

Team Colors Workshop Kit

Preview: sample pages from the facilitator guide, participant workbook, team color map, manager cheat sheet, playbook, cards and posters, plus slides from the editable deck.

The full kit has 71 printable pages and 33 editable slides.

truecolorpersonalitytest.com



01 · FOR MANAGERS, TEAM LEADS, HR AND FACILITATORS

Facilitator Guide

Run a 60-minute team session on the four personality colors: Orange, Gold, Green and Blue. A script for every step, minute-by-minute timing, prep and email templates, plus 90-minute, remote and follow-up versions.

PREVIEW

Orange
THE DOER

Speed and results

Gold
THE ORGANIZER

Structure and follow-through

Green
THE THINKER

Strategy and better systems

Blue
THE CONNECTOR

Trust and people development

60 minutes
with 90-minute and remote versions

4 to 30 people
in a room, online or hybrid

Free online test
or the paper test in the workbook

About an hour of prep
spread over the week before

THE SESSION AT A GLANCE

5 min	10 min	10 min	12 min	13 min	10 min
Opening	Four corners	My colors	Color groups	Team map	Commitments

THE SESSION

The 60-minute session

People move, look at their results, compare notes with their color, then map the team and commit to one change. Times match the slides' speaker notes; lines marked **Say** are a script.

Run sheet

Minute by minute, matching the slides. Copy this page and keep it next to you.

1 Opening and ground rules 0:00–0:05

Whole team · Ground rules slide

- **0:00** Welcome, and why we're here
- **0:01** Six steps; we end on time
- **0:02** Three ground rules
- **0:03** You go first: color, strength, blind spot
- **0:04** Questions

2 Icebreaker: four corners 0:05–0:15

Whole team · Corners A–D, icebreaker cards 1–3

- **0:05** Corners A to D, everyone stands
- **0:06** Round 1, card 1
- **0:08** Round 2, card 2
- **0:11** Round 3, card 3
- **0:13** Reveal: the letters were colors

3 My colors at work 0:15–0:25

Solo · Workbook pp. 2–8

- **0:15** Results open; others start the test
- **0:16** Paper scoring, workbook p. 6
- **0:17** The four colors, a minute each
- **0:21** Side by side: the meetings row
- **0:22** Workbook p. 8, 3-minute timer

4 Color groups 0:25–0:37

Same-color groups · Four flip charts, markers

- **0:25** Move to color stations
- **0:26** Flip charts, 7-minute timer
- **0:33** Report back, a minute per group
- **0:36** One question about contrasts

5 Team color map 0:37–0:50

Whole team · Team map (04), markers or dots

- **0:37** Names on the map, count aloud
- **0:41** If one color dominates
- **0:43** The missing or thin color
- **0:45** Vote: one team agreement

6 Commitments 0:50–1:00

Solo, then pairs · Workbook pp. 10–11

- **0:50** "How to work with me," p. 10
- **0:55** Pairs: swap, ask, name one change
- **0:59** Close: agreement and check-in date

Short on time? Cut the third corners round and shorten the color introductions. Never cut step 6: it is where the session turns into change.

PREVIEW

2 Icebreaker: four corners

10 minutes · Whole team · 0:05–0:15

Goal: Get people on their feet and show that one situation pulls a team in four directions, and none of them is wrong.

1. **0:05** Point to the corners labeled A, B, C and D. Ask people to stand and leave bags behind.
2. **0:06** Round 1: read the situation and the four choices. People walk to their corner. Ask one person in two or three corners, "Why this one?" One sentence each.
3. **0:08** Round 2, same routine. Notice who changes corners.
4. **0:11** Round 3.
5. **0:13** The reveal: each letter was a color, and the letters changed every round. Ask who landed in more than one color.
6. **0:15** Everyone back to their seats.

ROUND	READ ALOUD	KEY
Round 1 card 1	**The launch date just moved up two weeks. Your first move is to…** **A** redo the plan with owners and new dates **B** knock out the biggest task today **C** check how the team is taking the news **D** find out why, and which scope truly matters	A ■ Gold B ★ Orange C ● Blue D ▲ Green
Round 2 card 2	**A Slack thread hits 40 replies and still no decision. You…** **A** post a summary of the options and trade-offs **B** message the person who has gone quiet **C** call a 10-minute huddle and decide **D** name a decision owner and a deadline	A ▲ Green B ● Blue C ★ Orange D ■ Gold
Round 3 card 3	**Your team is being reorganized. First, you want to know…** **A** how people feel and who is hit hardest **B** the timeline and what stays the same **C** the reasoning, and whether it holds up **D** what new openings it creates	A ● Blue B ■ Gold C ▲ Green D ★ Orange

> SAY Let's get on our feet. I'll read a work situation and four choices. Go to the corner that fits how you actually work, not how you think you should. There are no right answers, and you can't be wrong about yourself.

