



TTI Personal Talent Skills Inventory®

Coaching Report



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INTRODUCTION

Research suggests that the most effective people are those who understand themselves, both their strengths and weaknesses, so they can develop strategies to meet the demands of their environment.

An individual's talents and personal skills are a fundamental and integral part of who they are.

In this report we are measuring three dimensions of thought. They are:

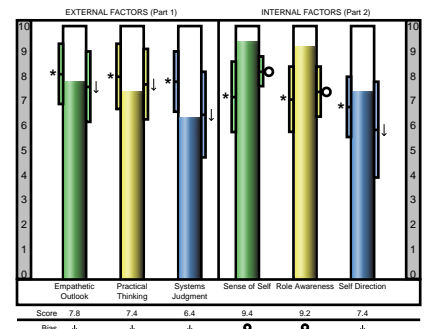
- Intrinsic - People
- Extrinsic - Tasks or things
- Systemic - Systems

This report analyzes talents; that is, a person's ability to do things. Is the report 100% true? Yes, no and maybe. As you review your report, please determine which items are job related. This will give you insight as to where to begin development.



This is how Gina sees the world around her. This view measures her clarity and understanding of people, tasks and systems. It could also be looked at in terms of feeling, doing and thinking from an external standpoint. The statements below are based primarily on the 3 dimensions on the left side of the dimensional balance page and are in a random order.

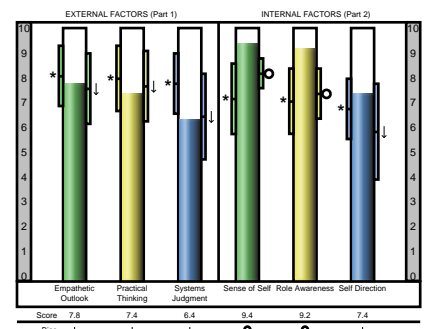
- Gina would benefit from asking the reason for certain rules or systems, to better understand them.
- She could benefit from making a conscious effort to develop better two-way communication with authority figures.
- She should practice better balance between the value placed on others and activities compared to structure or systems.
- She would benefit from gaining a clearer understanding of people and activities.
- Gina likes to be a part of the process of getting things done together with others.
- She performs best in positions with hands-on management.
- She needs an atmosphere that has a clear structure and a well-defined chain of command.
- She tends to view processes and systems as flexible guidelines for others.
- Gina will enjoy an environment in which contributions are recognized, properly rewarded, and appreciated.





This is how Gina sees herself. This view measures her clarity and understanding of herself, her roles in life and her direction for the future. The internal dimensions are a reflection of her from both personal and professional viewpoints. The statements below are based primarily on the 3 dimensions on the right side of the dimensional balance page and are in a random order.

- Gina is confident in her abilities to perform and fulfill her roles and responsibilities.
- She sees the future as a process of discovery, rather than being clear-cut and definite.
- She uses her understanding of herself and her roles to overcome difficult situations.
- She is open to future possibilities and opportunities.
- Gina shows a strong and equally developed focus on who she is and her life roles.
- She is not strict about concepts or images that guide her forward and shape her future.
- She is more concerned about what is happening in the present than with planning a clear and definite future.
- She is flexible about her long term future which should help her to take advantage of the best opportunities.
- Gina does not have a strong appreciation for planning her future.





SUMMARY OF STRENGTHS AND 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

- SELF ASSESSMENT
- SENSE OF SELF
- ENJOYMENT OF THE JOB
- ROLE AWARENESS
- INTERNAL SELF CONTROL

Weaknesses

- EVALUATING WHAT IS SAID
- FOLLOWING DIRECTIONS
- CONCRETE ORGANIZATION
- REALISTIC EXPECTATIONS
- RESPECT FOR POLICIES



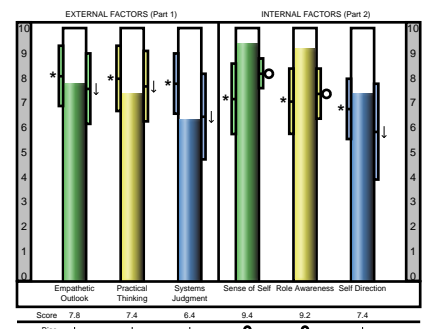
Self Assessment is the ability to practically and objectively identify personal management strengths and weaknesses. This is the ability to take the skills and techniques gained in evaluating external situations and applying them to the evaluation of own performance and abilities.

