



EXCELLENCE FOR LEARNING™

Administrator Version



**Abigail Administrator
Administrator
5-5-2011**



Bringing Awareness
ABC Co. Ltd.
789 Street
Springfield, USA
800-555-5555



Behavioral 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.

This report analyzes your behavioral style, that is, your manner of doing things. Is the report 100% true? Yes, no and maybe. We are only measuring behavior. We only report statements which are true for you and areas of behavior in which you show tendencies. Delete any statement from this report that you feel doesn't apply after checking with a friend or colleague to see if it is a blind spot in your behavior.

This report is not intended to be a complete evaluation of a person and is not conclusive by itself, but is indicative of a person's behavioral tendencies. The report provides information on a person, not as a basis for discrimination in any form. The report doesn't measure intelligence or job skills; it measures behavioral tendencies. TTI is not liable for the use or misuse of the report or any purported damages which may occur from its implementation. The expressed intent of the report is to help people understand themselves better and develop better interpersonal relationships.

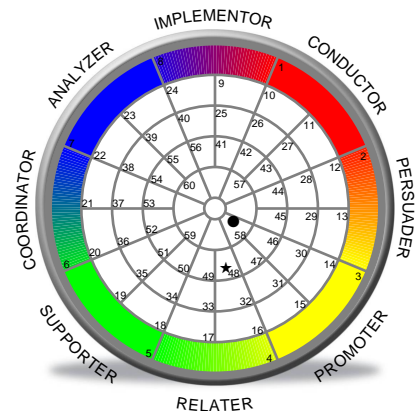


Based on Abigail's responses, the report has selected general statements to provide you with a broad understanding of her work style. These statements identify the basic natural behavior that she brings to the job. That is, if left on her own, these statements identify HOW SHE WOULD CHOOSE TO DO THE JOB. Use the general characteristics to gain a better understanding of Abigail's natural behavior.

Abigail is very enthusiastic and usually slow to anger. She wants to know what others think of her. She is very gregarious and sociable. She will be seen as a good mixer both on or off the job. She seeks popularity and social recognition. She likes to deal with people in a favorable social environment. Abigail has a strong ego and usually projects this ego in friendly terms. She can be seen as a person of good will. She can be very flexible and diplomatic when the situation calls for it. Her goal is to have and make many friends. Abigail is good at creating enthusiasm in others. She is a team player and desires acceptance as a member of the team. She likes to get results through others. She, because of high standards, is sensitive to criticism of her work.

Abigail is good at solving problems that deal with people. Sometimes she will seek the quick and simple decision. Because of her trust and willing acceptance of people, she may misjudge the abilities of others. She prefers not disciplining people. Decisions are made after gathering facts and supportive data. She is quickly aroused and highly excited by what influences her. She likes to be involved in the decision-making process. She may be inconsistent in disciplining others.

Abigail will know many people. She has a tendency to be a name dropper. She is always concerned with other people's feelings and thoughts. She is very positive in her approach to dealing with others. She is comfortable with most people and can be quite informal and relaxed with them. Abigail can be very intense and may not always fit

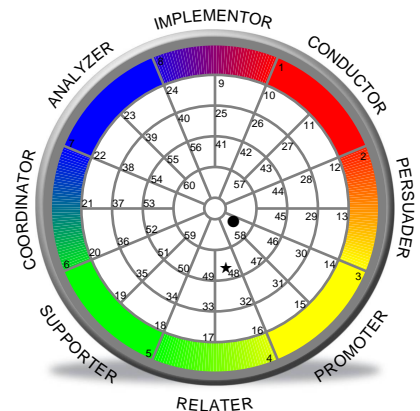




GENERAL CHARACTERISTICS

Abigail Administrator

the intensity to the situation. She judges others by their verbal skills and warmth. She is a conscientious person who persuades others through logic and emotion.

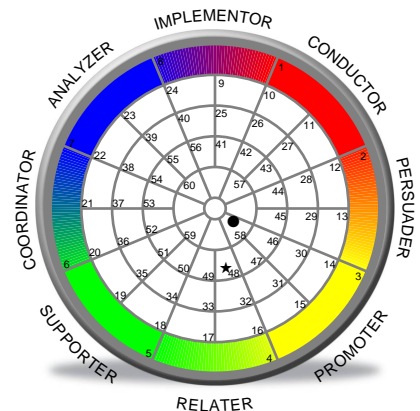


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This section of the report identifies the specific talents and behavior Abigail brings to the job. By looking at these statements, one can identify her role in the organization. By identifying Abigail's talent, the organization can develop a system to capitalize on her particular value to the organization and make her an integral part of the team.