> SAY Here's the twist: each corner was one of the four colors, and the letters changed every round. Most of you landed in more than one color. That's normal. Everyone has all four. Notice too that every corner had someone in it. That's what a team needs.

PREVIEW

SESSION STEP 3 · 10 MINUTES

My colors at work

For you only.
You won't hand this in.

My scores (online percent, or points from page 6 as a percent)

★ Orange ____ %	■ Gold ____ %	▲ Green ____ %	● Blue ____ %

My top color _____ Second _____ Lowest _____

1 A strength my colors bring to this team
Think of a specific moment from the last month.

2 What drains my energy at work
Meetings, messages, deadlines, interruptions?

3 My lowest color, and where I use it anyway
For example, "Gold is lowest, but I still run our release checklist."

4 What fits in my result, and what doesn't

PREVIEW

SESSION STEP 6 · SHARE IT IF YOU LIKE

How to work with me

Name _____

Role _____

My colors Tick your top color, circle your second

☐ ★ Orange ☐ ■ Gold ☐ ▲ Green ☐ ● Blue

① How I like to communicate

☐ Short and direct ☐ Detailed, in writing ☐ Reasoning first

☐ A friendly check-in first

Quick questions _____ Bigger topics _____

② What helps me do my best work

③ What frustrates me (and what to do instead)

④ How to give me feedback

☐ Right away ☐ At a set time ☐ In private ☐ In writing ☐ With examples

☐ Start with what works

⑤ Something people might misread about me

PREVIEW

TEAM COLORS WORKSHOP

Our team color map

Team _____

Date _____

Write your first name in your top color, on the side nearest your second color, then add your second color's symbol: ★ **Orange** ■ **Gold** ▲ **Green** ● **Blue**

★ Orange
THE DOER

Top color ☐ **In top two** ☐

▲ Green
THE THINKER

Top color ☐ **In top two** ☐

■ Gold
THE ORGANIZER

Top color ☐ **In top two** ☐

● Blue
THE CONNECTOR

Top color ☐ **In top two** ☐

PREVIEW

Our team agreement

Starts _____ Check-in _____

READING THE MAP

What our mix means

If one color dominates

Its strengths become the team's strengths, and so do its blind spots.

MOSTLY	STRONG AT	WATCH FOR	TRY THIS AGREEMENT
★ Orange	Fast, fun and good in a crisis.	Plenty gets started, less gets finished or written down.	■ **Every action gets an owner and a due date in one tracker**
■ Gold	Reliable, organized and calm before a deadline.	Slow to change, and inclined to treat "how we've always done it" as the rule.	★ **Set decide-by dates for every open question**
▲ Green	Sharp debates and well-built systems.	Arguments can run past the deadline.	★ **Every meeting ends with a decision and an owner**
● Blue	Warm, loyal and collaborative.	Conflict gets avoided, so problems linger.	▲ **Add a "poke holes in it" step before big decisions**

If a color is missing or thin

The work doesn't fail. Somebody has to do that job on purpose.

NO	WE LOSE	HOW TO COVER IT
★ Orange	Urgency, experiments and energy in a crisis	Set decide-by dates and run small, time-boxed pilots.
■ Gold	Follow-through, records and realistic deadlines	Give every action an owner and a due date in one shared tracker.
▲ Green	Hard questions, long-range thinking and better systems	Add a "poke holes in it" step before big decisions.
● Blue	Morale checks, inclusion and noticing who's struggling	Open with a quick check-in and ask quieter people directly.

PREVIEW

TEAM COLORS WORKSHOP KIT

Managing each color

How to motivate, recognize, give feedback to and delegate to each color. Use it as a starting point, then ask the person: their "How to work with me" page beats any chart.

	★ Orange Needs a goal, freedom on the how, quick wins	■ Gold Needs clear plans, notice before change, credit	▲ Green Needs the reasoning, autonomy, real problems	● Blue Needs personal attention, purpose, harmony
MOTIVATE WITH	Challenges, variety, quick wins and a visible scoreboard	Clear goals, stable plans and rules that apply to everyone	Hard problems, autonomy, learning and capable colleagues	Meaningful work, a team that gets along and room to grow
RECOGNIZE WITH	Right away and in public, with something fun attached	Specific thanks for reliability, in writing, plus more responsibility	Credit for the quality of their thinking, or a tougher problem	Personal, sincere thanks that shows the impact on people
GIVE FEEDBACK	Short, direct and immediate, focused on the next move	Scheduled and specific, tied to agreed standards, with clear next steps	Logical and evidence-based, in private, with room to push back	Private and kind, starting with what works, then clear about what must change
DELEGATE BY	Setting the goal and the guardrails, then letting them pick the method	Writing a full brief: scope, deadline, budget and check-in points	Handing over the problem and the why, then letting them design the approach	Explaining who the work helps, then checking in on how they're doing
AVOID	Micromanaging, long memos and meetings that end without a decision	Last-minute changes, vague requests and moving goalposts	"Because I said so," busywork and decisions made on office politics	Public criticism, email-only management and ignoring tension on the team
UNDER PRESSURE, WATCH FOR	Cutting corners, taking bigger risks, picking fights over rules	Getting rigid, taking over tasks, quietly keeping score	Sarcasm, going silent, analyzing until nothing moves	Withdrawing, saying yes to everything, taking things personally
IN A ONE-ON-ONE, ASK	"What would make this more of a challenge?"	"What needs to be clearer before you can commit?"	"What would you change about how we do this?"	"How are you doing, really, and how's the team?"