Possible Strengths:

- A good observer of others.
- Admits mistakes and accepts constructive criticism but seeks to learn from them.
- Allows other people to excel in their areas of competency.

Continuous Development:

- Be gracious about compliments and accept them with good humor.
- Be open and encouraging with other people about their strengths.
- Be proactive about pursuing training opportunities.





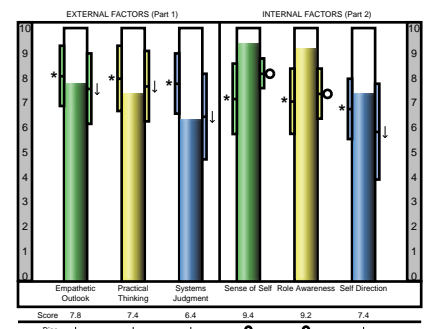
Sense of Self is the ability to realize and appreciate one's unique self-worth. An individual bases these feelings on internal factors, as opposed to external ones. This internal feeling of value allows a person to appreciate oneself based not only on what he or she does, what role he or she occupies or what success is attained, but also on how an individual judges him/herself based on who that individual knows him/herself to be inside. This could also be considered the level of "self acceptance". It is the difference between loving oneself for who he or she is, or basing that self love on what others think of the individual or external achievements or successes.

Possible Strengths:

- Has a strong intuitive understanding of and belief in her or his own value.
- Recognizes the impact subcultures have on him or her, but chooses to consciously accept or reject that influence.
- Able to manage and subdue feelings of insecurity or envy in himself or herself.

Continuous Development:

- Don't blame others for mistakes or hold grudges.
- Go down the path of continuous learning.
- Accept limitations and work consciously and diligently toward expanding them.





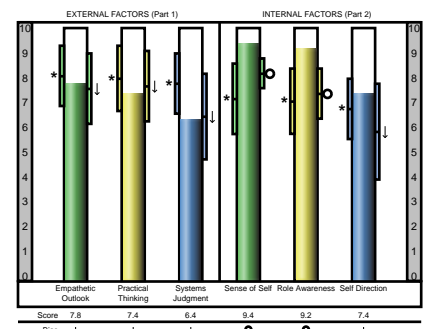
Enjoyment of the Job is the feeling that a job is both fulfilling and rewarding and that it has a positive and useful benefit.

Possible Strengths:

- Has the basic skills required for the job.
- Has sufficient self-confidence to handle changes or new requirements in the job.
- Has had good experience in the position or similar positions.

Continuous Development:

- Train someone new.
- Find ways to do the job more intelligently and efficiently.
- Set exciting goals.





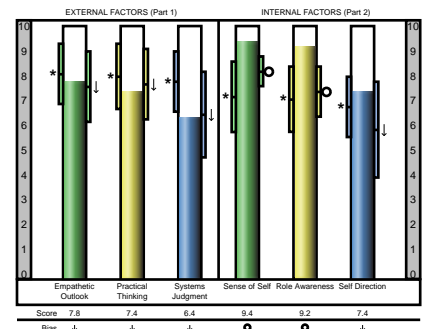
Role Awareness is the ability to be aware of one's role in the world or within a given environment. This is the ability to understand the expectations placed on a position and to clearly see how those expectations are to be met.

