

Date: Sep 24, 2005



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Leadership Self-Development Full

Introduction

The following report is designed to help guide you in your exploration of whether or not you wish to pursue leadership roles.

Please print a copy of this report for yourself, so that you can have a hard copy for future reference!

As you read this report, you will see descriptions of how your traits compare to others who would have been both successful in leadership roles and found them rewarding. The report is divided into various behavioral areas and within each you will find tips provided to help you develop your skills in that area. If you find that there are several areas where your traits do not particularly match up well with typical leadership traits, it may be an indication that you might find leadership roles to be overly stressful and less rewarding over time. It is your choice to make and this information is provided to assist you in deciding whether or not you feel leadership roles will be rewarding for you.

(Note: This report is completely confidential and is not available to anyone else. Also note that this report represents only one of many different components that make up job performance and satisfaction. It is important to consider other components such as your attitudes, work experience, training, skills, etc.)

Team Orientation

- You typically enjoy competing which can help you stay motivated to succeed
- In many leadership roles, your purpose is to motivate and manage others to be successful; this can be frustrating for you if you in turn are not being recognized for your own efforts and success
- You may find yourself inadvertently competing with your own team members rather than collaborating with them and allowing them to have the spotlight

Tip: Make sure that you have activities outside of work that allow you to compete with others. This will provide an outlet for your competitive nature.

Tip: Recognize that leadership roles demand that you motivate and inspire others rather than taking the spotlight. This may be difficult for you, but it is necessary to create a team atmosphere for your team members.

Decision Making

- You are moderately comfortable making decisions
- Unpopular decisions or ones that require confrontation with others will be more difficult and may

be stressful

Tip: Recognize that leaders have a job to do and that tough decisions may not be the popular ones. Remember that there is a difference between being popular and doing the right thing.

Feedback and Follow Up

- Compared to other successful leaders, you may have more difficulty planning and attending to details which usually means you may have difficulty following through
- You tend to be more reactive than proactive in your style and may have difficulty keeping track of the details necessary to provide solid feedback to your team

Tip: Your reactive nature will make it difficult to keep up with the many details you need for giving appropriate feedback to employees and following through with projects. It is important that you find a time management system that works for you and that you recognize the critical details that you must capture during the day. Team members and management will be depending on you to keep track of what is going on in order to provide others with feedback.

Tip: Always keep a small pad of paper of some kind with you and write down the details from conversations you have during the day, so that you don't forget them. Later in the day or early in the morning, you can refer to those notes and be more effective with your follow through.

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Conflict Management

- You are comfortable with a moderate level of confrontation
- Conflicts that are highly confrontational will be more uncomfortable for you to deal with

Tip: When situations are highly charged or confrontational, recognize that it will be more stressful for you to deal with; take extra time to prepare and get the facts in order to know what you want to accomplish, so that you will be better prepared for some of the confrontational questions you may encounter from others.

Motivating Others

- You tend to be more reserved than most people in leadership roles
- Typically you have the ability to listen while others are talking

Tip: While it may be easy for you to feel motivated to do your job, others will look to you to provide them with enthusiasm and motivation. Providing the outward enthusiasm can be uncomfortable and stressful for you. It is important for you to consciously and genuinely interact with your team members during the day. Others appreciate being recognized and having the personal interaction to know if they are doing their jobs well and will often appreciate being asked to provide their ideas.

Problem Solving

- You generally solve problems in the same amount of time as the majority of the population which can be helpful when communicating with your team
- You generally learn new information at the same speed as the majority of the population

Tip: If you are faced with a highly complex problem, it can be beneficial to sit down with some of your peers or team members and brainstorm a solution. This not only gives you an outlet for thinking through the solution, but also encourages others to learn to solve similar problems in the future.

Planning and Organizing

- You tend to have loose time management and organizational skills which may cause you to lose track of important details
- In leadership positions, your reactive nature may make it difficult and stressful to deal with the many details and responsibilities for prioritizing work for yourself and your team

Tip: It will be very important for you to find a time management system that works for you and will enable you to keep track of the many details you will have to work with each day.

Tip: Schedule extra time at the beginning and at the end of the day to catch up with detailed paperwork that can get overlooked during the day.

Consistency

- You tend to be moderately consistent when it comes to following rules, HR policies and in checking your work area
- You are also able to be flexible and adapt to situations that require quick change or modification

Tip: Be aware that those situations that require you to be highly structured and consistent for long periods of time will be stressful for you.

Note: This report represents only a small part of the factors that can be helpful in determining job performance. It is not designed to specifically recommend or not recommend any individual for

employment and the ultimate employment decision rests with the Employer.

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