WORKSHOP PLANNING GUIDE

Planning a Big 5 at Work team workshop

How each format runs, minute by minute, what to send your team beforehand, what it costs for your group, and how to compare any workshop provider.

Every Big 5 at Work workshop is built on the Five Factor Model, the most widely researched framework in personality psychology. Each person takes the assessment before the session, so the time together goes to understanding the team and practicing real conversations. This guide is for whoever is planning the session: an HR or L&D lead, a team manager or an offsite organizer.

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FORMATS

Three formats, one arc

All three formats follow the same five parts: the premise, the science, the five traits with a live team map, the Two Things Are True coaching method, and one commitment each. The difference is time, and what your team does with it.

2 Hour Session

$2,500

2 hours · Virtual or in person

WHAT IT COVERS

All five parts at a brisk pace, with the Trait Line-Up after each trait and a Two Things Are True draft in pairs.

BEST FOR

Giving a team a shared language for the first time, kicking off a new or merged team, or a next step after DiSC or Myers-Briggs.

YOU LEAVE WITH

A shared vocabulary, a team map and one commitment each.

Most popular

Half-Day Workshop

$4,500

3.5 to 4 hours · Virtual or in person

WHAT IT COVERS

Everything in the 2 Hour Session, plus the facets under each trait, a walk through your Team Dashboard, breakouts on your team's real friction points and longer Two Things Are True practice.

BEST FOR

Teams with real communication friction who want time to practice, not just learn.

YOU LEAVE WITH

Working agreements, an owner for each, and a 30-day check-in date.

Team Deep Dive

$8,500

A full day or two half-days · In person only

WHAT IT COVERS

Everything in the Half-Day Workshop, plus a planning conversation beforehand, breakouts on topics developed with you, and time to build your team's "Scaffolding."

BEST FOR

Leadership teams, offsites, and teams working through conflict or a major change.

YOU LEAVE WITH

Agreements and Scaffolding built around your team's real issues.

Which one fits?

IF YOUR SITUATION IS…	CHOOSE	WHY
Short on time, or starting fresh	**2 Hour Session**	It fits a team meeting or offsite slot, works well as a kickoff, and you can add a half-day later.
You know where the friction is	**Half-Day Workshop**	Your team gets time to practice on its own situations, like handoffs, meeting habits and response times.
Planning an offsite or facing a big change	**Team Deep Dive**	In-person time, with breakouts planned around your issues.

Who leads the session

Every workshop is led by a Big 5 at Work Consultant: a therapist or professional coach who has completed our consultant training, including the Two Things Are True coaching method.

SAMPLE AGENDA

The 2 Hour Session, minute by minute

This is the agenda our consultants use for an in-person session. Online, the Trait Line-Up moves to a shared whiteboard and everything else stays the same.

TIME	PART	WHAT HAPPENS	LENGTH
0:00	**Welcome and the premise**	Three ideas that run through the session: your traits are your default, not your destiny (where you start, and where strategies take you further); there is no correct setting, since every point on every trait carries a superpower and a pitfall; and the team needs both ends of every trait.	10 min
0:10	**The science, without the myths**	A quick true-or-false round on popular claims, like "extraverts have more dopamine." Then where the Five Factor Model came from, why psychologists trust it, what twin and DNA studies do and don't show, and how to read a trait as a spectrum rather than a box.	20 min
0:30	**The five traits and your team map**	For each trait, the consultant covers what it measures and what each end brings to work. After each one, people place a sticky note where they honestly fall on the Trait Line-Up and talk about what the other end sees that they might miss. Includes an 8-minute break after the third trait.	65 min
1:35	**Two Things Are True**	The coaching method from the book. Name something true about the other person's reality, then an objective constraint you both face, then a next step you decide together. The consultant walks through an example, then each person drafts one for a real working relationship and checks it with a partner.	17 min
1:52	**Your team, and one commitment**	The team reads its map together: where it clusters, what that makes it great at and blind to, and what its outliers see. Everyone writes one commitment: a colleague whose style differs from theirs, and one way to use that difference in the next two weeks.	8 min
	Total		**2 hours**

What the room needs

In person: five posters or wall space for the Trait Line-Up, sticky notes and markers, and a screen for the slides. Online: everyone on their own laptop with cameras on, and a shared whiteboard such as Miro, Mural or FigJam.