Possible Strengths:

- Confident enough in role to take decisive action in uncertain situations.
- Attentive to both stated and unstated demands and expectations.
- Confident in the ability to meet expectations with a clearly defined path toward success.

Continuous Development:

- Keep key managers and team members posted on projects.
- Make sure timelines are established for accomplishing any task.
- Help others verbalize their expectations.





Internal Self Control is a measure of an individual's self-composure in difficult situations: does the individual think and act objectively, or does the individual behave impulsively and emotionally? If the individual thinks and acts objectively and calmly, he or she will be much more likely to manage a difficult situation effectively, finding a solution that benefits everyone.

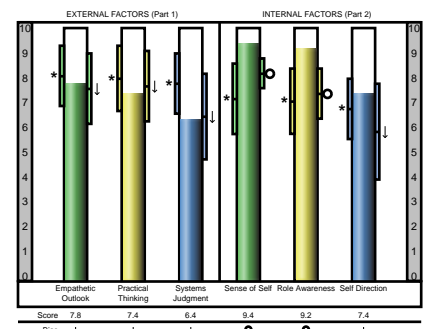
This is an individual's ability to maintain a steady and controlled level of internal emotion in a stressful or emotionally charged situation. Although it directly affects self-composure in a difficult situation, this capacity is more of an examination of the tendency a person has to allow the external environment's level of stress to affect one's internal levels. If 'Internal Self Control' deals with an ability to keep outside emotions out, 'Emotional Control' deals with keeping internal emotions in.

Possible Strengths:

- Able to appropriately handle an emotional employee, an argument in a staff meeting, or a confrontational client.
- Able to place emotions aside to handle a situation logically.

Continuous Development:

- Find people with similar roles or responsibilities and brainstorm on issues.
- Determine when a discussion has become too intense and suggest regrouping.





Critical to the ability to Accurate Listening is the positive appreciation of other people, their opinions and a positive approach to problem solving-being open to whatever solution may present itself as the most effective, depending on the situation.

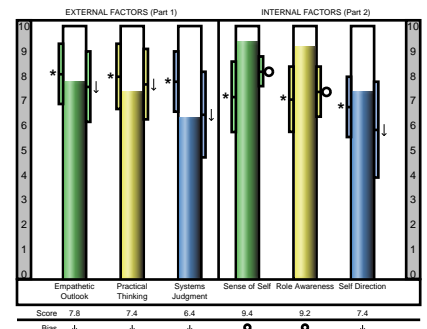
This is based on a person's openness to people and a willingness to hear what the other person is saying, and not what the person thinks they should say.

Possible Limitations:

- May perceive what they want based on pre-judged opinions.
- May be more focused on what is thought to be important by self than what others think is important.
- May talk too much.

Developmental Suggestions:

- Never do more than 50% of the talking.
- Focus on what the other person is saying or showing is important.
- Seek balance in dialog.





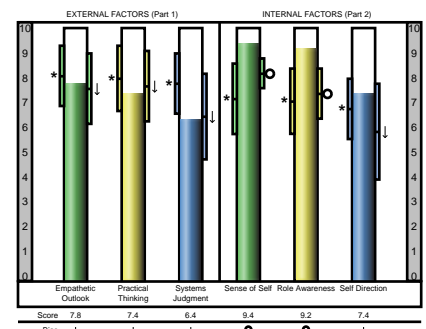
Following Directions is an individual's ability to effectively hear, understand and follow directions or instructions. It is the willingness to postpone making personal decisions, or taking action, until one has openly listened to what they are being asked to do. Don't judge whether this assumption is right or wrong. Whether the person may in fact be perfectly capable of accomplishing the goal with no external instruction is irrelevant here. A low score in this area simply indicates a person's tendency to discount outside instructions and rely on their own innate abilities, regardless of competency.

Possible Limitations:

- May have difficulty completing a task according to the directions.
- May discount outside instructions.
- May not listen to the entire set of instructions.

