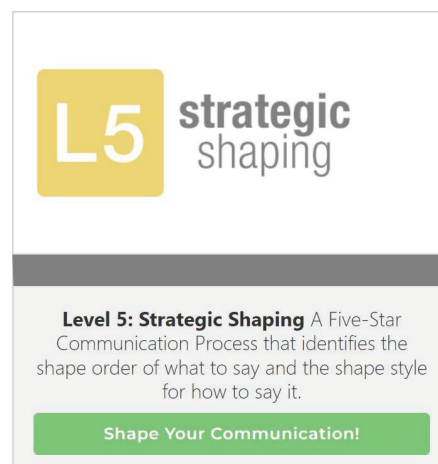
Discover Who You Are!



**L4** shape motivation

**Level 4: Shape Motivation** Learn what motivates and demotivates your shapes and the shapes of others.

Start Now!



**L5** strategic shaping

**Level 5: Strategic Shaping** A Five-Star Communication Process that identifies the shape order of what to say and the shape style for how to say it.

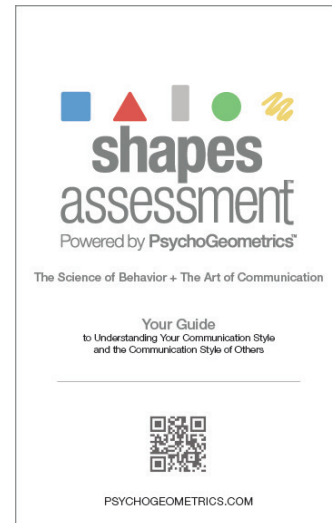
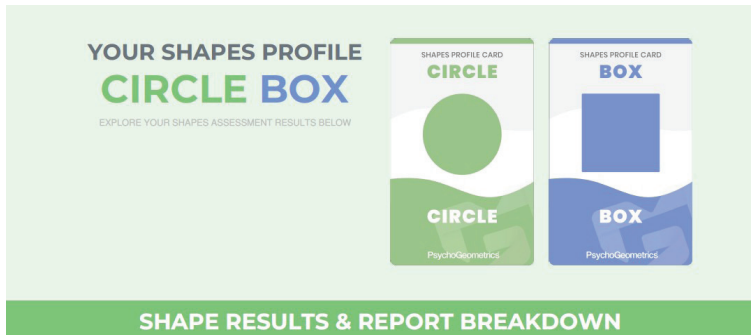
Shape Your Communication!

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## PART I

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For Customized Applications for Your Team or Organization, or more information about how to use the above applications, contact [infopgeo@psycho geometrics.com](mailto:infopgeo@psycho geometrics.com).



# shapes assessment™

Powered by PsychoGeometrics™

The Shapes Assessment includes the actual three-part evaluation identifying traits, behaviors, and how one interacts with others, plus a customized Shapes Profile Report based on the person's unique Shapes score and the Shapes Guide, featuring a special section on how to communicate and flex to each of the five Shapes.



## UNDERSTANDING YOUR COMMUNICATION STYLE AND THE STYLE OF OTHERS:

“Understanding” is the principle and guiding value of the Shapes Assessment powered by PsychoGeometrics.

Use your basic Shapes Workshop ppt and the facilitator notes that you received during your Shapes Certification Training for this application, “Understanding Your Communication Style and the Communication Style of Others.”

As a result of taking the



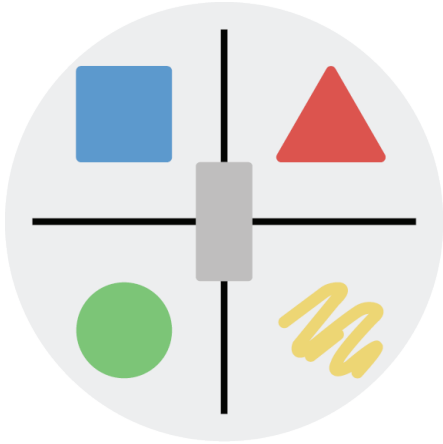
and participating in this session, you will be able to:

- Better understand your communication and behavioral style.
- Better understand the communication and behavioral style of others.
- Recognize the power and value of using each of the Shapes.
- Learn the term “Shape Flexing” to strengthen your communication.

## COMMUNICATING EFFECTIVELY:

As a stand-alone workshop, you would start with Understanding Your Communication Style and the Style of Others, using the basic Shapes Workshop ppt and facilitator notes you received during your Shapes Certification Training. You would then add the Shape Flexing concept and slides of your choice from Module 3 – Shape Flexing. You can find Module 3 – Shape Flexing ppt and notes on your facilitator dashboard under the Resources tab.

## Things to Know about all 5 Shapes:



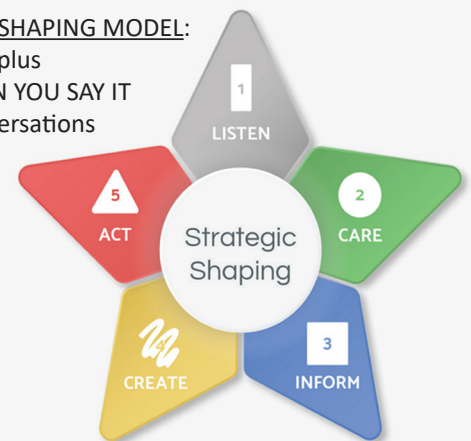
1. Every shape represents a behavior.
2. Every shape has value.
3. Every shape has power.
4. Every shape has strengths and challenges.
5. The behavior you exhibit the most is most likely a combination of your primary and secondary shapes (natural strengths).
6. Maximize your shape strengths for your success. Manage your shape challenges to help prevent failure. This is called “Shape Flexing.”
7. No matter what your natural shape strengths, it is wise to consider and leverage the behaviors of all five behaviors for effective communication.

## CRUCIAL CONVERSATIONS:

As a stand-alone workshop, you would start with Understanding Your Communication Style and the Style of Others, using the basic Shapes Workshop ppt and facilitator notes you received during your Shapes Certification Training.

You would then add the Strategic Shaping Model and slides of your choice from Module 5 – Strategic Shaping. You can find Module 5 – Strategic Shaping ppt and notes on your facilitator dashboard under the Resources tab.

THE STRATEGIC SHAPING MODEL:  
WHAT YOU SAY plus  
HOW and WHEN YOU SAY IT  
for Crucial Conversations



## RECRUITMENT, INTERVIEWING, and ONBOARDING:

Quickly assess natural Traits, Behavior, and How One Relates to Others to communicate more effectively during the recruitment, interview, and onboarding process.

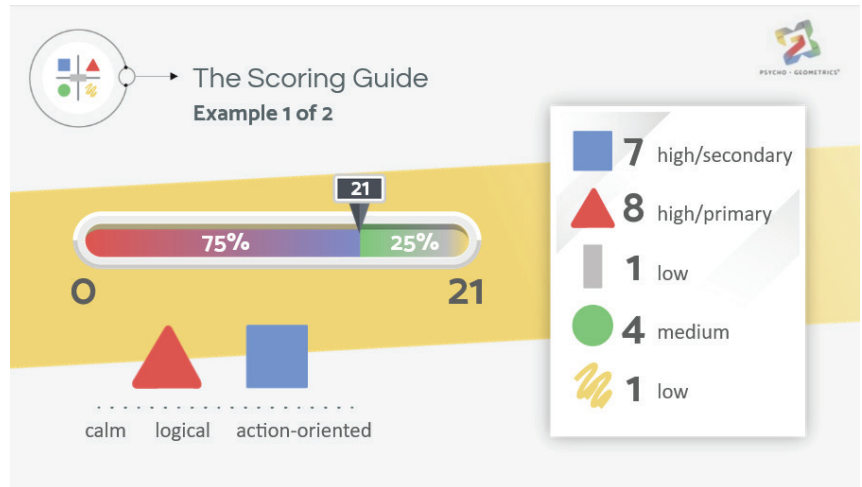
*Nearly 80% of people surveyed during their job search say they’re looking for a work environment that makes them feel welcome, comfortable, important, and understood. When you know a person’s Shapes, you immediately know how to do all four during the recruiting, interview, and onboarding process.*

- HRI Survey 2015-2020



## HOW TO USE:

**RECRUITMENT:** Provide the candidate a link and access code to take the online Shapes Assessment. Using your personal account and dashboard that you create with your login and password on the PsychoGeometrics website, you are able to pay for and generate access codes for candidates. You are also able to choose how results will be shared; either with you only, or with you and the candidate as part of the recruitment process.



**Results identify one's potential strengths and development areas, helping to match the person's talents and skills to the right role.**

The results also provide a simple, common language, acting as a communication catalyst, which can be used immediately to communicate between the candidate and the recruiter, clarifying job descriptions and expectations. Of course, you want to set your candidate up for success for the win-win. Understanding the candidate's natural traits, behavior, and how they relate with others will help you determine what role may be the best fit.

**INTERVIEW PROCESS:** If the candidate took the Shapes Assessment during the recruitment process, use the Shapes language and the candidate's results to help you prepare and customize relevant, stimulating, and innovative interview questions,

**promoting genuine and unrehearsed conversation.**

If the candidate did not yet take the Shapes Assessment, provide a link and access code to take the Shapes Assessment so that results can be reviewed by you and the candidate in advance, giving you both a common language to use during the interview process.




**ONBOARDING:** As part of your onboarding process, have your new hire take the Online Shapes Assessment by providing a link and access code that you can generate through your account and dashboard on the PsychoGeometrics website. Or if you prefer, your company has the option to pre-purchase Shapes Assessments (and all modules) with pre-assigned access codes. Your company also has the option to purchase a subscription so that you can provide the Shapes Assessment (and all online modules) on your own Learning Management System (LMS).

If your new hire already took the Shapes Assessment during the recruitment or interview process, you can use the results of that Shapes Assessment or provide a link for Module 1 – An Introduction to PsychoGeometrics, providing a deeper understanding of one’s Shapes Score and how to use one’s Shapes to communicate more effectively with others.

Using the Shapes Assessment powered by PsychoGeometrics promotes a culture that embraces diversity, equity, and inclusion. **The new hire can instantly engage with new team members by using the company’s common Shape language to learn more about each other and the various functions within the business.** This is assuming that you are using the Shapes Assessment and language throughout your company, but if not, it will still give your new hire an advantage to navigating their way through their first few weeks of the onboarding, especially if onboarding specialists, mentors, or leaders also know the Shapes Language.

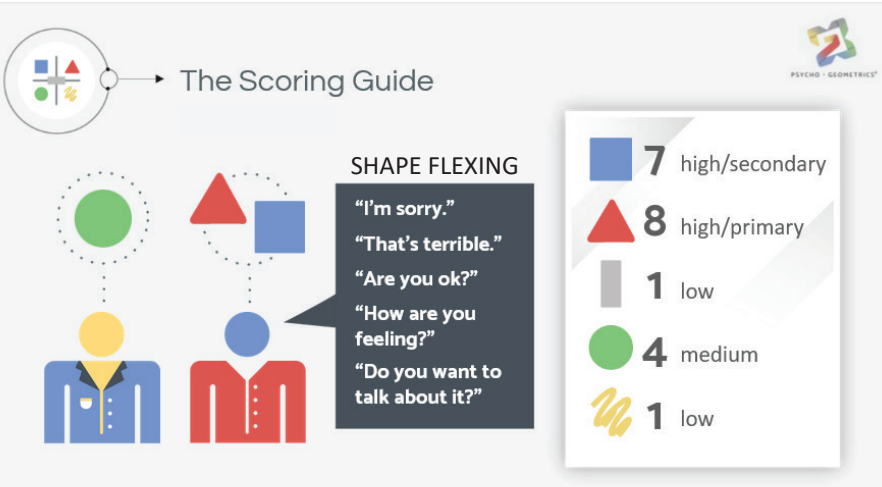
**TEAM BUILDING promoting DIVERSITY, EQUITY, and INCLUSION:**



Often times, we see different as resistance or opposition.  
The Shapes Assessment offers a fresh perspective, raising awareness for how  
**diversity + inclusion = a strong, collaborative, and effective team.**

In advance of your next team meeting, virtual session, or offsite event, have each team member take the Shapes Assessment by providing a link and access code that you can generate from an account you create on the PsychoGeometrics website.