Everyone has all four colors. Adapt how you manage, never what you expect: the standard stays the same for everyone. Never use colors in hiring, ratings, pay or promotion.

PREVIEW

TEAM COLORS WORKSHOP KIT

1 MEETINGS

A meeting that works for every color

The same meeting can feel great to one color and painful to another. A good meeting gives each color what it needs, before, during and after.

	★ Orange	■ Gold	▲ Green	● Blue
BEFORE	A short heads-up, not a long pre-read	The agenda and materials a day ahead	The data and the exact question to decide	Who's coming and why it matters
DURING	Keep it moving and land on a decision	Start and end on time, follow the agenda	Room to question the logic	Everyone heard, nobody steamrolled
AFTER	The next action and who owns it	Written notes with owners and dates	The reasoning behind the decision, on record	A quick personal follow-up with anyone who went quiet

The four-color meeting checklist

Before

- [ ] ■ Gold Agenda and materials out a day ahead
- [ ] ▲ Green The data and the exact question to decide
- [ ] ★ Orange A one-line heads-up: why this needs a meeting
- [ ] ● Blue Who's coming, and why it matters to them

During

- [ ] ● Blue Two-minute check-in; the chair asks quieter people directly
- [ ] ▲ Green Time to question the logic before deciding
- [ ] ■ Gold Start and end on time, follow the agenda
- [ ] ★ Orange Land on a decision, an owner and a next step

After

- [ ] ■ Gold Notes with owners and dates, same day
- [ ] ▲ Green The reasoning behind the decision, on record
- [ ] ★ Orange The next action, already moving
- [ ] ● Blue A quick word with anyone who went quiet

SHORT ON TIME?

Put the decision you need in the first line of the invite. It helps every color at once: Orange knows there will be an outcome, Gold can prepare, Green can think about the question, and Blue knows why it matters.

PREVIEW

✂ Cards 1 and 2. Cut along the dashed line.

CARD 01 ★ ORANGE AND ■ GOLD

The Thursday promise

Launch is Monday. On Thursday, Orange tells the client an extra feature can make the release, then announces it in the team channel with a rocket emoji. Gold owns the launch checklist, and testing was signed off yesterday.

★ How Orange sees it

A chance to impress the client with a small, doable change. Waiting for the formal process would mean missing the moment, and Gold's pushback feels like red tape.

■ How Gold sees it

A promise made for the whole team without asking the team. Every late change puts the launch at risk, and the people who test it just lost their weekend.

ONE FIX Agree up front what is fixed (launch date, testing, sign-off) and what is open (how the work gets done). Late additions go to Gold first for a quick yes, no or next release.

Ask your team: What on our team is fixed, and what is open?

CARD 02 ▲ GREEN AND ● BLUE

The overnight rewrite

Blue drafted the customer section of the quarterly report. Overnight, Green rewrites it because the structure was "cleaner" that way, and sends it to the director with a note: "Tightened this up."

▲ How Green sees it

A better document, done fast. The logic flows now, and the director has the strongest version. Asking first would have cost a day for the same result.

● How Blue sees it

A vote of no confidence in front of the director. Their work was replaced without a word, and nobody asked why they made the choices they did.

ONE FIX Edits to someone else's work go back to them first, as suggestions, not silent rewrites. Green names what works before what to change.

Ask your team: How do we edit each other's work here?

PREVIEW

✂ Cards 1–4. Cut along the dashed lines.

01

FOUR CORNERS

The launch date just moved up two weeks. Your first move is to...

- (A) redo the plan with owners and new dates
- (B) knock out the biggest task today
- (C) check how the team is taking the news
- (D) find out why, and which scope truly matters

ROUND 1 ON THE SLIDES

02

FOUR CORNERS

A Slack thread hits 40 replies and still no decision. You...