Developmental Suggestions:

- Realize the structures have been put in place for business reasons.
- Recognize that while your thoughts are valuable, other people's are too.
- Make a written checklist for key instructions.





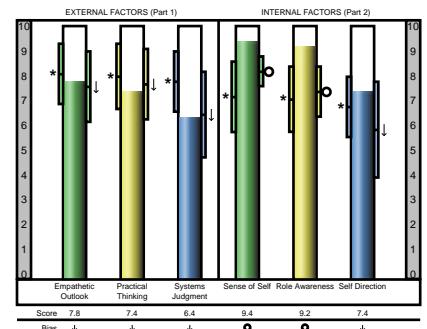
Concrete Organization is an individual's ability to understand the immediate, concrete needs of a situation and to establish an effective action plan for meeting those needs. This capacity deals primarily with a person's ability to properly allocate resources to accomplish a goal or plan. These resources 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 Limitations:

- May have difficulty identifying separate relevant components of a situation.
- May have difficulty determining the course of action needed to meet goals.
- May have difficulty prioritizing and/or reprioritizing.

Developmental Suggestions:

- Don't procrastinate.
- Use only one good calendar tool.
- Keep a single "to do" list.





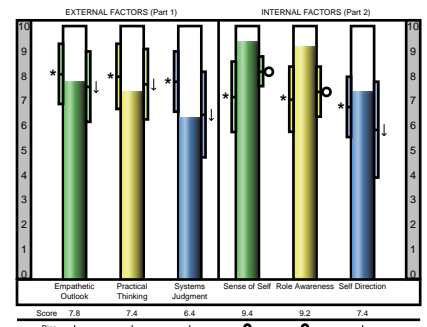
Realistic Expectations is the ability to have expectations of others that can realistically be met. These standards can be either in quality of production or quality of performance and are based on a balance of one's understanding of the environment and the people in it.

Possible Limitations:

- May not accurately judge other people's capabilities.
- Expects people to perform to a pre-established level.

Developmental Suggestions:

- Use assessment tools to determine a person's needs, interests and abilities.
- Communicate with employees and team members-ask what their own internal expectations are.
- Set up team building sessions to better understand employees and team members.





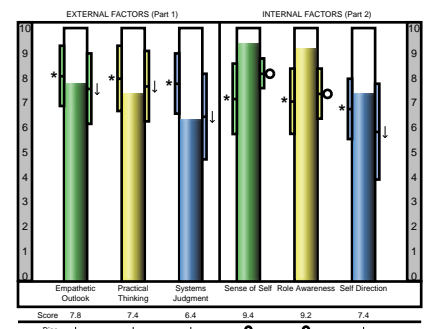
Respect for Policies is the ability to see and appreciate the value of conducting business affairs according to the intent of company policies and standards without necessarily having to agree with them completely.

Possible Limitations:

- May not have a clear understanding of the function of rules.
- May feel free to ignore or break the rules.
- May look at policies as only guidelines.

Developmental Suggestions:

- Make a point to read and learn the company policy manual.
- Think of policies as laws, not just guidelines.
- Use policy documentation as a checklist when completing critical assignments.