- Deadline conscious.
- Creative problem-solving.
- Accomplishes goals through people.
- Verbalizes with her feelings.
- Negotiates conflicts.
- Ability to handle many activities.
- Builds confidence in others.
- Optimistic and enthusiastic.
- Team player.



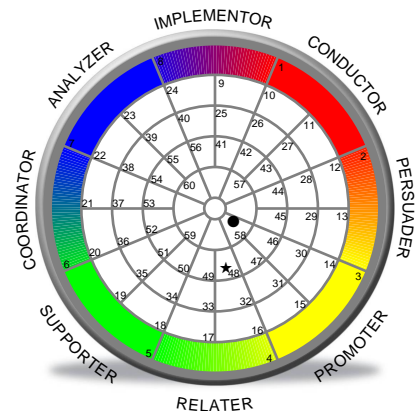


EFFECTIVE COMMUNICATION IDEAS

Most people are aware of and sensitive to the ways with which they like to be communicated. Many people find this section to be extremely accurate and important. Read each statement and identify 3 or 4 statements that are most important. Make a list of these and practice using them in your everyday communication with Abigail.

Do:

- Put projects in writing with deadlines.
- Use feeling language when appropriate.
- Leave time for relating, socializing.
- Not deal with details, put them in writing, pin her to modes of action.
- Plan interaction that supports her dreams and intentions.
- Talk about her, her goals and opinions she finds stimulating.
- Read the body language for approval or disapproval.
- Use her jargon.
- Provide testimonials from people she sees as important.
- Provide a warm and friendly environment.
- Be specific and leave nothing to chance.

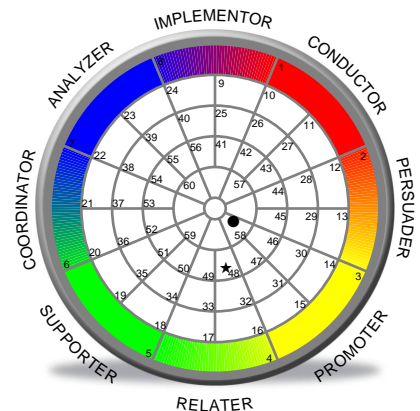




This section of the report is a list of things NOT to do while communicating with Abigail. Use it as follows: Read each statement and identify those methods of communication that result in frustration or reduced performance. By sharing this information, both parties can negotiate a communication system that is mutually agreeable.

Don't:

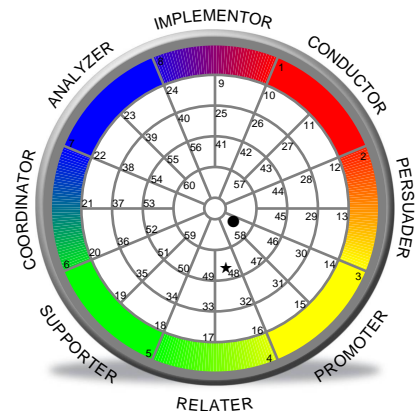
- Forget to follow up.
- Talk too slow or dwell on details to excess.
- Talk down to her.
- Be curt, cold, or tight-lipped.
- Be dogmatic.
- Drive on to facts and figures, alternatives, abstractions.
- Take credit for her ideas.
- Legislate or muffle - don't overcontrol the conversation.
- Waste time trying to be impersonal, judgmental, or too task-oriented.
- Kid around too much, or "stick to the agenda" too much.
- Leave decisions hanging in the air.





This section gives general information on behavior that Abigail deems necessary to be successful on the job. One should read this section and determine if the behavior described is job related. If the behavior is not job-related, Abigail does not understand the behavior required to be successful in the job.

- Flexibility.
- Being conservative, not competitive, in nature.
- Undemanding of others' time and attention.
- Positive, outgoing, friendly behavior.
- Being cordial and helpful when dealing with new clients or customers.
- Contacting people using a variety of modes.
- Using restraint when confrontation occurs.
- Preferring people involvement over task focus.
- Presenting a practical, proven approach to decision-making.
- Being cooperative and supportive.
- Making tactful decisions.