At the meeting, use the Shapes Profile Report and Shapes Guide to stimulate discussion.



**SHAPE FLEXING**

“I’m sorry.”  
“That’s terrible.”  
“Are you ok?”  
“How are you feeling?”  
“Do you want to talk about it?”

**LEGEND:**

- 7 high/secondary
- 8 high/primary
- 1 low
- 4 medium
- 1 low

**UNDERSTANDING YOUR SCORE**

- 0-3 LOW**  
*(does not mean below average)*
- 4-6 MEDIUM**  
*(does not mean average)*
- 7+ HIGH**  
*(does not mean above average)*

Just because you score “high” in a shape does not necessarily mean you are good at using that shape.

It means you have a high percentage of that shape within you naturally, and you have the potential to be great at using it.



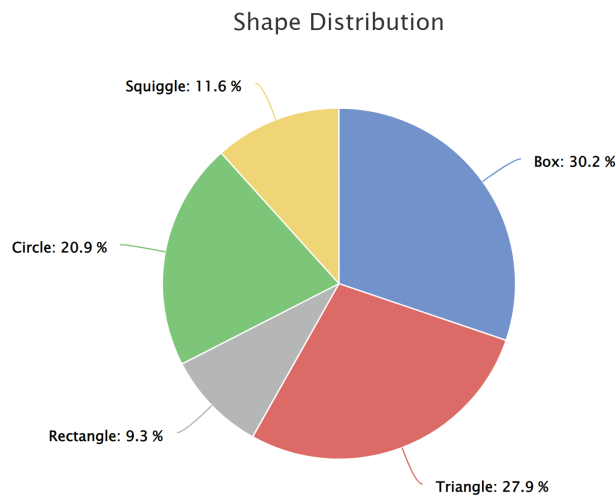
Using the Shapes Profile Report, ask each team member to share their:

1. Shapes Score, revealing their Primary and Secondary Shapes.
2. Specific Traits, Behaviors, and How They Relate to Others as identified in their Shapes Profile Report.
3. Shape Strengths and how they contribute to the success of the team.
4. Shape Challenges and what they need most to overcome those challenges.

Ask:


- What Shape or Shapes represent what is needed?
- How can they maximize, manage, minimize, or modify their Shape(s) to address this need?
- What Shape Traits, Behaviors, or Interactions from others would be helpful?

Box	Triangle	Rectangle	Circle	Squiggle
13	12	4	9	5



On your facilitator dashboard, you can access an automated Shape Compilation (like this one) that is generated by access code.

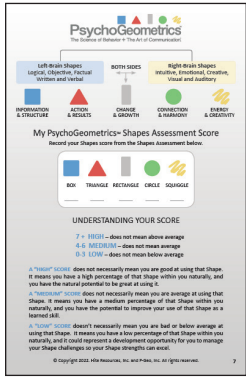
As a facilitator, you can make general assumptions as to what the team's strengths and challenges may be based on this pie chart. You can then provide your recommendations for team development.



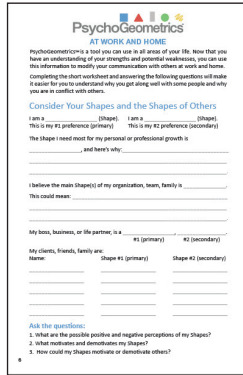
**The Results**

in order to communicate more simply, effectively and efficiently you will need to utilize the behaviors of all five shapes

✓ ✓ ✓



Using the Shapes Guide, UNDERSTANDING YOUR SCORE on [page 7](#), review the meanings of a high, medium, and low score.



Then ask the questions at the bottom of [page 6](#) and have team members share their answers with a partner first, then with the team.

1. What are the possible positive and negative perceptions of your Shapes?
2. What motivates and demotivates your Shapes?
3. How could your Shapes motivate or demotivate others?

Next, direct team members to review the chart, **“Flexing” and Communicating**, for their Primary and Secondary Shape: (NOTE: For easy reference, there is a complete Shapes Guide included in this Resource Guide.)



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page 22

“Flexing” to a Squiggle	Communicating with a Squiggle
Be prepared for surprises or eccentric behavior.	Be enthusiastic and positive, yet realistic.
Create periods of urgency balanced by time off.	Brainstorm, ask for new ideas, and be open to different and unique solutions.
Create an exciting and fun atmosphere.	Be less rigid and more flexible.
Reward the Squiggle’s creativity.	Ask them to connect the dots.
Underscore the value of discipline and routine.	Lighten up and have some fun!

Ask each team member to share at least one thing from each column, Flexing and Communicating, representing their preference for how others “Flex” to their Shape and the best way to communicate with their Shape.

Understanding is KEY to change and growth as a team. The Shapes Assessment, Profile Report, and Guide provide this understanding. As a result, team members begin to see differences as strengths and what used to be tension turns into traction, “team building” one conversation at a time.

*It is truly amazing how different we can be in terms of traits, behavior, and relating to others, yet how powerful we are when we leverage differences to create team strengths.*  
 Susan Hite, CEO and Innovator of PsychoGeometrics

## NAVIGATING YOUR WAY THROUGH CHANGE:

Use the Shapes Assessment to help others understand how to embrace, manage, and lead change. As with other applications, provide a link and access code to your participants that you can generate from an account you create on the PsychoGeometrics website.

Your participants can take the Shapes Assessment in advance, or as part, of a presentation, team meeting, virtual session, offsite event, or coaching session on the topic of change.

Use the information below to understand how each Shape responds to change.



**left side thinking**  
logical, linear, factual



resistant to change that is new, different, or unproven.



uncomfortable with change that lessens control.

### a transitional shape



↓  
**change**



sensitive to the impact from change and how it makes people feel.



**right side thinking**  
creative, innovative, emotional

likes change that's fun and promotes freedom, but questions change that is boring, restrictive, or too rigid.

Next, generate the conversation that leads to self-discovery for embracing, managing, and leading change. Remember, there are no "right" or "wrong" answers. This activity is designed to help people identify, articulate, discuss, or simply remind themselves what they personally need to navigate their way through change.

Although people sometimes learn something completely new, there are typically four responses when participating in a self-discovery exercise.

PARTICIPANT'S RESPONSE	FACILITATOR'S INTERPRETATION
"Ah hah, I knew that..." "I just forgot I knew that."	Some people just need a reminder.
"I knew that..." "but I needed to hear it again."	Some people need reinforcement from themselves or others.
"Hmmm, I knew that..." "I just didn't know I knew it."	Some people need the opportunity to discover what is already within.
"I already knew that..." "but it means something completely different to me now."	As people change, their perspective and needs can change. This is why continuous learning and discovery is important long after the first lesson.

## USE THE SHAPES PROFILE REPORT AND SHAPES GUIDE



**#1** As the speaker, facilitator, or coach, **ask participants** to review their Shape Score in their Shapes Profile Report and their specific traits, behaviors, and how they relate to others.

**#2** **Then ask participants** to review and share the highlights of their Shapes Profile Report alone or with a partner, specifically what their Primary and Secondary Shapes reveal about who they are and how they act.






**#3** **Finally, ask participants** to reference the Shapes Guide to look for any additional clues in their Primary and Secondary Shape descriptions as to what they need to embrace, manage, and lead change. You may have participants review this information alone, with a partner, or in a small group.

**NOTE:** You can address one, two, or all three (embrace, manage, and lead) in a single session, depending upon your overall objectives and allotted time.

## FOR SELF-DISCOVERY, AWARENESS, AND DISCUSSION

Ask the questions below and provide an opportunity for responses and discussion.

If needed, you can give examples as to what each of the Shapes may say to each of the three questions below.

SHAPE	What do you need to embrace change?	What do you need to manage change?	What do you need to lead change?
 may say...	the facts.	a routine	a logical, proven process and plan.
 may say...	to be in charge.	options, something I can control.	authority, ownership, or influence.
 may say...	tell me more about the change.	a mentor, someone to listen, or advice.	experience or support.
 may say...	knowing how the change will impact me, my team, or family.	an opportunity to talk about it or “talk it out” with my team, friends, or family.	a collaborative and unified team.
 may say...	believing that the change will lead to more freedom and flexibility.	an opportunity to celebrate milestones along the way.	excitement, fun, inspiration to motivate others, innovation, freedom to operate.

### NAVIGATING YOUR WAY THROUGH CHANGE

## EARNING AND BUILDING TRUST:

Use the **Shapes Assessment** to help others understand how to earn and build trust. As with other applications, provide a link and access code to your participants that you can generate from an account you create on the PsychoGeometrics website.

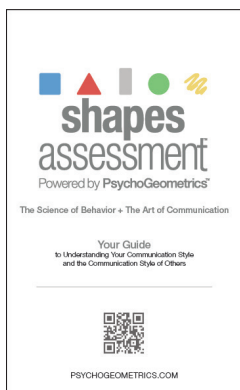


Your participants can take the Shapes Assessment in advance, or as part, of a presentation, team meeting, virtual session, offsite event, or coaching session on the topic of trust.

**Next, generate the conversation that leads to self-discovery and awareness** for how to earn and build trust with each of the five Shapes. Remember, there are no “right” or “wrong” answers. This activity is designed to help people identify, articulate, discuss, or simply remind themselves what they personally need to trust and what others need from them.

**KEEP IN MIND**, trust is similar to belief, and that this exercise could be used to raise awareness for what people need in order to “be all in.” For example, if you are proposing a plan to reach a goal, what would make each Shape believe in the plan, believe the goal is worthy or worthwhile, and commit to being “all in?”

## Use the Shapes Profile Report and Shapes Guide

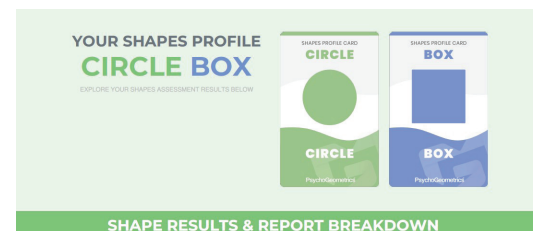


As the speaker, facilitator, or coach, **ask participants** to review their Shape Score in their Shapes Profile Report and their specific traits, behaviors, and how they relate to others.

**Then ask participants** to review and share the highlights of their Shapes Profile Report alone or with a partner, specifically what their Primary and Secondary Shapes reveal about who they are and how they act.

**Finally, ask participants to reference the Shapes Guide to look for any additional clues** in their Primary and

Secondary Shape descriptions as to what they need to trust and what others (representing all five Shapes) need to trust them. Or you could say, what makes you believe and be believable? You may have participants review this information alone, with a partner, or in a small group.