Shorter on time?

For a 90-minute slot, the consultant shortens the science section and the discussion after each trait. The five parts stay the same.

SAMPLE AGENDAS

The Half-Day Workshop

About 3.5 hours, in person or virtual. The extra time goes to the facets beneath each trait and to practice on your team's own situations.

TIME	ACTIVITY	WHAT IT BUILDS
0:00–0:15	Welcome, session norms and goals; the premise	Psychological safety
0:15–0:50	The five traits and their facets, with private reflection and journaling on each person's own results	Self-awareness and a shared vocabulary
0:50–1:20	The Trait Line-Up and a walk through your Team Dashboard	Understanding team patterns
1:20–1:30	Break	
1:30–2:10	Breakouts on real friction points: handoffs, meeting habits and response-time expectations	Smoother handoffs
2:10–2:50	Two Things Are True practice: each person drafts a hard conversation they need to have and practices it in pairs	Conflict and feedback skills
2:50–3:00	Break	
3:00–3:30	Team working agreements, an owner for each and a 30-day check-in date	Commitment and follow-through

The Team Deep Dive

A full day or two half-days, in person only. The Deep Dive is planned with you, so the outline below is a typical shape rather than a fixed agenda.

BEFORE THE DAY

Planning conversation

Your consultant meets with the team lead to understand what the team is working through and to choose the breakout topics.

MORNING, OR DAY ONE

The Half-Day program

The full arc with facets, the Trait Line-Up, the Team Dashboard and Two Things Are True practice.

AFTERNOON, OR DAY TWO

Custom breakouts

Work on your own topics, such as how the team makes decisions, handles conflict or works through change, ending with working agreements.

After the workshop

Your team keeps its Team Dashboard after any workshop, so people can come back to everyone's shared scores and to the AI-powered Virtual Coach whenever a real conversation comes up.

PREPARATION

Before the session: what to send your team

Everyone takes the Comprehensive Assessment and reads their personal report before the workshop, so no session time goes to filling out questions. Plan on about two weeks between booking and the session.

Your planning checklist

- [ ] **Two to three weeks out.** Choose a format and date, request a workshop, and meet your consultant. For a Deep Dive, schedule the planning conversation.
- [ ] **Two weeks out.** Buy assessments for the group in one purchase and share the single invite link. Your Team Dashboard is included with the workshop.
- [ ] **Same day.** Send your team the note below so they know what the assessment is for and who sees what.
- [ ] **One week out.** Check who has finished. The Comprehensive Assessment takes about 35 minutes, including a conversation with the Virtual Coach.
- [ ] **Two days out.** Confirm the room or video link. In person, you need wall space for five posters. Online, everyone joins from their own laptop.
- [ ] **After the session.** Put the 30-day check-in on the calendar and share the team's working agreements.

A NOTE YOU CAN SEND YOUR TEAM

Hi team, on [date] we're holding a [2-hour / half-day] workshop on how our different working styles show up, led by a Big 5 at Work consultant. Before then, please take the Big Five assessment using this link: [invite link]. It takes about 35 minutes, and there are no right or wrong answers. Every score has strengths and things to watch for.

Your answers, facet scores and full report stay private to you. If you choose to share your results with the team, your teammates, team leads and company admins will see your five trait percentiles. This is for understanding how we work together. It is never used for hiring, performance reviews or promotions.

Who sees what

Each person's answers, facet scores, full report and AI conversation stay with them. Joining a team shares nothing on its own; people choose whether to share. Once they do, teammates, team leads and company admins see their five trait percentiles. Company admins also get a company-wide view built from shared scores. Big 5 at Work is built for development and is not designed or validated for hiring, promotion or performance decisions.

PRICING

What it costs for your group

A workshop has two parts: the session itself and a Comprehensive Assessment for each person. Your Team Dashboard is included when you book a workshop. Pricing assessments separately means you only pay for the people who take part.

WORKSHOP	PRICE
2 Hour Session	$2,500
Half-Day Workshop	$4,500
Team Deep Dive	$8,500
For groups of fewer than 20 people. Groups of 20 or more get a custom quote based on size and how many consultants are needed.	

COMPREHENSIVE ASSESSMENT	PER PERSON
Your first 20 people	$5
Each person after 20	$12
Team Dashboard	Included with a workshop
Over 250 people? Contact us for a quote. Without a workshop, a Team Dashboard is $50 one-time.	

