



TTI Personal Talent Skills Inventory™

Coaching Report

*"He who knows others is learned.
He who knows himself is wise."
—Lao Tse*

John Doe

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Summary of Strengths & Weaknesses

The key lies in being able to measure these individual preferences in the way we think, and understanding how they shape our decisions. It is this understanding of our individual strengths and weaknesses that will enable us to effect change in our lives and achieve greater personal success. It is only by first understanding something that we are then able to change it.

The top five and bottom five scores on your Core Skills List determines the information below. Please take the national mean and the requirements of your position into consideration when determining a development plan.

Strengths

- Concrete Organization
- Evaluating Others
- Correcting Others
- Monitoring Others
- Conceptual Thinking

Weaknesses

- Handling Rejection
- Personal Drive
- Self Direction
- Role Confidence
- Personal Commitment



Concrete Organization

Concrete Organization is an individual's ability to understand the immediate, concrete needs of a situation and to establish an effective action plan for meeting those needs. This capacity deals primarily with a person's ability to properly allocate resources to accomplish a goal or plan. These resources are not only limited to physical components, but take into account the person's ability to evaluate and utilize both human and physical resources.

Possible Strengths:

- Is able to isolate and initiate action necessary to reach targeted goals.
- Possesses the ability to stay focused on following an organized set of activities.
- Ensures plans are initiated, followed, and adjusted as necessary.

Continuous Development:

- Make time for planning, even when time is of the essence.
- Develop a checklist for essential items needed for doing a job.
- List the components necessary for success.



Evaluating Others

Evaluating Others is the ability to make realistic and accurate judgments about others, to evaluate their strengths and weaknesses, and to understand their manner of thinking, acting and behaving. Examples would include being able to identify why someone did well or poorly in a specific task, identifying whether the performance factor was caused by the person or something in the environment. This ability does not necessarily rely on an individual's ability to quantitatively measure another's performance, but rather on his or her ability to discern the key components of the person's performance and accurately predict levels of performance in future or different tasks. This involves the ability to use a strong gut-intuition. Success in this capacity is dependent on the absence of undue prejudice, or bias.

Possible Strengths:

- Is cautiously optimistic yet realistically objective about other people's capabilities.
- Builds, develops, and sustains instincts in terms of evaluating others, but supports that instinctive evaluation with objective data.
- Uses objective data over gut instinct wherever possible.

Continuous Development:

- Look for patterns in people's behavior and use that information to interact with them in future situations.
- Recognize that everyone has strengths and weaknesses.
- Seek information about other people's motivations and values.



Correcting Others

Everyone knows that there are many occasions on which an individual must be able to be objective and non-emotional during difficult discussions. People have all experienced controversy and arguments in the workplace. Anyone who has supervised employees or managed a work group knows that it is even more difficult addressing performance issues or disciplinary matters with a subordinate.

Correcting Others is an individual's ability to confront controversial or difficult issues in an objective manner. It is a person's ability to have non-emotional discussions about disciplinary matters. This capacity is directly related to a person's balance in his or her ability to evaluate others and be empathetic.

Possible Strengths:

- Provides constructive criticism to an individual without insulting or degrading.
- Adequately balances and addresses the needs of the situation versus the needs of the individual.

Continuous Development:

- Develop performance goals for individuals in order to have a framework for discussing performance issues.
- Maintain the respect and trust of employees in all situations, not just emotionally charged or difficult ones.



Monitoring Others

Monitoring Others is the ability to focus on the actions and decisions of others in a practical or pragmatic way so as to identify both successes and mistakes. It is the ability to identify the causes of success and failure and to do so in an objective and accurate manner, not allowing personal feelings or biases to influence decisions.

Possible Strengths:

- Fairly assesses other people's strengths and weaknesses as well as your own.
- Establishes a system of formal regular, comprehensive performance reviews.
- Implements a system of regular, informal progress updates.

Continuous Development:

- Perform any necessary corrective action promptly and privately.
- If feasible, initiate team compensation programs or informal competitions.
- Be as objective as possible in monitoring ongoing activities.



Conceptual Thinking

Conceptual Thinking skills allows a person to see the "big picture," helping to determine what direction to take and what resources to use to attain the outcome that is desired. Imagining and/or predicting changes in current reality seem to come naturally to some people.

This is an individual's ability to identify and evaluate resources and plan for their utilization throughout the execution of comprehensive, long-range plans. Schematic thinking is much more abstract than concrete organization and deals with an individual's ability to allocate resources in a mental scenario and accurately visualize outcomes.

Possible Strengths:

- Mentally role-plays the execution of a long-range projection.
- Makes accurate predictions concerning possible outcomes.
- Can see the "big picture".

Continuous Development:

- Focus majority of efforts on the most important 20% off all initiatives.
- Establish desired outcome and gain support from critical resources.



Handling Rejection

Handling Rejection on a personal level is based very heavily on a person's self-esteem and his or her ability to see themselves as valuable, separate and apart from a role or position in life. By not personalizing professional rejection and associating it with having oneself as an individual rejected, a person maintains a higher level of resiliency and assumes less stress.