BOX 9	TRIANGLE 0	RECTANGLE 2	CIRCLE 10	SQUIGGLE 0
<b>TRAITS</b> Detail oriented Ethical Practical Traditional or Old-Fashioned Dependable/Loyal	<b>TRAITS</b> None	<b>TRAITS</b> None	<b>TRAITS</b> Good listener Empathetic/Caring	<b>TRAITS</b> None
<b>BEHAVIORS</b> I prefer established rules and routines I always meet my deadlines	<b>BEHAVIORS</b> None	<b>BEHAVIORS</b> I look out people with whom I understand my situation	<b>BEHAVIORS</b> I like to decorate my home or office with plants and pictures and inspirational phrases or quotes decor I enjoy relaxing at home and doing nothing at all I often put my own needs last I would rather save the relationship than solve the problem	<b>BEHAVIORS</b> None
<b>RELATING TO OTHERS</b> I ask "hang in there" to the labor and I am a very tight friend	<b>RELATING TO OTHERS</b> None	<b>RELATING TO OTHERS</b> Being put on the spot makes me very uncomfortable	<b>RELATING TO OTHERS</b> I like to socialize and talk things over If you ask, I will give you the shirt off my back I treat my co-workers and friends like family I enjoy being part of a team	<b>RELATING TO OTHERS</b> None

## EARNING AND BUILDING TRUST



## For Self-Discovery, Awareness, and Discussion

Ask the question below and provide an opportunity for responses and discussion.

1. How does someone earn trust with you? Here's what each Shape might say others need to do in order to earn their trust and build trust with them.



### A BOX MAY SAY:

*Do what you say you will do, and do it well, consistently.  
Ask me what I think.*



### A TRIANGLE MAY SAY:

*Be confident, take action and produce results.  
Follow me.*



### A RECTANGLE MAY SAY:

*Tell me more.  
Listen to me, support me, advise me.*



### A CIRCLE MAY SAY:

*Show you care about me, my team, my family first.  
Appreciate me.*



### A SQUIGGLE MAY SAY:

*Just be straight with me.  
Give me the flexibility to get my job done.*

What are some ways I can "Shape Flex" to earn trust with each Shape?



If a **BOX** says, "I need to demonstrate a willingness to help sooner and be aware of my facial expressions and body language."

- Ask the Box: What Shape(s) would you need to use? Can you give me an example?
- Ask others: Can you think of other ways the Box could flex, specifically to your Shape, to earn trust with you?

What are some ways I can “Shape Flex” to earn trust with each Shape?



If a **TRIANGLE** says, “I need to pause and ask others what they think, make them part of the conversation instead of just telling them what needs to be done.”

- Ask the Triangle: What Shape(s) would you need to use? Can you give me an example?
- Ask others: Can you think of other ways the Triangle could flex, specifically to your Shape, to earn trust with you?



If a **RECTANGLE** says, “I need to reassure others I won’t be in “turning point mode” forever, and that once I have explored, I will be ready to transition to a building stage. I need to let others know the time they spend with me is helping and will pay off.”

- Ask the Rectangle: What Shape(s) would you need to use? Can you give me an example?
- Ask others: Can you think of other ways the Rectangle could flex, specifically to your Shape, to earn trust with you?



If a **CIRCLE** says, “I need to say what I think more often, instead of deferring to whatever someone else thinks is best. I need to learn to be able to say no, respectfully, of course.”

- Ask the Circle: What Shape(s) would you need to use? Can you give me an example?
- Ask others: Can you think of other ways the Circle could flex, specifically to your Shape, to earn trust with you?



If a **SQUIGGLE** says, “I need to think before speaking. And when I do speak I need to be aware and sensitive of others, including them by asking what they think.”

- Ask the Squiggle: What Shape(s) would you need to use? Can you give me an example?
- Ask others: Can you think of other ways the Squiggle could flex, specifically to your Shape, to earn trust with you?

## BUILDING TRUST WITH EACH SHAPE

In the above example, “Earning Trust with Each Shape” was addressed. Now, flip the script.

How do you Build Trust with each Shape?

Stimulate the discussion by sharing an example for each Shape listed below, then ask others to share their examples.

### BOX

“Ask me what I think.”

A Box may say: “To build trust with me, have a logical, proven process, or plan, or ask me to help you create the process or plan.”

### Triangle

“Give me something I can control.”

A Triangle may say: “To build trust with me, give me some kind of authority, ownership, or influence.”

### Rectangle

Be patient with me.

A rectangle may say, “To build trust with me, provide me the opportunity to gain experience or work with a mentor, support my growth, and all that comes with that.”

### Circle

Ask me how I feel

A Circle may say, “To build trust with me, show me how much the team means to you, take time to show appreciation.”

### Squiggle

Give me a little freedom

A Squiggle may say, “If you want to build trust with me, make it fun or let me make it fun, show your willingness to be different or accept differences.”

## MORE APPLICATIONS USING THE SHAPES ASSESSMENT

The Shapes Assessment can be used to establish a baseline, provide a metric, solicit 360 feedback, identify and match strengths to career paths, and as a coaching tool within each of these applications.

The first time a person takes the Shapes Assessment, the person should choose items from each of three categories that represent their most natural choices.

The second time a person takes the Shapes Assessment, when a professional development goal has been set, the person should choose items from each of the three categories that represent their natural choices (strengths and talents) and their learned choices (acquired and developed skills).



### A. Baseline for Identifying Development Opportunities

Record the date of the Shapes Assessment. As a result of a person's Shapes Score, a coach, mentor, colleague, or leader can help the person identify what Shapes need to be maximized, minimized, managed, or modified in order to leverage strengths for success and manage challenges to help prevent failure. This can be case specific, meaning it can be a development opportunity to get promoted, tackle a new project, assume a temporary role, etc.

Discuss examples as to how you will measure progress, determine an expected timeline to reach certain metrics, and clarify what "success" looks like.

### B. A Metric to Measuring Skill Development Progress

After a baseline has been established for a person, take the Shapes Assessment again at a pre-determined time to measure progress. This could be 1 week from now, one month, 3 months, or more. Record the date of the second Shapes Assessment taken, and so forth, to document progress.

Remember, expectations need to be set. If someone scores 1 in Circle and is being asked to develop their Circle skills, what does ultimate success look like?

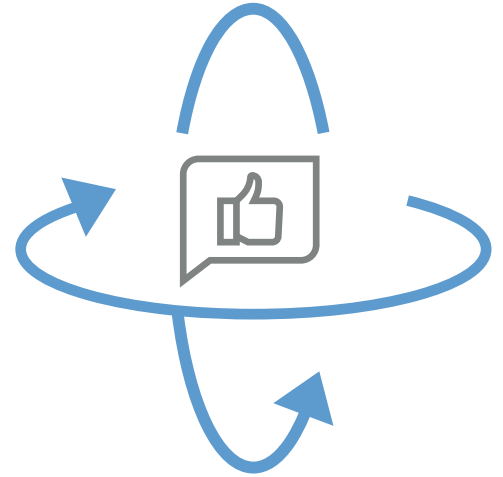
It is often hard to quantify behavior. This gives you the opportunity to say, "She went from a 1 in Circle to a 3. This shows self-awareness and progress."

**NOTE:** when setting goals to develop or strengthen skillsets, keep in mind that a person should still use their Primary and Secondary Shapes, while working to develop the others. For example, in the case of the person who goes from a 1 in Circle to a 3, a "3" may be the ultimately goal. You don't necessarily need someone to be great at a Shape that is not their natural Shape. They just need to be good enough at using that Shape to keep their Primary and Secondary Shapes from failing.

## C. 360 Feedback

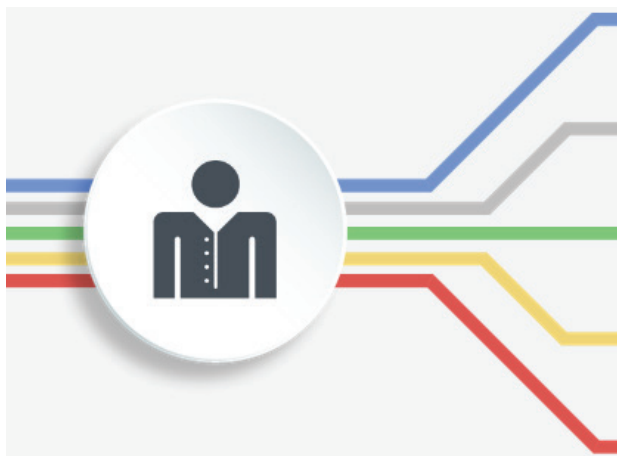
How do others perceive who you are, what you do, and how you interact with them and others?

1. Use the Shapes Assessment to solicit feedback from direct reports, team members, and managers. Responders should take the Shapes Assessment choosing the best responses in each of the three categories for how they perceive the specified person, in terms of who they are, what they do, and how they interact with them and others.
2. Once all responders have completed the Shapes Assessment, you can get the automatically generated compiled feedback on your dashboard on the PsychoGeometrics website. This provides the baseline and can be discussed with a mentor, coach, manager, or colleague.
3. Six to 12 months later, ask the same responders to take the Shapes Assessment again with the same directions. Use the results from the second Shapes Assessment to measure changes toward progress. Evaluate the changes and determine if you are satisfied with the changes in perception, or if there is more work to do.



## D. Career Path Assessment


1. Have the person take the Shapes Assessment. Use the results to stimulate a conversation about strengths and challenge areas.



- What do they love about their current job?
- What do they find frustrating?
- Is it frustrating because it's hard to do, takes so long to do, you just don't like doing it, or you don't like not being able to do it well?
- How do you find a role where you can maximize the areas you love and are good at doing?
- How do you minimize, or at least manage, your frustration?
- Can you delegate that work to others?
- Should you take a course to improve your skillsets in that area?
- Can you come to an agreement with your boss, team members, or direct reports as to what "good" or even "good enough" looks like, given your personal skillsets and the tradeoff for being great at other things?

2. Results can be used to help determine the right career path for an individual, a development area, or a reset of expectations.


## PART II




**L1** + shapes assessment  
Powered by PsychoGeometrics

**Level 1: Introduction to PsychoGeometrics** Includes Two Online Learning Modules and the complete Shapes Assessment


**COURSE OBJECTIVES: By the end of this course, you will have a basic understanding of:**




**What PsychoGeometrics is** and its use as a communication tool



**How to evaluate** your outcome of the PsychoGeometrics assessment and the scoring guide




**The meaning of the 5 PsychoGeometrics shapes** and what they mean to you, what you do and how you interact with others




**L2** shape perception

**Level 2: Shape Perception** Online Module Discover how others may perceive who you are, and how perception impacts effective communication


**COURSE OBJECTIVES: By the end of this course, you will have a basic understanding of:**



Understand the possible positive and negative perceptions of the **five geometric shapes**



Understand the possible positive and negative perceptions of **your personal shapes and communication style**



Understand how you may interpret or misrepresent the **traits and behaviors of others**




**Be prepared to decide** what you may want to change




**L3** shape flexing

**Level 3: Shape Flexing** Online Module Learn how to be more effective in your communication style by Shape Flexing, while still being true to who you are.


**COURSE OBJECTIVES: By the end of this course, you will have a basic understanding of:**




Understand the PsychoGeometrics term **Shape Flexing**



Understand the difference between the **Golden Rule and the Platinum Rule**



Understand how to use **Shape Flexing for others** to practice the Platinum Rule



Understanding how to use **Shape Flexing for you** to enhance and strengthen your personal communication style and change possible negative perceptions into positive ones




**L4** shape motivation

**Level 4: Shape Motivation** Learn what motivates and demotivates your shapes and the shapes of others.


**COURSE OBJECTIVES: By the end of this course, you will have a basic understanding of:**




Understand the terms motivation and demotivation and how they relate to the **five geometric shapes**



Understand the possible motivators and demotivators of **your personal shapes and communication style**



Understand how you can motivate or demotivate **others**




**Understand how to decide** what you may want to change



**L5** strategic shaping

**Level 5: Strategic Shaping** A Five-Star Communication Process that identifies the shape order of what to say and the shape style for how to say it.


