



# Using the Leadership Character Insight Assessment (LCIA) for Team Building: Leveraging Your Team's Character Strengths

Instructions for Running the Session

# Using the LCIA for Team Building

## Overview of Guide

- This guide can be used to facilitate a single team-building session with your team at work, either in-person or virtually
- Please set aside **approximately three hours** for this session
- This guide includes sample communications you can use with your team, and activities you can use during the session
- We have included speaker notes to accompany each slide for your use on the training day

# Using the LCIA for Team Building

## Sample Email – Invite Your Team to Take the LCIA

- You can use the below email template to introduce your team to the LCIA and invite them to complete it

[Salutation]

An important predictor for an organization's success is leader character – the values, virtues, and traits that a person exemplifies, such as courage, collaboration, and accountability – that helps them lead effectively. Your personal character is something you can develop over your lifetime to help meet goals in both your personal and professional life.

At [Organization Name], we're investing in the development of the character of our team. One well-known assessment of character is SIGMA Assessment Systems' [Leadership Character Insight Assessment \(LCIA\)](#). I'd like to invite you all to complete the LCIA by [Date] so we can use it for an upcoming team-building session. You can take the LCIA online at [Link], and it will take you approximately 20 minutes to complete.

Please contact me if you have questions about the LCIA or the upcoming team-building session.

[Sign Off]

# Using the LCIA for Team Building

## Sample Email – Invite Your Team to A Team-Building Session

- You can use the below email template once your team has completed the LCIA to invite them to a team-building session

[Salutation]

Thanks to everyone for finishing the LCIA. By now, you should all have a copy of your completed character report.

I'd like to invite you to bring your reports to an upcoming team-building session on [Date] from [Start Time] to [End Time]. During the session, we'll cover an overview of character, how character can help teamwork, and discuss the content of your reports. No preparation is required for the session, but please bring your LCIA reports as we will be drawing information from them.

Let me know if you have any questions about the upcoming session.

[Sign Off]

# Using the LCIA for Team Building

## Sample Email – Thank You Message After Session

- You can use the below email template once your team has completed the team-building session

[Salutation]

Thanks for joining us at the LCIA team-building session. We hope that the session helped you better understand your own character and how you can leverage it in teamwork situations.

If you have other questions about the session, please contact [Organizational Contact]. If you have general questions about character (e.g., other applications or uses of character), please contact the publishers of the LCIA test, SIGMA Assessment Systems, at [support@SigmaHR.com](mailto:support@SigmaHR.com).

[Sign Off]

# Using the LCIA for Team Building

## Required Materials for the Training Session

- To run this session, you will need:
  - For an in-person session:
    - A projector for your computer screen to share the slide deck
    - Blank copies of the worksheets “Understanding Your Report,” “Top Strengths,” and “Leader Character Development Plan” for all attendees, and optional copies of the “Strengths Spotting in Others” worksheet
    - Blank paper and pens for all attendees
    - Shared large papers to brainstorm in groups
  - For a virtual session:
    - Send blank copies of the worksheets to all attendees in advance of the session day
    - Send presentation slides to all attendees

# Using the LCIA for Team Building



## Contact

If you have questions about the LCIA and leader character,  
please contact the test publisher:

**<https://www.sigmaassessmentsystems.com/contact/>**



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