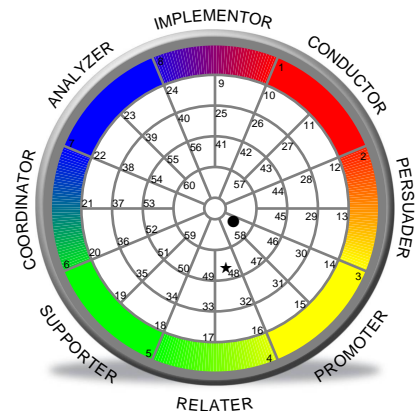




This section of the report was produced by analyzing Abigail's wants. People are motivated by the things they want, thus: wants that are satisfied no longer motivate. Analyze each statement produced in this section and highlight those that are present "wants."

Abigail wants:

- Peace and harmony.
- A secure future.
- Freedom from conflict and confrontation.
- Flattery, praise, popularity, and strokes.
- Public recognition of her ideas and results.
- Freedom from control and detail.
- Time to think and plan.
- A administrator who practices participative management.
- Participation in meetings on future planning.
- Freedom to talk and participate on the team.
- A leader to follow and one who sets good examples.
- A support system to do the detail work.

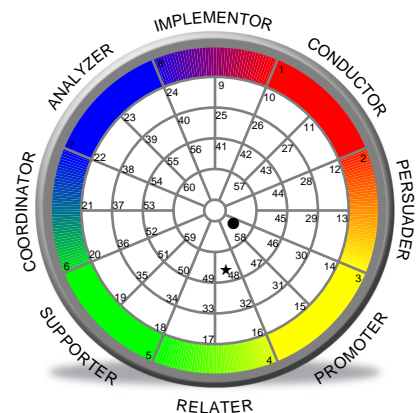




In this section are some needs which must be met in order for Abigail to perform at an optimum level. Some needs can be met by herself, while management must provide for others. It is very difficult for a person to enter a motivational environment when that person's basic management needs have not been fulfilled. Go over the list and identify 3 or 4 statements that are most important to her. This allows Abigail to participate in forming her own personal management plan.

Abigail needs:

- To focus conversations on work activities - less socializing.
- To mask emotions when appropriate.
- Vacations or periods of reduced activity level.
- Annual physicals.
- Better organization of record keeping.
- Deadlines for completion of work.
- More logical presentations - less emotional.
- People to work and associate with.
- Help on controlling time and setting priorities.
- Objectivity when dealing with people because of her high trust level.
- To maintain focus on results and not sacrifice productivity just to make everyone happy.
- Participatory management.
- To be informed of things which affect her.

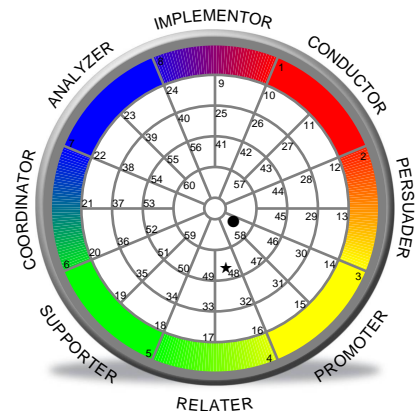




PREFERRED WORK ENVIRONMENT

This section of the report identifies the ideal work environment based on Abigail's basic style. People with limited flexibility will find themselves uncomfortable working in any job not described in this section. A person with flexibility uses intelligence to modify their behavior and can be comfortable in many environments. Use this section to identify specific duties and responsibilities that Abigail enjoys and also those that create frustration.

- Freedom of movement.
- Democratic administrator with whom she can associate.
- Freedom from long, detailed reports.
- New products and new ideas to work on.
- Assignments with a high degree of people contacts.

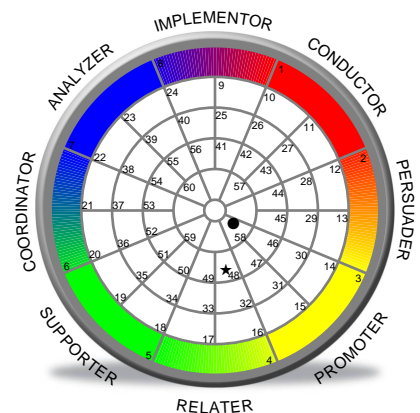




AREAS FOR PERSONAL DEVELOPMENT

Your behavioral work style may or may not be compatible with job demands. Each administrator brings his/her own strengths and weaknesses to the job. This section allows you to analyze your strengths and weaknesses. Read and share these statements. Develop a plan to minimize your weaknesses. Remember, a strength can become a weakness if it is overextended.