**COURSE OBJECTIVES: By the end of this course, you will have a basic understanding of:**



Understand the PsychoGeometrics term **Strategic Shaping**



Understand the **Five-Star Signature Model** and its importance for **Effective Communication**



Understand how to authentically **Shape Your Communication** by using the **Five-Star Signature Model**



Understand **how to be strategic** with the Five-Star Signature Model based on the target audience and your specific communication objectives

The Shapes Online Learning Series includes the narrator's script, discussion questions and interactive activities, plus the powerpoint with notes for each module. With your Shapes Certification, you will have access to all of this.

The Shapes Online Learning Series is designed to be a DIY program over a determined period of time that would include all five modules.

You can then schedule workshops between modules where you facilitate the discussion and activities for each module. These resources are located within each module.

You can also use the modules as stand-alone learning, where the participants are able to experience a module in advance, then participate in a workshop with you as their facilitator.



# ONLINE LEARNING

Now offering The Shapes Online Learning Series for continuous improvement and development featuring 15 to 45 minute modules of interactive learning, activities, group discussion questions, and knowledge checks. Visit [psycho geometrics.com/online-learning](https://psycho geometrics.com/online-learning)



Want to propose that the Shapes Online Learning Series be part of your client's, or your company's, professional development offerings? Use this flier to give others a "snapshot" of what the Shapes Online Learning Series includes. You can download this flier from the resources tab on your personal dashboard.



## • AN INTRODUCTION to PsychoGeometrics™

Learn more about the science behind PsychoGeometrics™, how to best take the Shapes Assessment, how to interpret your Shapes Score, and how to use your Shapes to strengthen your communication.

What is Shape Perception?

- How you **understand** or **interpret** something
- A "mental" impression
- As a result of using any of your **five senses**
- Through what you **see, hear, touch, smell or taste**

## • SHAPE PERCEPTION

Discover how others may perceive who you are, what you do, and how you interact with others, both positively and negatively, and how perception impacts effective communication.



## • SHAPE FLEXING

Learn how to be more effective in your communication style by Shape Flexing, while still being true to who you are.

What is Shape Flexing?

### Shape Flexing

to embrace the art and skill of using different shape traits and behaviors to

- ▶ manage
- ▶ maximize
- ▶ modify
- ▶ leverage
- ▶ minimize
- ▶ customize

your personal shape communication style to approach others in the way in which they like to be approached.

Drag the descriptions to the shape that would find these situations motivating.

Matching Motivators

- Receiving a training and travel budget to participate in an industry event in the location of your choice
- Dining with the President of the Company
- Donating to a non-profit in honor of your team
- Receiving increases in your budget for tools, technology, or research for the next work project
- Taking a career break, going to school, or downsizing

## • SHAPE MOTIVATION

Learn what motivates and demotivates your Shapes and the Shapes of others.



## • STRATEGIC SHAPING

A Five-Star Communication Process that identifies the Shape order of what to say and the Shape style for how to say it. Especially helpful for Engagement, Retention, Leadership, Sales and Service Excellence, Crucial Conversations, Feedback, and Coaching.

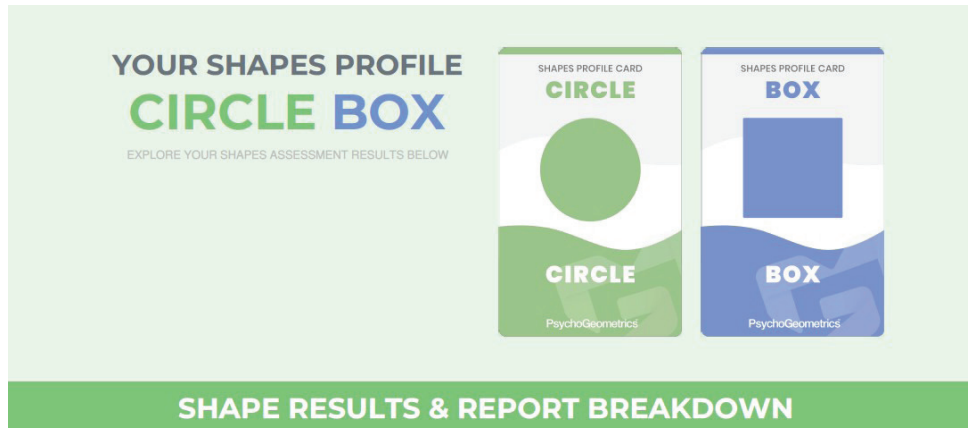


## PART III - Using the Shapes Profile Report and Shapes Guide

The Shapes Profile Report is a valuable and useful tool. Be sure to familiarize yourself with the Table of Contents of the Shapes Profile Report, and study the content in your own Shapes Profile Report.

Encourage participants to have their Shapes Profile Report with them during your training, so they can reference items you may be presenting.

Consider ways to use information in the Shapes Profile Report for customized activities, such as Share and Discuss XYZ from your Shapes Profile Report with a partner.



### UNDERSTANDING WHAT YOUR SHAPES MEAN

Dominant Shape(s)  
**CIRCLE BOX**

*Your Shapes Combination Profile indicates you may be someone who is both well liked and respected.*

You may also find that you are **naturally friendly and compassionate (CIRCLE)** with people and **naturally efficient (BOX)** with work. You have the natural ability to use both sides of your brain and can be both **logical and sensitive**, which is a powerful combination when communicating with others.

The **KEY** is knowing how to manage and leverage your two Shape strengths as a unique blend.

### OVERVIEW OF THE PSYCHO·GEOMETRICS™ SYSTEM

The Psycho-Geometrics™ system provides useful feedback by analyzing your results based on:

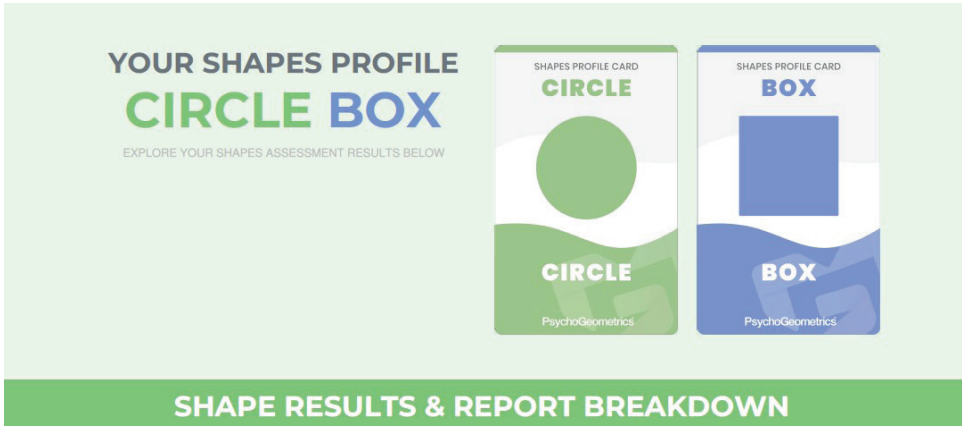
#### ASSESSMENT SCORING GUIDE

##### UNDERSTANDING YOUR SCORES

LOW (0-3)	MEDIUM (4-6)	HIGH (7 OR MORE)
<p>If you score low in a shape, it doesn't mean you are below average, or that your score is bad.</p> <p>It simply means you do not have a high percentage of this shape within you naturally. In fact, when using one of your lower score shapes, you may find it awkward or uncomfortable using it. Using one of your low-score shapes, even if you only use it sparingly, could be the very shape behavior that helps maximize or manage one of your shape strengths.</p> <p>A low score can also signal a development opportunity for you.</p>	<p>If you score medium in a shape, it doesn't mean you are average, or that your score is average.</p> <p>It simply means you have a medium percentage of this shape within you. It can influence your shapes with higher scores, but it is probably not your "go-to" shape.</p> <p>Knowing how to leverage a medium score can help balance out a higher shape score, or help compensate for a lower shape score.</p>	<p>It simply means you have a high percentage of this shape within you naturally. Your highest shape score represents your Primary Shape. Your next highest shape score represents your Secondary Shape.</p> <p>How you use and manage your high score Shapes determines if your Primary and Secondary Shapes are your strengths, your challenges, or a little of both as a communicator.</p> <p>Knowing how to Shape Flex, which means learning how to naturally, skillfully and/or strategically use any of the shapes or blend of shapes regardless of your scores, is KEY to leveraging your Shape strengths, managing your Shape challenges, being an effective communicator and strengthening your relationships.</p>

### USING THE SHAPES PROFILE REPORT AND SHAPES GUIDE

## PART III - Using the Shapes Profile Report and Shapes Guide



Circle / Box | PsychoGeometrics 13/22

### COMMUNICATION STYLE



**Boxes** prefer to communicate in **written form**. They tend to speak slowly, precisely, and **calmly** and use **limited body language**. They prefer **1-to-1 communication** and can be uncomfortable in large groups.



**Triangles** tend to have **strong** and deeper voices than the other shapes and alter the volume for emphasis. They may also use **pointed gestures** and **direct eye contact**. They typically enjoy **competition** and thrive in small and large groups where they can be **in charge**.



**Rectangles** are in a **state of transition**. They may **hesitate** in their communication, carefully thinking and considering **each** of the four other shapes. They are good listeners and **ask questions often**. During this state of change, **they are not seeking to stand out**, but rather would prefer to hang out and **observe**, ask questions, and not calling attention to themselves.



**Circles** exude **warmth** in their communication style. They tend to **smile, nod, gesture** and typically use **physical touch**, such as extending a **hand to shake** or **fiat to bump**, a **pat on the arm or back**, or a **hug**. Circles communicate best 1-to-1, but they are **equally** as happy in small, intimate groups.



**Squiggles** are highly **energetic** and **expressive** in their communication style. They can get so excited that they lose their train of thought. They prefer large groups where they have an **audience** for their **"presentation"** or **"performance."**

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### USING THE SHAPES PROFILE REPORT AND SHAPES GUIDE

## PART III - Shapes Guide

Similar to the Shapes Profile Report, you can use the Shapes Guide to reference specific points or engage the participant by having them read and share something from the Shapes Guide. In several of the stand-alone applications for using the Shapes Assessment, there were examples how to incorporate parts of the Shapes Profile Report and Shapes Guide in your training session.

Use your Squiggle to customize even more for your group.

For your quick reference, the entire Shapes Guide is included here.



Before you begin, realize that no single Shape description can exactly define who you are. Everyone, however, has a **DOMINANT SHAPE**, known as your **PRIMARY SHAPE** and a **SECONDARY SHAPE** that creates your unique communication style. Your Primary and Secondary Shapes (your two highest Shape scores), along with the other three Shapes, can be used as a basis for understanding your communication and behavioral style, as well as the styles of others.

While you are born with natural **SHAPE STRENGTHS** that will stay with you all of your life, you can add other Shapes to your communication style as learned **SHAPE SKILLS**. Modifying your **SHAPE COMMUNICATION STYLE** is called **SHAPE FLEXING**, which can vary depending upon your current situation, environment, life changes, desired outcome, and other factors.

By using this information, you will learn more about yourself, better understand others, help others understand you, and how to Shape Flex, strengthening your relationships and overall communication.

**EMBRACE DIFFERENCES - LEVERAGE STRENGTHS  
COMMUNICATE MORE EFFECTIVELY**

### SHAPES GUIDE

## THE BOX

Because the Box is composed of equal lines and angles, it represents **structure**.