Possible Limitations:

- May view rejection as a personal affront.
- May react to rejection in a defensive manner.
- Rejection may have a negative impact on self-esteem.

Developmental Suggestions:

- Do not take "no" personally.
- Create an image for oneself as a person who can handle tough times with confidence and dignity.
- Develop psyche to the point that rejection isn't expected to happen. Instead, expect success and anticipate acceptance.



Personal Drive

A strong Personal Drive is related to the level of personal motivation an individual is capable of bringing to bear on any given task that a person feels is important. People who have strong personal drives tend to focus considerable intent on the completion of a task or objective once they are convinced of the benefits associated with its completion.

This is a measurement of how strongly a person feels the need to achieve, accomplish or complete something. This "drive" can take many forms (e.g., tasks, knowledge, career, physical, etc.), but it involves the level of personal motivation a person is capable of bringing to bear on any given task which one feels is important.

Possible Limitations:

- May have difficulty committing substantial internal resources towards completing a task.
- Has trouble avoiding procrastination.
- May not be aware of what is expected.

Developmental Suggestions:

- Know what the job description is and what the supervisor expects.
- Remember if something is put off today, it will probably be put off repeatedly until it becomes bigger and more unpleasant.
- Avoid distractions, disturbances, and interruptions that prevent meaningful work from being done.



Self Direction

Strong Self Direction originates with an internal drive to excel in a chosen career path. If Role Awareness is a person's "objective", then 'Self-Direction' is the "path" to that objective, or the way in which a person envisions fulfilling roles. This fact makes this capacity somewhat dependent on Role Awareness since you first need an objective before a person can determine the path to that objective. It also requires an individual to have a strong desire to be "better" than he or she currently is, no matter how good the individual actually becomes.

Possible Limitations:

- May only do what is asked.
- May be averse to change.
- May not work up to full potential.

Developmental Suggestions:

- When a mistake is made, turn it into a learning experience.
- Remember, the easiest and most efficient way to do something is not always the most effective.
- Keep raising the bar. (Don't compete with other people compete with own personal best).



Role Confidence

Role Confidence is a combination of an ability to see a role clearly, to view it as being positive, practical, functional, and to see oneself as valuable in that role: an individual's ability to develop and maintain an inner strength based on the belief of success.

Possible Limitations:

- May not be assertive in the majority of professional situations.
- May lack security in decisions.
- May be indecisive or unsure how to proceed.

Developmental Suggestions:

- Define your own core values and keep them at the front of your mind at all times.
- Know personal capabilities and strengths and use them to achieve goals.
- Think in terms of past successes not past failures.



Personal Commitment

Personal Commitment is the capacity to focus and stay committed to a task. It is the measure of an individual's internal personal commitment, without any external influences or pressures. This commitment can also be directed at goals and ambitions and will be reflected in an individual's focus toward a goal or task.

Possible Limitations:

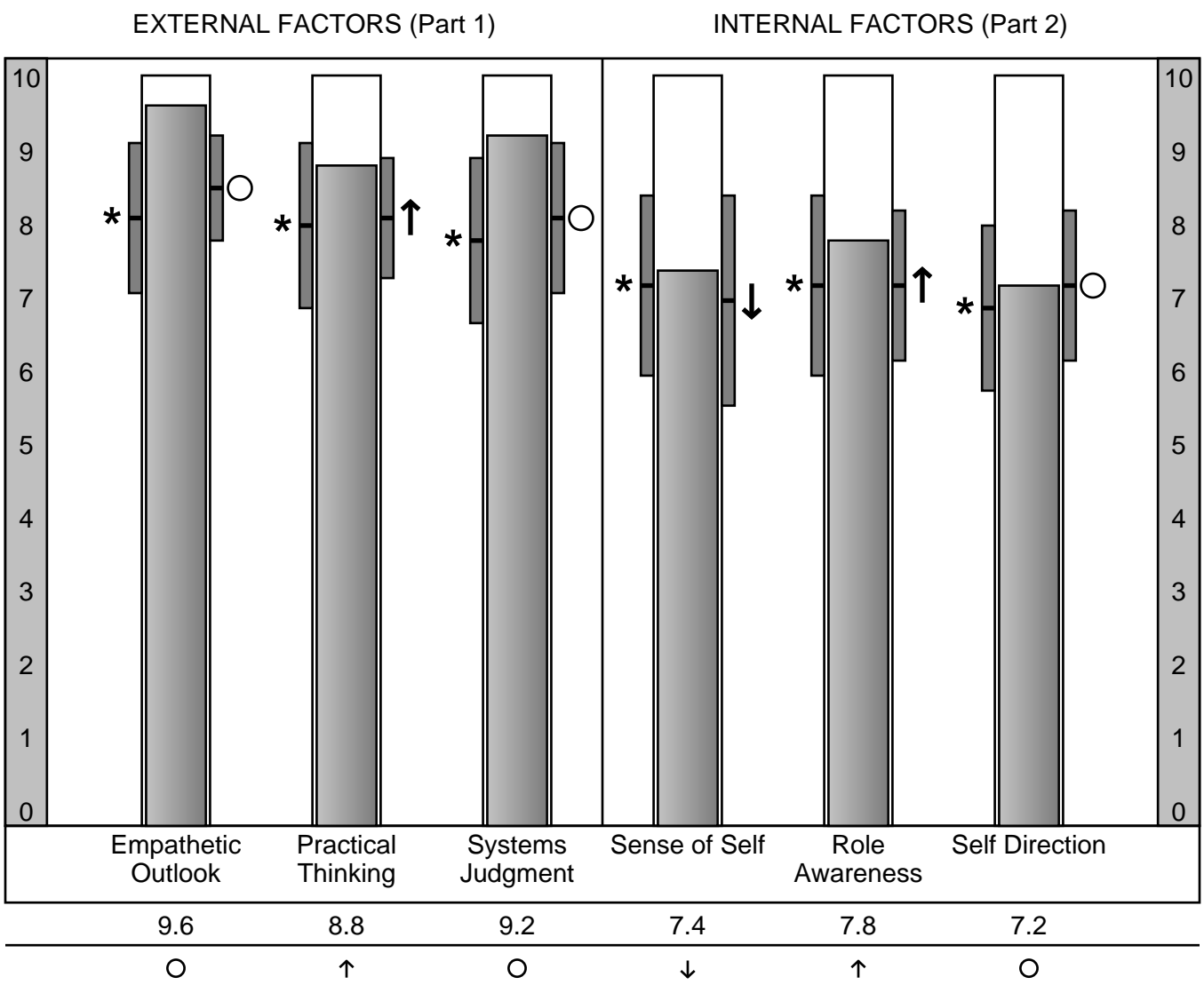
- May be easily distracted from the task at hand.
- May have difficulty maintaining a sense of focus or direction.
- May not move ahead without direction.