- (A) post a summary of the options and trade-offs
- (B) message the person who has gone quiet
- (C) call a 10-minute huddle and decide
- (D) name a decision owner and a deadline

ROUND 2 ON THE SLIDES

03

FOUR CORNERS

Your team is being reorganized. First, you want to know...

- (A) how people feel and who is hit hardest
- (B) the timeline and what stays the same
- (C) the reasoning, and whether it holds up
- (D) what new openings it creates

ROUND 3 ON THE SLIDES

04

FOUR CORNERS

A new project lands on your desk on Monday morning. First, you...

- (A) map the steps, owners and deadlines
- (B) pin down the real goal and the smartest approach
- (C) start a rough version to see what works
- (D) find out who it's for and who you'll work with

PROJECTS AND DEADLINES

PREVIEW

★ ORANGE ■ GOLD ▲ GREEN ● BLUE

The four colors at work

What each color brings to a team, what it needs, and what to watch for.

★ Orange
THE DOER

WE BRING
- Speed and energy
- Calm in a crisis
- Quick, practical fixes

WE NEED
- A goal, freedom on the how
- Variety and visible wins
- Meetings that decide

WATCH FOR
- Starting more than we finish
- Skipping the paperwork

■ Gold
THE ORGANIZER

WE BRING
- Plans that hold
- Follow-through
- An eye for detail

WE NEED
- Clear roles and dates
- Early notice of change
- People who keep their word

WATCH FOR
- Taking on too much
- Holding on to old processes

▲ Green
THE THINKER

WE BRING
- Strategy and better systems
- The hard question
- Deep expertise

WE NEED
- The reasoning
- Time to think
- Problems worth solving

WATCH FOR
- Critique that lands cold
- Analysis past the deadline

● Blue
THE CONNECTOR

WE BRING
- Trust and team spirit
- People who feel heard
- Work with meaning

WE NEED
- Real appreciation
- Honest, kind feedback
- Tension dealt with

WATCH FOR
- Avoiding needed conflict
- Saying yes too often

Everyone has all four colors. Most of us lean on one or two.

PREVIEW

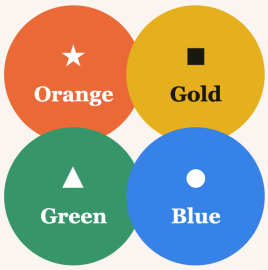
Slides (33, editable)

A 60-MINUTE TEAM SESSION

Team Colors Workshop

How each of us works best, and how we work better together

truecolorpersonalitytest.com



STEP 2 OF 6 · FOUR CORNERS · ROUND 1 OF 3

The launch date just moved up two weeks. Your first move is to…

- **A** redo the plan with owners and new dates
- **B** knock out the biggest task today
- **C** check how the team is taking the news
- **D** find out why, and which scope truly matters

STEP 3 OF 6 · COLORS AT WORK · SIDE BY SIDE

Four colors at work, side by side

	BRINGS	COMMUNICATES	IN MEETINGS, WANTS
Orange	**Speed and results**	Short, spoken, upbeat	Keep it moving and land on a decision
Gold	**Structure and follow-through**	Written, scheduled, specific	Start and end on time, follow the agenda
Green	**Strategy and better systems**	Precise, brief, reasoned	Room to question the logic
Blue	**Trust and people development**	Warm, personal, face to face	Everyone heard, nobody steamrolled

STEP 5 OF 6 · TEAM COLOR MAP · 13 MIN · WHOLE TEAM

Our team color map

Orange | Green

Gold | Blue

NAMES

Name Name
Name Name
Name Name
Name Name
Name Name
Name Name

Drag each name to its top color, nearer the side of its second color.

STEP 5 OF 6 · TEAM COLOR MAP · 13 MIN · WHAT OUR MIX MEANS

If one color dominates

MOSTLY	STRONG AT	WATCH FOR
Orange	**Fast, fun and good in a crisis.**	Plenty gets started, less gets finished or written down.
Gold	**Reliable, organized and calm before a deadline.**	Slow to change, and inclined to treat “how we’ve always done it” as the rule.
Green	**Sharp debates and well-built systems.**	Arguments can run past the deadline.
Blue	**Warm, loyal and collaborative.**	Conflict gets avoided, so problems linger.

STEP 5 OF 6 · TEAM COLOR MAP · 13 MIN · OUR AGREEMENT

Pick one team agreement

Orange	Every meeting ends with a decision and an owner	Set decide-by dates for every open question
Gold	The agenda and materials go out a day ahead	Every action gets an owner and a due date in one tracker
Green	Share the data and the exact question in advance	Add a “poke holes in it” step before big decisions
Blue	Open with a check-in and ask quieter people directly	Hard news by video or in person, never by chat

Or write your own. Make it specific enough to check in 30 days.

PREVIEW

PowerPoint · Keynote · Google Slides