**The BOX is the most organized of the Shapes** and is typically a very tidy, logical and practical individual who likes everything to be orderly. The Box's most positive traits are loyalty, dependability, perseverance and patience.

Boxes are committed, working smart and hard, and typically don't mind working past "regular hours," if that's what it takes to get the job done and get it done right.

**Boxes usually have a small circle of close friends that they have known for years,** preferring small, intimate get-togethers over crowds or large parties.

Boxes are extremely focused in their actions and attention to detail. With a **tendency towards perfectionism, and an "I'll do it myself" attitude**, the Box may be viewed as a loner. They are not natural team players and prefer their own workspace. Boxes have a great fondness for manuals, organizational charts, and spreadsheets.

They like to be prepared and need a predictable environment where there are no surprises. **Boxes are resistant to change.**

They tend to procrastinate if they need more time or information to do the job perfectly, and, for the same reasons, may also be slow decision makers because they want to ensure they make the best decision possible.

They are great organizers and you can be sure that any event they are in charge of will be well planned in advance and executed with precision.



"Flexing" to a Box	Communicating with a Box
Forget large meetings. Put Boxes in small groups of people whom they know well.	Give Boxes plenty of time to prepare. This is not a person to stop in the hallway to iron out a problem or ask a question that requires a well thought out and accurate response.
Make sure there are few surprises, crises, and chaos.	Engage Boxes with words like systems, data, value, efficient, or improve.
Do not push a Box to make a quick decision.	Slow it down. Give a Box time to think before replying; don't rush in to fill every pause in the conversation.
Be calm, unemotional, and logical.	Establish an agenda beforehand.
Be sure to recognize and reward his or her hard work.	Give a Box material he or she can read in advance or as a follow-up.
Be on time.	Keep it professional, objective, and on topic.





## THE TRIANGLE

Ever since the Egyptians built the pyramids with their pointed summits reaching for the sky, **the Triangle has stood for ambition and high achievement.**

The TRIANGLE shares several attributes with the Box, as they tend to be organized and focused.

**Triangles are driven goal setters and high achievers.** They are quick-thinking decision-makers who get straight to the point, declaring, “Get to the bottom line!”

Triangles are stylish, dressing for success in the latest fashions or career-minded attire. They seem to have boundless energy for accomplishing their goals.

**Being the leader and/or in control** is very important to Triangles. They are adept at taking charge and believe they are destined to succeed. **Triangles like things done their way** and often do not involve others in decision-making. **Their ability to delegate is a strong point** - a key skill for any good manager. They hold themselves, and others, to very high standards both personally and professionally.

Their office walls are usually decorated with status or power symbols, such as certificates, awards and degrees.

**They are highly competitive and dislike being wrong**, which they sometimes find hard to admit. Triangles have strong opinions and are often political.

**Triangles live a fast-paced life. They have a few close friends** but a wide range of associates and acquaintances that may be famous or powerful people.

When Triangles makes a decision... that’s it! **They don’t like to change their minds.**

“Flexing” to a Triangle	Communicating with a Triangle
Make the Triangle the leader and put him or her in control.	Be prepared to negotiate. Provide options.
Seek out the Triangle’s opinion.	Be direct and to the point.
Let Triangles be the rule-enforcers.	Let the Triangle be in control of the discussion. Triangles are interrupters.
Encourage ambitious goal-setting.	Demonstrate your track record. A Triangle wants to work with other successful people.
Confront conflicts head-on. Be frank.	Talk fast. Triangles are busy people.
Commend Triangles on their achievements.	Have a sense of urgency and think bottom-line.

## THE RECTANGLE

The Rectangle is a transitional Shape, allowing you to “see” through the lens of each of the other four Shapes. For this reason, the Rectangle **symbolizes Change and Inner Growth**. We all experience Rectangle phases in life. People are not permanent Rectangles, but experience the traits of the Rectangle for a temporary period when experiencing change.

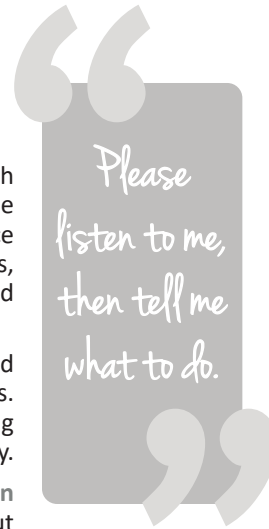
Rectangles aren’t certain where their future will take them and may not be sure what they want to do with the rest of their lives. A Rectangle may be changing careers, newly graduated, getting married (or divorced), having a baby, or moving across the country.

Because of the extreme change in Rectangles’ lives, **they can often feel somewhat confused and insecure**. They want to “fit in” but may be experiencing a new and disturbing lack of confidence in their own ability. They are usually **caring, empathic, and supportive of others** - as they give to others what they need themselves right now.

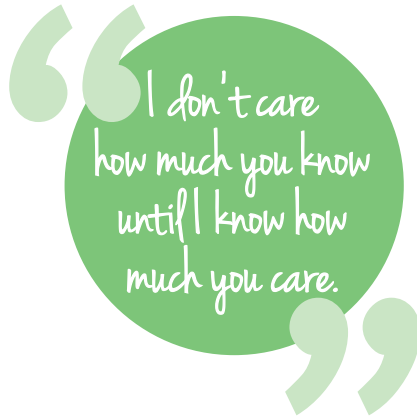
Rectangles can also be highly inquisitive, questioning and courageous during these periods of change. However, because they are so open to new ideas, they can be suggestible and prone to manipulation, which they must guard against. This may be one reason why Rectangles prefer to stay in large groups where they can avoid being put on the spot” and do not like to be pinned down.

It may seem that Rectangles move from Shape to Shape - one day a Box, the next a Squiggle, then next week a Triangle - as they try to figure out their proper role in their new situation. **While creating their “new me”, they need approval from others**. An established routine helps to ground them. Rectangles **need support and mentoring from others** when they find themselves under stress.

Being a Rectangle is almost always just a temporary holding pattern. Eventually, the Rectangle will settle into their new life or situation and find that their primary and secondary Shapes have matured, taking into account the value of the other Shapes as part of their communication style.



“Flexing” to a Rectangle	Communicating with a Rectangle
Provide clear instruction and structure for all tasks. Repetition is key.	“Tell me more.” After listening, show genuine interest. Then give direction.
Establish a routine for all activities.	Be prepared for lots of questions.
Be patient; Rectangles are unsure of themselves and often ask for help.	Eliminate potential distractions. Keep the Rectangle focused.
Create a supportive, mentoring relationship.	Be clear and concise; don’t confuse the issue.
Be open-minded.	Be supportive, encouraging, and reinforce decisions.



## THE CIRCLE

Throughout history, the **Circle has been the universal symbol of harmony, unity and balance.**

**The CIRCLE is a creature of comfort.** Such individuals like to work comfortably. The Circle likes to decorate with plants, pictures and inspirational quotes or words that represent their values.

**Circles are very focused on the well-being of others and maintaining harmony.** They do not cope well with conflict and will often back down from an argument in order to keep the peace. **Circles are good communicators** who can listen and empathize well with others, preferring to talk on a one-on-one basis. When it comes to expressing their own feelings or taking care of themselves, **they tend to put their own needs last.**

Many of the helping professions are filled with Circles. They can, however, be too accommodating at times which leaves them open to being exploited. Circles act as stabilizers and are **great team players.**

**They have many friends,** and are caring, sensitive, fun-loving 'joiners' who are at their happiest when those around them are enjoying themselves. In the eyes of a Circle, work colleagues are friends and they are more than willing to help others resolve their problems, often using the phrase, "No problem," or "My pleasure."

The Circle's right-brain influence stresses integration rather than separation. **They are wholistic thinkers concerned with how people and other living things relate to each other.** Thus, they are nature lovers, people-problem solvers, team players, and collaborators.

"Flexing" to a Circle	Communicating with a Circle
Remember that, to a Circle, everything is personal. Circles need to feel liked by their co-workers, bosses, and others.	Open the conversation by asking about the Circle's family, pet, or recent vacation.
Acknowledge birthdays and special occasions.	Talk problems out; invite the Circle to lunch to discuss the issue.
If you make a mistake, be honest. A Circle will forgive almost anything except a lie.	Be sensitive. Let the Circle know how important this is to you.
Ask Circles how they feel, rather than what they think.	Shake hands, offer a hug, smile, and be friendly.
Slow down; be in the moment and self-aware of body language.	Create a group consensus.

## THE SQUIGGLE



The **Squiggle** is a mercurial shape, with no boundaries. It is representative of the **quintessential free spirit**.

**SQUIGGLES** tend to be **creative, expressive, dramatic, and witty**. They are the least-organized of the Shapes.

**Squiggles are idea producers**. When excited about a project they can become very intense or overly excited. They can also be quite volatile and are not especially good team players.

However, it can be very motivating to be around a Squiggle. Squiggles view themselves as being **unique** and frequently **challenge the status quo**. Some may go to extremes to illustrate this, becoming the “rebel” or the unfiltered person who speaks before thinking.

The Squiggle’s most positive traits include **transparency and honesty** - never telling a lie without tripping over it - high energy, animation, a sense of humor, and a natural, creative intelligence. Squiggles are playful and the **life of any party**.

Squiggles can be frequently flustered, in a hurry, and rarely finish a task.

Their life is one of constant change and they are **easily bored**, needing continuous stimulation.

Squiggles often use phrases such as, **“Just go with the flow,”** and “Lighten up - you only live once!” Squiggles also consider the word “no” to mean, “not right now, but not no forever! I will ask again!”

Squiggles are not naturally good listeners because they are so eager to share their ideas, leading others to sometimes view them as self-centered.

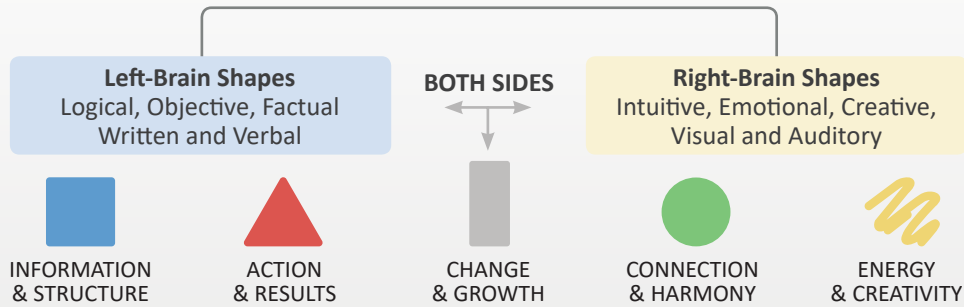
Like the Triangle, **a Squiggle can be influential**, likes being supported by the Circle, and is typically the opposite of the calm, logical Box.

Anything a little off-beat or considered avant-garde is right up the Squiggle’s alley.

“Flexing” to a Squiggle	Communicating with a Squiggle
Be prepared for surprises or eccentric behavior.	Be enthusiastic and positive, yet realistic.
Create periods of urgency balanced by time off.	Brainstorm, ask for new ideas, and be open to different and unique solutions.
Create an exciting and fun atmosphere.	Be less rigid and more flexible.
Reward the Squiggle’s creativity.	Ask them to connect the dots.
Underscore the value of discipline and routine.	Lighten up and have some fun!

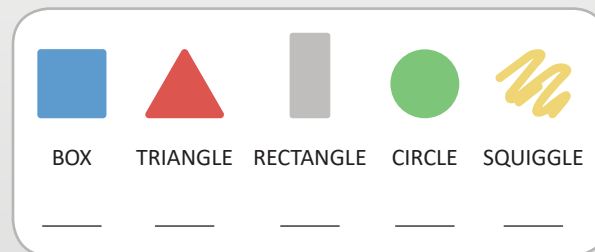






### My PsychoGeometrics™ Shapes Assessment Score

Record your Shapes score from the Shapes Assessment below.