Developmental Suggestions:

- Focus energies on accomplishing goals that are important to the organization.
- Define priorities and compare to the alignment of time allocation.
- If dramatic change is necessary, create a specific action plan.

DIMENSIONAL BALANCE

For consulting and coaching



* Population
 ↑ Overvaluation
 ○ Balanced
 ↓ Undervaluation



CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
10.0	7.6	Concrete Organization	8.2	7.1	Gaining Commitment
10.0	7.7	Evaluating Others	8.2	7.8	Persuading Others
10.0	7.9	Correcting Others	8.1	7.2	Personal Accountability
10.0	8.1	Personal Relationships	8.1	7.0	Balanced Decision Making
9.7	7.8	Monitoring Others	8.1	7.0	Handling Stress
9.6	7.3	Conceptual Thinking	8.1	7.6	Long Range Planning
9.6	7.9	Attitude Toward Others	8.1	6.9	Meeting Standards
9.6	7.8	Freedom From Prejudices	8.1	7.2	Taking Responsibility
9.6	7.9	Sensitivity To Others	8.0	7.3	Consistency And Reliability
9.6	8.1	Empathetic Outlook	8.0	7.4	Self Confidence
9.4	7.3	Results Orientation	8.0	7.3	Job Ethic
9.4	7.9	Leading Others	7.9	7.6	Realistic Personal Goal Setting
9.4	7.7	Evaluating What Is Said	7.9	7.3	Sense Of Mission
9.4	7.7	Accurate Listening	7.9	7.4	Self Management
9.3	7.6	Integrative Ability	7.8	7.1	Role Awareness
9.2	8.0	Following Directions	7.6	7.5	Quality Orientation
9.2	8.3	Theoretical Problem Solving	7.6	7.1	Internal Self Control
9.2	8.0	Attention To Detail	7.5	6.7	Self Assessment
9.2	7.5	Accountability For Others	7.5	6.9	Initiative
9.2	8.2	Realistic Goal Setting For Others	7.4	7.3	Sense of Self
9.2	7.9	Conveying Role Value	7.4	7.2	Persistence
9.2	8.1	Understanding Motivational Needs	7.3	7.4	Handling Rejection
9.2	8.0	Respect For Policies	7.2	7.1	Personal Drive
9.2	8.2	Respect For Property	7.2	6.9	Self Direction
9.2	7.8	Systems Judgment	6.5	7.1	Role Confidence
9.2	8.0	Material Possessions			
9.1	7.9	Emotional Control			
9.0	7.7	Realistic Expectations			
8.9	7.6	Using Common Sense			
8.8	7.5	Sense Of Timing			
8.8	8.0	Practical Thinking			
8.7	7.0	Intuitive Decision Making			
8.7	7.4	Developing Others			
8.6	7.3	Project Scheduling			
8.5	7.5	Problem Solving			
8.5	7.8	Relating To Others			
8.4	7.4	Project And Goal Focus			
8.4	7.4	Goal Directedness			
8.4	7.9	Proactive Thinking			
8.4	8.1	Self Improvement			
8.3	7.6	Status And Recognition			
8.3	7.7	Sense Of Belonging			
8.3	7.4	Enjoyment Of The Job			
8.2	7.3	Surrendering Control			



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For consulting and coaching

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