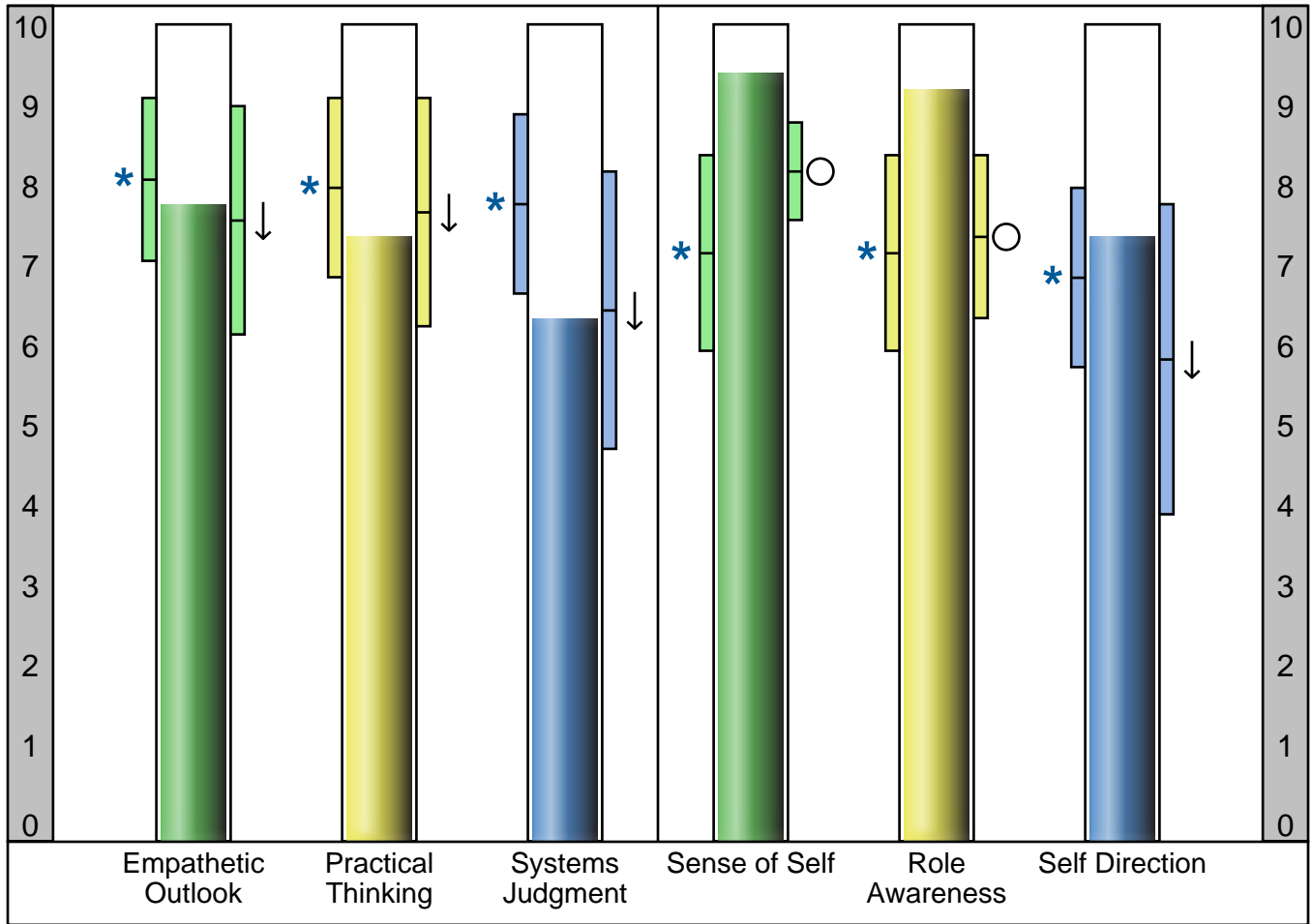




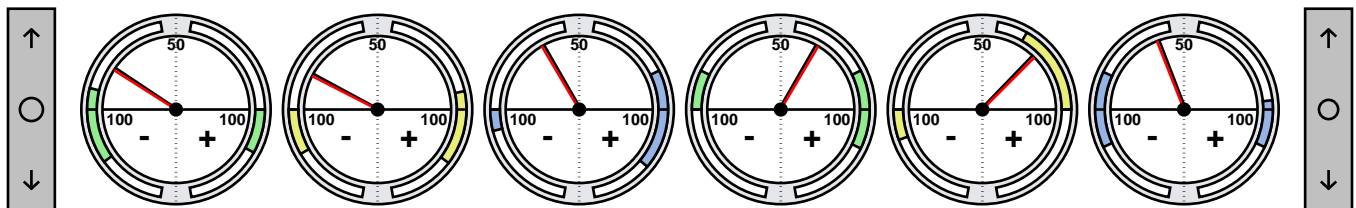
* Population mean
↑ Overvaluation
○ Neutral valuation
↓ Undervaluation