#### UNDERSTANDING YOUR SCORE

**7+ HIGH** – does not mean above average

**4-6 MEDIUM** – does not mean average

**0-3 LOW** – does not mean below average

A **“HIGH” SCORE** does not necessarily mean you are good at using that Shape. It means you have a high percentage of that Shape within you naturally, and you have the natural potential to be great at using it.

A **“MEDIUM” SCORE** does not necessarily mean you are average at using that Shape. It means you have a medium percentage of that Shape within you naturally, and you have the potential to improve your use of that Shape as a learned skill.

A **“LOW” SCORE** doesn’t necessarily mean you are bad or below average at using that Shape. It means you have a low percentage of that Shape within you naturally, and it could represent a development opportunity for you to manage your Shape challenges so your Shape strengths can excel.

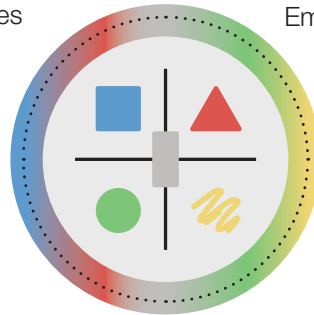
### KEEP IN MIND:

1. Every Shape represents a Behavior.
2. Every Shape has Value.
3. There are Strengths and Challenges for every Shape.
4. You don't have to be great at all five Shapes but you do have to know how to use all five Shapes to communicate effectively.
5. You can't control what happens, but you can control your behavior, and your behavior influences your results.



### PsychoGeometrics™ Gives You the Tools to:

Increase Engagement Scores  
 Increase Productivity  
 Reduce Complexity  
 Lower Turnover  
 Boost Sales  
 Reduce # of Complaints



Embrace Crucial Conversations  
 Simplify Processes  
 Recruit the Right People for the Right Job  
 Excel in Customer Satisfaction and Retention

## Share with Others

Share your **SHAPE EXPERIENCE** on your favorite social media and tag #psycho\_geometrics.



PGEOshapes



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PgeoShapes



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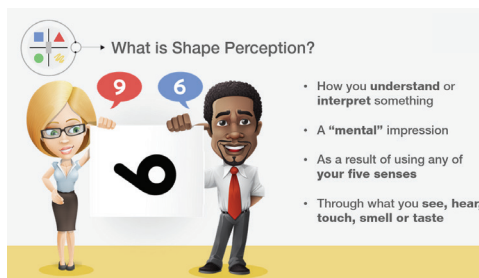
## ONLINE LEARNING

Now offering The Shapes Online Learning Series for continuous improvement and development featuring 15 to 45 minute modules of interactive learning, activities, group discussion questions, and knowledge checks. Visit [psycho geometrics.com/online-learning](https://psycho geometrics.com/online-learning)



### • AN INTRODUCTION to PsychoGeometrics™

Learn more about the science behind PsychoGeometrics™, how to best take the Shapes Assessment, how to interpret your Shapes Score, and how to use your Shapes to strengthen your communication.



What is Shape Perception?

- How you understand or interpret something
- A "mental" impression
- As a result of using any of your five senses
- Through what you see, hear, touch, smell or taste

### • SHAPE PERCEPTION

Discover how others may perceive who you are, what you do, and how you interact with others, both positively and negatively, and how perception impacts effective communication.

### • SHAPE FLEXING

Learn how to be more effective in your communication style by Shape Flexing, while still being true to who you are.



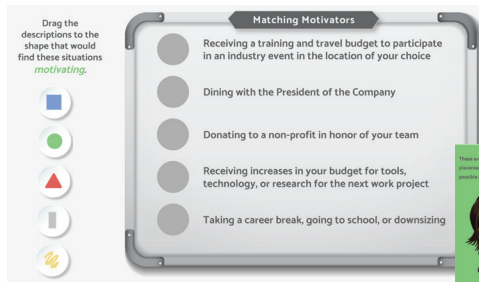
What is Shape Flexing?

### Shape Flexing

to embrace the art and skill of using different shape traits and behaviors to

- ▶ manage
- ▶ modify
- ▶ minimize
- ▶ maximize
- ▶ leverage
- ▶ customize

your personal shape communication style to approach others in the way in which they like to be approached.



Drag the descriptions to the shape that would find these situations motivating.

Matching Motivators

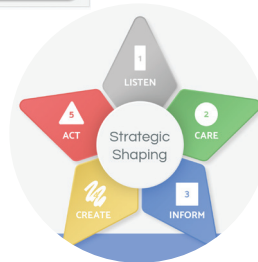
- Receiving a training and travel budget to participate in an industry event in the location of your choice
- Dining with the President of the Company
- Donating to a non-profit in honor of your team
- Receiving increases in your budget for tools, technology, or research for the next work project
- Taking a career break, going to school, or downsizing

### • SHAPE MOTIVATION

Learn what motivates and demotivates your Shapes and the Shapes of others.

### • STRATEGIC SHAPING

A Five-Star Communication Process that identifies the Shape order of what to say and the Shape style for how to say it. Especially helpful for Engagement, Retention, Leadership, Sales and Service Excellence, Crucial Conversations, Feedback, and Coaching.





## What Is PsychoGeometrics™ ?

PsychoGeometrics™ is a communication system, featuring the **shapesassessment™** as a psychometric tool to identify a person's traits and behaviors.

As a result of taking the **shapesassessment™**, powered by PsychoGeometrics™, you will learn what your "Shapes" say about you.

- **Traits - Who you are**
- **Behavior - What you do**
- **Interaction - How you relate to others**

Through raised awareness and understanding, you will also learn **WHY:**

- **You think, feel, act, worry, plan, communicate, work, and live the way you do.**
- **Others act, react, and interact the way they do.**
- **You get along with some people better than others.**

Understanding is the key to embracing differences and strengthening communication, teams and relationships.

As a result:

- **You will enjoy better cooperation, less stress, and more positive results with co-workers, friends, and family.**



THE RECTANGLE IS KEY

*Determine Your Communication Style*

---

*Recognize Your Communication Strengths and Weaknesses*

---

*Gain Insight Into How You Relate to Others*

---

*Effectively Reduce Conflict at Work and at Home*

---

*Master the Art of Communication*

---

## OTHER RESOURCES AND ACTIVITIES:

In addition to using the participant's Shapes Profile Report and the Shapes Guide as resources for facilitator-led discussion and activities, it is important to note that there are knowledge checks, discussion questions, and downloadable activities within each module. Be sure to click on the resources tab in each module for access.

Outside of the Shapes Profile Report, Shapes Guide, and Learning Modules, you can also use the following resources for facilitator-led activities, discussions, and as "takeaway" cards for participants.

REMEMBER you can download these activity cards by clicking on your resources tab on your personal dashboard.

NOTE: As the Shapes Certified Facilitator, you will know your client or group best and can customize countless ways to use these cards. To stimulate your thinking, here are some examples.



## INTRODUCTION TO PSYCHOGEOMETRICS:

### With a partner or in your group:

1. Review the Shape Traits card (next page) for your Primary and Secondary Shapes.
2. Choose and Share the three Shape Traits that you identify with the most for each one.
3. Give an example of how this impacts your communication preferences, specifically;
  - a) How do you naturally prefer to communicate with others?
  - b) How do you prefer others communicate with you?






Use the Communicating with Each Shape card (next page) to help you identify and articulate your preferences.

### Next:






1. Review the Shape Traits card for the other Shapes (the ones that are not your Primary or Secondary Shape).
2. Choose and Share the top three Shape traits from any or all of the remaining Shapes that would help strengthen your communication the most.
3. Share why and an example.



## INTRODUCTION TO PSYCHOGEOMETRICS:

SHAPE	SHAPE TRAITS
 <b>Information and Structure</b>	Informational, Factual, Detailed, Organized, Rarely Shows Emotion, Needs Time to Make Decisions, Prefers Working Alone, Tends to be a Perfectionist. <i>"If you want a job done right, do it yourself."</i>
 <b>Accountability and Results</b>	Ambitious, Competitive, Focused, Decisive, Strong Opinions, Quick to Get to the Point, Big Picture, Bottom Line, Likes Options, Wants to be in Control. <i>"Just make a decision, and right or wrong, work to make it right!"</i>
 <b>Change and Growth</b>	Growing, Searching, Exploring, Introspecting, Open, Undecided, Anxious, or Excited. <i>"Please listen to me, then tell me what to do."</i>
 <b>Connection and Engagement</b>	Inclusive, Nurturer, Caregiver, Stabilizer, Relationship-Oriented, Sensitive, Emotional, Team Player. <i>"I don't care how much you know, until I know how much you care!"</i>
 <b>Energy and Innovation</b>	Creative Intelligence, Free Spirit, High Energy, Spontaneous, Bored Quickly by Routine, Unique, Idea Producers. <i>"Let's go with the flow and have some fun!"</i>



SHAPE	COMMUNICATING WITH EACH SHAPE
 <b>Information and Structure</b>	<p><b>Keep it professional.</b></p> <ol style="list-style-type: none"> <li>1. Make an Appointment, Provide Information, or an Agenda, in advance.</li> <li>2. Be Punctual, Prepared, Calm, and Patient. Boxes need Time to Think About It.</li> <li>3. Be Logical. Ask for Results based on Facts, include Details, and Engage Boxes with words like Systems, Data, Value, Process, Efficient, or Improve.</li> </ol>
 <b>Accountability and Results</b>	<p><b>Demonstrate Competence and Confidence.</b></p> <ol style="list-style-type: none"> <li>1. Be Assertive, have a controlled Sense of Urgency, Think Big Picture and Bottom Line.</li> <li>2. Be Strong, but also Show Respect. Illustrate your own level of Experience, Knowledge, or Expertise.</li> <li>3. Think Bullet Points. Less is best. Offer 2 or 3 Options. Engage Triangles when you give them Control.</li> </ol>
 <b>Change and Growth</b>	<p><b>Be Open, Ask, and Listen.</b></p> <ol style="list-style-type: none"> <li>1. Be Open-Minded, Ask Questions, and Engage Rectangles when you say, "Tell Me More."</li> <li>2. Listen for Understanding and Acceptance, not necessarily Agreement or Approval.</li> <li>3. Be Supportive and Encouraging. Simplify Recommendations or Instructions and Reinforce Decisions.</li> </ol>
 <b>Connection and Engagement</b>	<p><b>Show Care and Emotional Intelligence.</b></p> <ol style="list-style-type: none"> <li>1. Be Friendly, Sensitive, and Aware of Body Language, Facial Expressions, and Feelings.</li> <li>2. Acknowledge Shared Interests, Values, Special Occasions, and Teamwork.</li> <li>3. Engage Circles by Promoting Inclusion, Belonging, Collaboration, and Unity.</li> </ol>
 <b>Energy and Innovation</b>	<p><b>Be Enthusiastic, Creative, and Have Fun!</b></p> <ol style="list-style-type: none"> <li>1. Be Flexible, Encouraging, Spontaneous, and Transparent.</li> <li>2. Face Challenges with Hope, Optimism, and Innovation.</li> <li>3. Embrace and Promote Differences, Highlight and Reward the Unique, Lighten up, and Make it Fun!</li> </ol>

## Q&A FREQUENTLY ASKED QUESTIONS AND COMMON MISCONCEPTIONS:

As part of the Introduction to Psychogeometrics, review the FAQ and COMMON MISCONCEPTIONS cards (next page) and prepare for the most Frequently Asked Questions (FAQ), which typically include two Common Misconceptions.