Three worked examples

8 PEOPLE · 2 HOUR SESSION	
2 Hour Session	$2,500.00
8 assessments × $5	$40.00
Team Dashboard	Included
Total	**$2,540.00**

15 PEOPLE · HALF-DAY	
Half-Day Workshop	$4,500.00
15 assessments × $5	$75.00
Team Dashboard	Included
Total	**$4,575.00**

18 PEOPLE · TEAM DEEP DIVE	
Team Deep Dive	$8,500.00
18 assessments × $5	$90.00
Team Dashboard	Included
Total	**$8,590.00**

Totals assume a local consultant, so no travel is added.

What the workshop price covers

Preparation, facilitation by a Big 5 at Work Consultant and all session materials. For a Deep Dive, it also covers the planning conversation and the custom breakout design.

Travel

For in-person sessions, we look for a Big 5 at Work Consultant near you. Travel costs are added only if no consultant is available in your area. Virtual sessions never include travel.

BUYER'S CHECKLIST

Comparing workshop providers

Whoever you hire, hold every provider to the same nine criteria.

CRITERION	WHAT GOOD LOOKS LIKE	WHAT TO WATCH OUT FOR
Goals	The provider asks about your problem first and ties the agenda to it	An agenda sent before anyone asked what you need
Model and research	A named, well-researched model, explained in plain language	"Science-backed" with no model named
Facilitation	A facilitator with real group experience who can handle tension in the room	Someone presenting slides rather than guiding a conversation
Practice time	Most of the time in pairs or small groups, on real situations	Long lectures with a short Q&A at the end
Format fit	Length and setting matched to your goal and to whether people are remote	One format offered for every problem
Follow-up	Something concrete within 30 days: a check-in, shared results, working agreements	Nothing after the session ends
Privacy	Clear rules on who sees each person's results, shared before anyone takes an assessment	A promise that everything stays private when results are actually shared
Pricing	Published prices, with what's included and what's billed separately	Quotes that only appear after several calls
Customization	Examples and practice built from your team's real work	The same case studies used with every client

Ten questions to ask every provider

1. What problem will this workshop solve for our team, and how will we know it worked?
2. What model do you use, and what research supports it?
3. Who will facilitate, and have they led groups like ours?
4. How much of the session is practice, and how much is presentation?
5. What do participants do before the workshop?
6. How will you use examples from our team's real work?
7. What happens in the 30 days after the session?
8. Who sees each person's results, and will people know that before they start?
9. What is the largest group this format works for?
10. What exactly is included in the price, and what is billed separately?

Red flags

An agenda that would be the same no matter who is in the room, and nothing planned for after the session.

No pre-work, so live time goes to basics.

Success measured only by "did you enjoy it?"

Any suggestion to use personality results for hiring or rating employees.

Labels that treat any type or score as better than another.

SCORECARD

Score each provider the same way

Rate each provider from 1 (weak) to 5 (strong). Goals and follow-up count double because they matter most for lasting change, so the maximum is 55.

CRITERION	WEIGHT	WHAT A 5 LOOKS LIKE	PROVIDER A	PROVIDER B
Clear goals tied to our problem	×2	Agenda built around our stated problem		
Credible model	×1	Named, well-researched model, explained plainly		
Facilitator experience	×1	Has led groups like ours		
Practice time	×1	Most time spent practicing on real situations		
Format fit	×1	Length and setting match our goal and team		
30-day follow-up	×2	A concrete follow-up step and a way to measure change		
Privacy	×1	Clear, upfront rules on who sees results		
Pricing transparency	×1	Published prices, with extras listed		
Customization	×1	Uses our real situations		
Weighted total		**Out of 55**		

What success looks like 30 days later

People still use the shared language, for example by naming a trait difference instead of assuming bad intent. The team has written working agreements and is following them, and managers refer to what the team learned in one-on-ones.

A short pulse survey before the workshop and again at the 30-day check-in, asking about specific behaviors, is the simplest way to check.

Ready to plan yours?

Tell us about your team at **big5atwork.com/about/find-a-consultant** and we'll introduce you to a Big 5 at Work Consultant near you.

Not ready for a workshop? Start with the free test at **big5atwork.com**, or buy assessments for your whole team and add a workshop later.