EXTERNAL FACTORS (Part 1)

INTERNAL FACTORS (Part 2)



Score 7.8 7.4 6.4 9.4 9.2 7.4
Bias ↓ ↓ ↓ ○ ○ ↓



Rev: 0.82-0.96



CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
9.7	6.7	Self Assessment	6.9	7.1	Personal Drive
9.4	7.3	Sense of Self	6.8	7.7	Evaluating Others
9.4	8.1	Self Improvement	6.8	7.6	Integrative Ability
9.4	7.4	Enjoyment of the Job	6.7	7.4	Developing Others
9.2	7.1	Role Awareness	6.7	7.6	Long Range Planning
8.8	7.1	Internal Self Control	6.7	8.2	Respect for Property
8.7	7.1	Role Confidence	6.6	7.3	Results Orientation
8.6	7.8	Relating to Others	6.6	7.0	Handling Stress
8.3	7.6	Status and Recognition	6.4	7.3	Surrendering Control
8.2	7.4	Self Confidence	6.4	7.6	Using Common Sense
8.2	7.5	Quality Orientation	6.4	7.8	Systems Judgment
8.2	7.2	Persistence	6.3	8.3	Theoretical Problem Solving
8.1	7.5	Accountability for Others	6.2	7.3	Conceptual Thinking
8.1	7.9	Conveying Role Value	6.1	7.4	Project and Goal Focus
8.1	7.8	Persuading Others	6.1	7.9	Correcting Others
7.9	8.2	Realistic Goal Setting for Others	6.1	7.7	Evaluating What is Said
7.9	7.4	Handling Rejection	5.9	8.0	Following Directions
7.8	7.3	Consistency and Reliability	5.9	7.6	Concrete Organization
7.8	7.3	Job Ethic	5.9	7.7	Realistic Expectations
7.8	6.9	Initiative	5.9	8.0	Respect for Policies
7.8	7.5	Sense of Timing			
7.8	8.1	Empathetic Outlook			
7.8	7.7	Sense of Belonging			
7.6	7.1	Gaining Commitment			
7.6	8.1	Understanding Motivational Needs			
7.5	7.6	Realistic Personal Goal Setting			
7.5	7.3	Sense of Mission			
7.5	7.4	Self Management			
7.4	7.0	Balanced Decision Making			
7.4	6.9	Self Direction			
7.4	8.0	Practical Thinking			
7.3	7.9	Attitude Toward Others			
7.3	7.8	Freedom from Prejudices			
7.3	7.9	Leading Others			
7.3	7.9	Sensitivity to Others			
7.3	8.1	Personal Relationships			
7.2	7.0	Intuitive Decision Making			
7.2	7.2	Personal Accountability			
7.2	7.3	Project Scheduling			
7.2	7.5	Problem Solving			
7.2	6.9	Meeting Standards			
7.2	8.0	Material Possessions			
7.2	7.2	Taking Responsibility			
7.1	7.9	Proactive Thinking			
7.1	7.9	Emotional Control			
7.1	7.8	Monitoring Others			
7.0	8.0	Attention to Detail			



CORE SKILLS LIST

For consulting and coaching

Score	Mean	Description	Score	Mean	Description
8.1	7.5	Accountability for Others	6.6	7.3	Results Orientation
7.0	8.0	Attention to Detail	9.2	7.1	Role Awareness
7.3	7.9	Attitude Toward Others	8.7	7.1	Role Confidence
7.4	7.0	Balanced Decision Making	9.7	6.7	Self Assessment
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