As a Facilitator, you know participant engagement is important. To involve your participants you may ask:

“What questions can I answer for you?”



Depending upon various factors, this question is sometimes enough to get things started. But what can you do if your question is met with silence, instead?

Stimulate the conversation by addressing what people may want to ask, but aren't, for whatever reason. It could sound like this:

“In a few minutes, I am going to open it up for your questions, but first let me share our most Frequently Asked Questions and see if any of you may have the same question.”



This will stimulate thinking, additional questions, and discussion.

### COMMON MISCONCEPTIONS

#### PEOPLE ARE JUST ONE SHAPE.

##### REALITY:

All five shapes co-exist within each of us. We have all been different shapes at different times in our lives. We will usually have a dominant shape within us at any given time.

We are blessed with the ability to access all shapes. This ability is the foundation for the art of communicating. We can flex from one shape to another as we adjust and adapt our shape to the needs of others.

#### PEOPLE ARE THE SAME SHAPE ALL THEIR LIVES.

##### REALITY:

Just as we flex shapes to adjust to difficult people and situations on a daily basis, we also flex naturally throughout life. As our bodies and minds age, and we mature we begin to see life differently. As we grow older, the things that once seemed so important, no longer seem so vital. Another way of describing this change in perspective is shape evolution.

There are some predictable life stages that occur for many people. These have been identified in recent years by sociologists and psychologists. During these life stages people often find a different shape emerging within them to adapt to that phase of their lives. Most people evolve and move from shape to shape given life's circumstances.



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### FREQUENTLY ASKED QUESTIONS

1. I'm a toss-up between two shapes. So, which am I really?

*Ask the participant if they are one more at work and one more at home. This is most often the case. This simply means that a person is adapting to the differing environments with the shape that works best.*

2. I chose one shape from the left-brain and one from the right. What does this mean?

*Tell the participant that this is a sign of a good flexor! People who align closely with shapes from both hemispheres are able to move easily from one brain hemisphere to the other. This helps them communicate with others most effectively.*

3. I'm a Squiggle working with a Box. Do we have a chance?

*Explain that people are often drawn to the opposite shape. The Squiggle provides excitement for the Box, whereas the Box gives the Squiggle much needed stability. The relationship works if both communicate through the Circles.*

4. I'm pretty equal in all five shapes. What does that mean?

*Tell the participant that they are either an excellent flexor or they are probably a Rectangle right now. Ask if the person is going through life changes now like a new job or a new relationship? This is usually the reason.*

5. I'm a Rectangle. How long will I be this? It seems like I've always been a Rectangle.

*Often the Rectangle choice shows an underlying Squiggle because there are many similarities like change, confusion disorganization. Ask the participant if he or she is often a Squiggle? If so, they may simply thrive on change.*



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## SHAPE PERCEPTION:

### SHAPE PERCEPTION

**WITH A PARTNER OR IN YOUR GROUP:**

1. Share and Discuss what could be the positive perceptions of your Primary and Secondary Shapes.
  - Give an example of how the positive perceptions of your Shapes contribute to your ability to communicate effectively.
2. Share and Discuss what could be the negative perceptions of your Primary and Secondary Shapes.
  - Give an example of how the negative perceptions of your Shapes could hinder your ability to communicate effectively.

**NEXT:**

1. Review the Positive and Negative Perceptions listed on the back of this card.
2. Think of your own perceptions of the different Shapes.
  - Share and Discuss any blind spots that are connected to your positive perceptions.
  - Share and Discuss any negative perceptions that could cause you to overlook the positive contributions of a Shape or would hinder your ability to work effectively with that Shape.
3. Given that the Rectangle represents change and growth, and has the positive trait of being open-minded, what would be the benefit of looking through the lens of the Rectangle at the other four Shapes?

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SHAPE	POSITIVE	NEGATIVE
 <b>Information and Structure</b>	Objective, Consistent, Calm, Process-Minded, Detail-Oriented	Stubborn, Boring, Apathetic, Too Slow, Too Rigid
 <b>Accountability and Results</b>	Confident, Moves Quickly, Strong Opinions, Focused, Competitive	Egocentric, Leaves Others Behind, Intimidating, Intense, More "I" Focused than "We" Focused
 <b>Change and Growth</b>	Open-Minded, Asks Good Questions, Constantly Searching, Introspective, Excited	Indecisive, Confused, Reluctant to Commit, Needs Constant Reassurance, Anxious
 <b>Connection and Engagement</b>	Harmonizer, Emotionally Aware, Team Player, Caring, Good at Mentoring	Avoids Conflict, Too Sensitive, Enables Others, Takes on Too Much, Too Much Drama, Struggles with Holding Others Accountable
 <b>Energy and Innovation</b>	Creative, Flexible, Innovative, Spontaneous, Fun	All Over the Place, Struggles with Routine, Struggles with Follow-Through, Not Dependable, Takes Things too Lightly



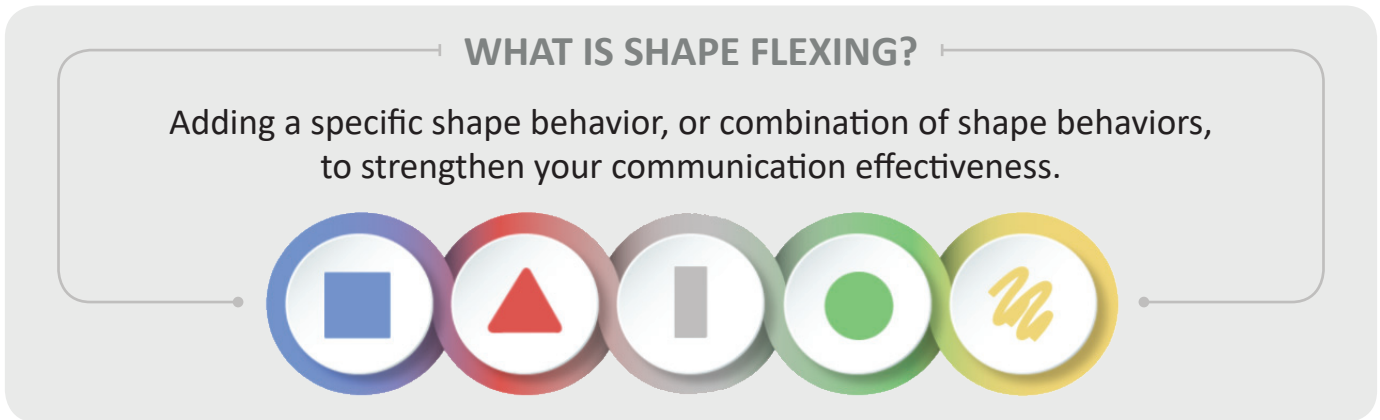
**L3** shape flexing

## SHAPE FLEXING:

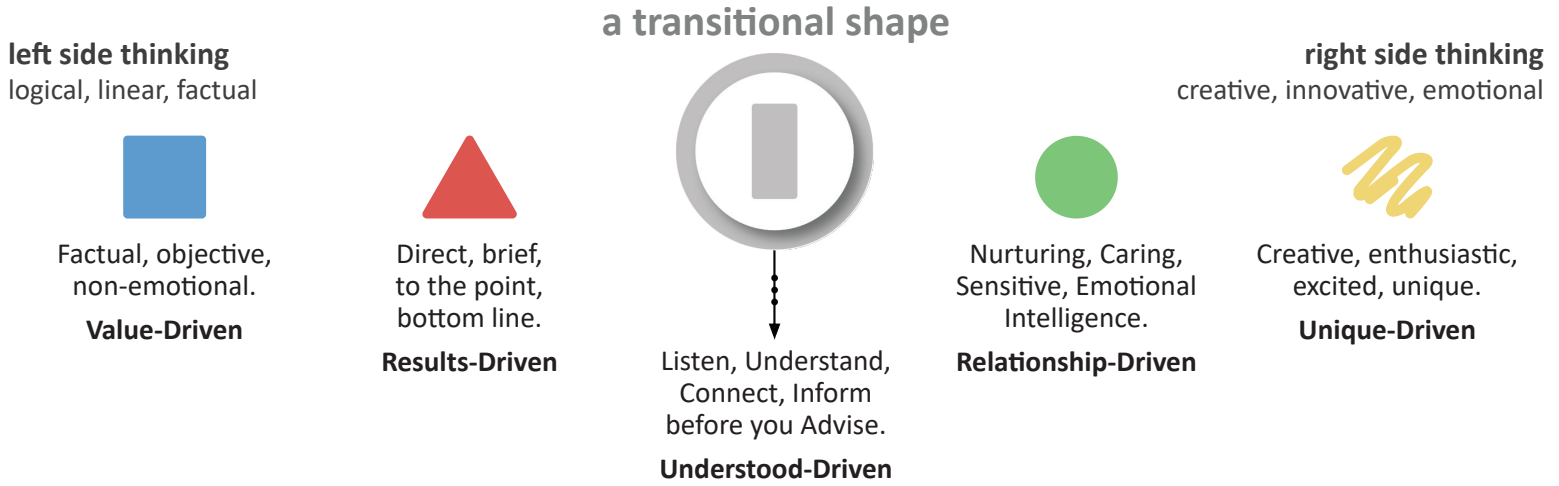
If the Introduction to PsychoGeometrics (Module 1) and Shape Perception (Module 2) is the WHAT, then Shape Flexing is the HOW.

The 16 Shape Flexing Cards are designed to present situations that require Shape Flexing.

1. As the Certified Shapes Facilitator, you can distribute the cards randomly, or you can pre-select the most relevant situations in advance.
2. With a partner or in a small group, instruct your participants to use the Shape Flexing Cards to practice their communication.
3. Invite your participants to create their own Frequently Experienced Scenario (FES), then have them discuss and practice their Shape Flexing options and techniques that contribute the most to effective communication.



**FLEXING TO EACH SHAPE**





## SHAPE FLEXING:

### Strategic Shaping

#### – Work Conflict with Personal Commitment

The vacation you have scheduled now conflicts with an important company-wide meeting. You understand the importance of the meeting. At the same time, your vacation has been prepaid and it includes your spouse and grown children who have already booked their vacation around those dates. You need to speak with your immediate supervisor about the conflict.

Use the five Shapes to organize WHAT you want to say, HOW you want to say it, and WHEN (Shape order).



SHAPE FLEXING CARDS 1/16

### Strategic Shaping – Team Accountability

You are on a team that is getting close to an important deadline. A report that is part of that deadline is the responsibility of your co-worker. To date you haven't seen a draft of the report which requires your input. You needed the report yesterday to have time to review it. If you got the report today, you could still make time to provide input, but it would be very tight. You are going to meet with your co-worker to discuss the situation because you just found out that the report will not be available until tomorrow.

Use the five Shapes to organize WHAT you want to say, HOW you want to say it, and WHEN (Shape order).



SHAPE FLEXING CARDS 2/16

### Strategic Shaping – Unsolicited Feedback

Your co-worker started facilitating the team's weekly meeting three weeks ago. In all three meetings, controlling the meeting has been a challenge. People stray off-topic and have sideline conversations. You want to provide unsolicited feedback to your co-worker, including a few suggestions, in a genuine attempt to help him or her.

Use the five Shapes to organize WHAT you want to say, HOW you want to say it, and WHEN (Shape order).



SHAPE FLEXING CARDS 3/16

### Strategic Shaping – Inform and Influence

You recently heard that a new position will become available in your business unit. You have been in your current job for over 4 years now and you could really use a change. The only problem is, you also heard that the new MBA graduate in the department is already being considered for the position. You have booked a meeting with the manager to discuss the position and state why you would be the best candidate for the job.

Use the five Shapes to organize WHAT you want to say, HOW you want to say it, and WHEN (Shape order).



SHAPE FLEXING CARDS 4/16

**L3** shape flexing

## SHAPE FLEXING:

### Strategic Shaping – Identify, Clarify, and Leverage

You are meeting a new co-worker for the first time. The two of you will be working very closely together, so it is important that you get off to a good start. You will be starting a large project immediately and want to get a sense of how this person works, so that you can identify and clarify objectives, roles, and leverage your strengths efficiently and effectively.

Use the five Shapes to organize WHAT you want to say, HOW you want to say it, and WHEN (Shape order).



### Strategic Shaping - Advice

Your co-worker has asked to speak with you about a problem at work. This person is having trouble getting along with the boss and it's become so difficult that your co-worker is thinking about interviewing for jobs elsewhere. This person is seeking your advice because you have worked with the team for a long time and know all the players.

Use the five Shapes to organize WHAT you want to say, HOW you want to say it, and WHEN (Shape order).



### Strategic Shaping

#### – Responding to a Concern or Complaint

Think of a common concern or complaint you receive from external or internal customers.

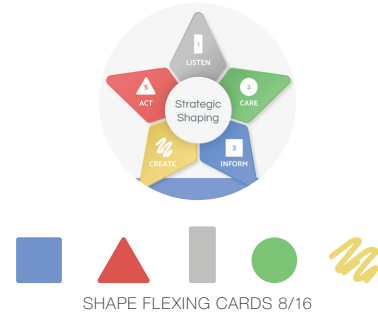
Using the five Shapes in steps 1-5, capture the key questions to ask and main points, information, ideas, or options to convey, receive, or provide.



### Strategic Shaping – FES

Identify a Frequently Experienced Scenario that requires a Strategic Shaping response.

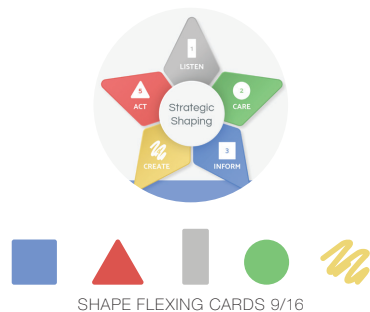
Use the five Shapes in steps 1-5 to prepare your response and practice your communication.



### Strategic Shaping – Formal Feedback

Shape your feedback for a direct report. Consider the purpose, impact on people, needed information, ideas, if flexibility will be required or allowed, suggestions, expectations, or next steps.

Using the five Shapes in steps 1-5, organize and practice your communication.



### Strategic Shaping – Change

You are communicating a change that will impact the entire organization in 30 days.

Using the five Shapes in steps 1-5, practice your communication.



## L3 - SHAPE FLEXING

**L3** shape flexing

## SHAPE FLEXING:

### Strategic Shaping – Professional Development

Shape your communication with each of your direct reports to discuss career growth and professional development opportunities.

Using the five Shapes in steps 1-5, practice your communication.



SHAPE FLEXING CARDS 11/16

### Strategic Shaping – New Rule or Process

You must communicate a new rule or process to be followed or implemented immediately.

Using the five Shapes in steps 1-5, practice your communication.



SHAPE FLEXING CARDS 12/16

### Strategic Shaping – Sales and Service

Choose a product, service, or idea that you want to sell.

Using the Strategic Shaping Model, practice your presentation using each of the five Shapes.



SHAPE FLEXING CARDS 13/16

### Strategic Shaping – Interviewing

Using the Strategic Shaping Model, write down the questions or information to include as part of your interview process.



SHAPE FLEXING CARDS 14/16

### Strategic Shaping – Onboarding

Using the Strategic Shaping Model, “Shape” your 5-Star onboarding experience for new hires.



SHAPE FLEXING CARDS 15/16

### Strategic Shaping – Conflict Resolution

Using the Strategic Shaping Model, “Shape” your crucial conversation with a co-worker.



SHAPE FLEXING CARDS 16/16

## L3 - SHAPE FLEXING

## SHAPE MOTIVATION:

### SHAPE MOTIVATION

**WITH A PARTNER OR IN YOUR GROUP:**

1. Share and Discuss the motivators for your Primary and Secondary Shapes.
  - Give an example of how these motivators contribute to engagement, relationships, teamwork, and overall communication.
2. Share and Discuss the demotivators of your Primary and Secondary Shapes.
  - Give an example of how these demotivators of your Shapes could impact your engagement, relationships, teamwork, and overall communication.

**NEXT:**

Review the Shape Motivators and Demotivators on the back of this card.

- How do your motivators contribute to your natural communication style using your Primary and Secondary Shapes?
- How would your natural communication style motivate the other Shapes?
- How might your natural communication style demotivate the other Shapes?
- What Shapes do you need to raise the probability that others are motivated by your communication style and not demotivated? Share and Discuss an example.

**REMEMBER TWO THINGS:**

1. Sometimes it's about how you Maximize, Manage, Modify, or Minimize a Shape by adding another Shape to your communication style.
2. All five Shapes contribute to your communication style and effectiveness to motivate others, but that doesn't mean you have to use all five Shapes equally. Your communication style can still be unique and effective.

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SHAPE	WHAT MOTIVATES	WHAT DEMOTIVATES
 <b>Information and Structure</b>	A Logical Approach, A Proven Track-Record, Advance Notice, Facts, Following the Rules, Time to Process	An Emotional Approach, Lack of History or Research, Lack of Preparation, Being Put on the Spot, Baseless Assumptions, Non-Compliance, Rushed to Make a Decision
 <b>Accountability and Results</b>	Results, Options, Control, Bullet Points, Direct, to the Point	A Slow Process, A Mandate, Lack of Control, Long Paragraphs, Drama
 <b>Change and Growth</b>	Different Perspectives, Being Heard, Having a Mentor, Support from Others, Exploring What's Next	Close-Minded, Being Ignored or Patronized, Advice without Listening First, A Lack of Patience or Concern, Fear of the Unknown
 <b>Connection and Engagement</b>	Inclusion, Stories, Appreciation, Teamwork, Collaboration	Overlooked, Spreadsheets, Conflict, Individual Competition, Resistance
 <b>Energy and Innovation</b>	Freedom, Positive Energy, Standing Out, Frills, Excitement	Routine, Skeptical or Pessimistic, Fitting In, Basic, Indifference



## STRATEGIC SHAPING:

### Five-Star Signature Model

**Five-Star stands for excellence. Signature means it's unique.  
It's personal, it's YOURS.**

**ACT**  
"Here's what I can recommend."  
Provide direction, take action.  
Identify next steps.

**OPEN-MINDED**  
"I want to understand. Tell me more."

**CARE & ENGAGEMENT**  
"I want to help."  
Show compassion or concern.  
Consider how people feel.

**INFORM**  
"Let's consider the process and facts."  
Be logical. Manage emotions.

## STRATEGIC SHAPING

How would you use the 5-Star Signature Model?  
Choose one or more of the following situations and practice your Strategic Shaping.

1. **CUSTOMER SERVICE** – Shape Your Response to a Customer or Team Member Concern.
2. **LEADERSHIP** – Shape Your Performance Review with an Employee.
3. **MANAGEMENT** – Shape Your Message about a New Rule or Process.
4. **SALES** – Shape Your Sales Approach with a New Client.
5. **FEEDBACK** – Shape Your Feedback to an Employee Who Missed their Target.
6. **CRUCIAL CONVERSATIONS** – Embrace Conflict and Strategically Shape Your Communication.
7. **OTHER** – Identify the Scenario Unique to You, Your Role, Your Team, then Strategically Shape Your Effective Communication in Your Particular Situation.

**REMEMBER:**  
*You don't have to be great at using all five Shapes, but you do have to know how to use all five Shapes to be an effective communicator.*

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## SHAPES CARD GAME:

There are 48 different phrases for each Shape. See instructions with Shapes Card Game by clicking on the resources tab on your personal dashboard.



PsychoGeometrics™  
The Science of Behavior + The Art of Communication.


I am task-focused and I pay attention to the details.



I am a winner not a quitter.



At this time in my life, I sometimes find it hard to make a decision.



I am one who naturally notices body language and facial expressions and tend to form opinions based on what I see, hear, or feel.



I get a buzz out of making others feel great.



## SHAPES CARD GAME



## SPEED SHAPING

See how good you are at quickly shaping your behavior and perceiving the shape behaviors of others!

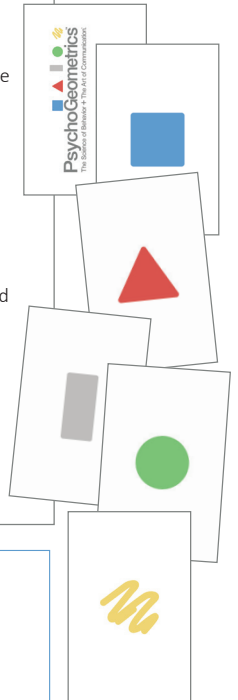
### PERCEPTION OF SPEED SHAPING

1. Form two parallel lines so you have two rows of people. You should be facing one other person.
2. Your facilitator will determine Row A and Row B.
3. If you are in Row A, you will receive a stack of cards. You will be "speed shaping your behavior" according to the shape card you draw.
4. If you are in Row B, you will be perceiving the shape behavior of the person in front of you. Use your Speed Shaping Scorecard.
5. Your facilitator will provide a prompt.
6. Row A participants will SHAPE their BEHAVIOR and finish the prompt as quickly as possible according to the shape card drawn. Consider tone, body language, facial expressions, and overall verbiage.
7. Row B participants will perceive then determine what shape behavior is being used the most and draw the shape in the space provided in Row B on your scorecard.
8. Row A participants will show you the shape card and Row B participants will place a check in the space provided if correct. Leave blank if you were not correct.
9. The facilitator will determine the amount of time for shaping and perceiving the behavior for each card.
10. When the facilitator signals, Row A will rotate and Row B will stay stationary. Each participant in Row A will move one space to the right so that Row A is facing a new Row B partner. Each Row A participant will choose a new card from the stack and complete the same prompt using the shape on the newly drawn card.
11. Row A will continue to rotate upon the facilitator's signal until the entire stack of cards has been used.
12. At the end of this exercise, Row B participants should total their checkmarks and evaluate their perception of shapes according to the scale provided.
13. The facilitator will now indicate that you should switch your row and your role and do the exercise again, following the same instructions provided above.

### SPEED SHAPING EFFECTIVENESS

Follow steps 1 through 9 above.

10. When the facilitator signals, Row A participants will start shaping their behavior using the next card in their stack but do not rotate. Row A will stay with the same Row B partner for the entire exercise.
11. At the end of the exercise, Row A participants should see how many check marks they received from their Row B partner and use the scale provided to self-evaluate Speed Shaping Effectiveness.
12. Now switch rows and roles so that each person can be evaluated for speed shaping effectiveness.



### SPEED SHAPING SCORING

ROW A	1	2	3	4	5	6	7	8	9	10
ROW B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RIGHT?	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

TOTAL CHECKMARKS: \_\_\_\_\_

### SCALE

- 0-2 Checkmarks – What just happened?! I need a shapes review.
- 3-5 Checkmarks – That was fun! I am starting to get it. I just need more practice.
- 6-8 Checkmarks – Woohoo! I am pretty good at this! I will get even better with time.
- 9-10 Checkmarks – Wow! I nailed it! With awareness and consistency, I will continue to better my best!



Using Shapes for Simple, Efficient, and Effective Communication.

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### SPEED SHAPING



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QUESTIONS?  
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