- STRENGTH - Optimistic communications style. WEAKNESS - May be talking when she should be listening.
- STRENGTH - Value people over things. WEAKNESS - Have difficulty planning and controlling time if people are involved.
- STRENGTH - People oriented. WEAKNESS - Unrealistic in appraising teachers - tends to trust people indiscriminately.
- STRENGTH - Good interpersonal relationship skills. WEAKNESS - May be too lenient and have trouble disciplining.





Abigail Administrator

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MOST

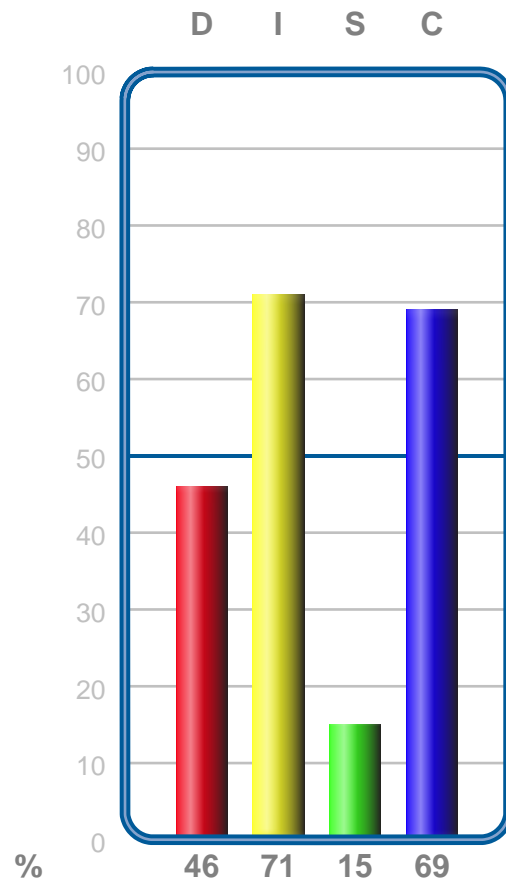
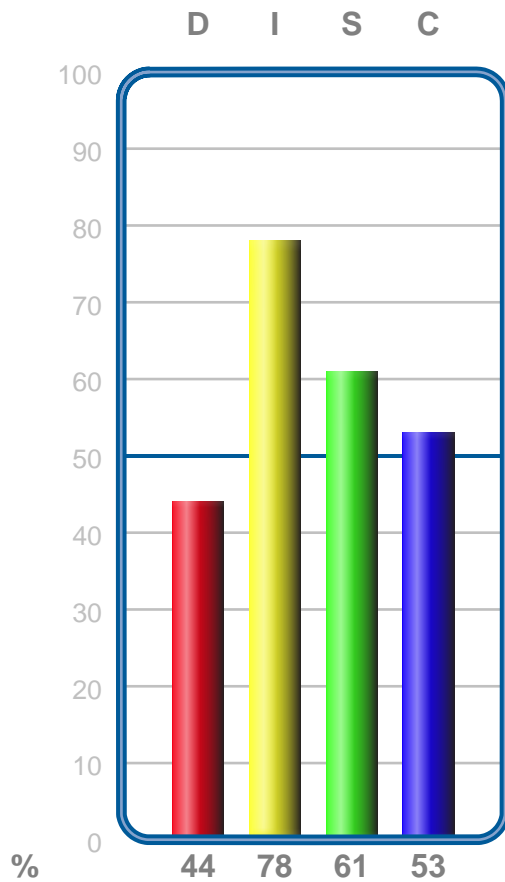
Graph I

Adapted Style

LEAST

Graph II

Natural Style



Norm 2009



The Success Insights® Wheel is a powerful tool popularized in Europe. In addition to the text you have received about your behavioral style, the Wheel adds a visual representation that allows you to:

- View your natural behavioral style (circle).
- View your adapted behavioral style (star).
- Note the degree you are adapting your behavior.
- If you filled out the Work Environment Analysis, view the relationship of your behavior to your job.

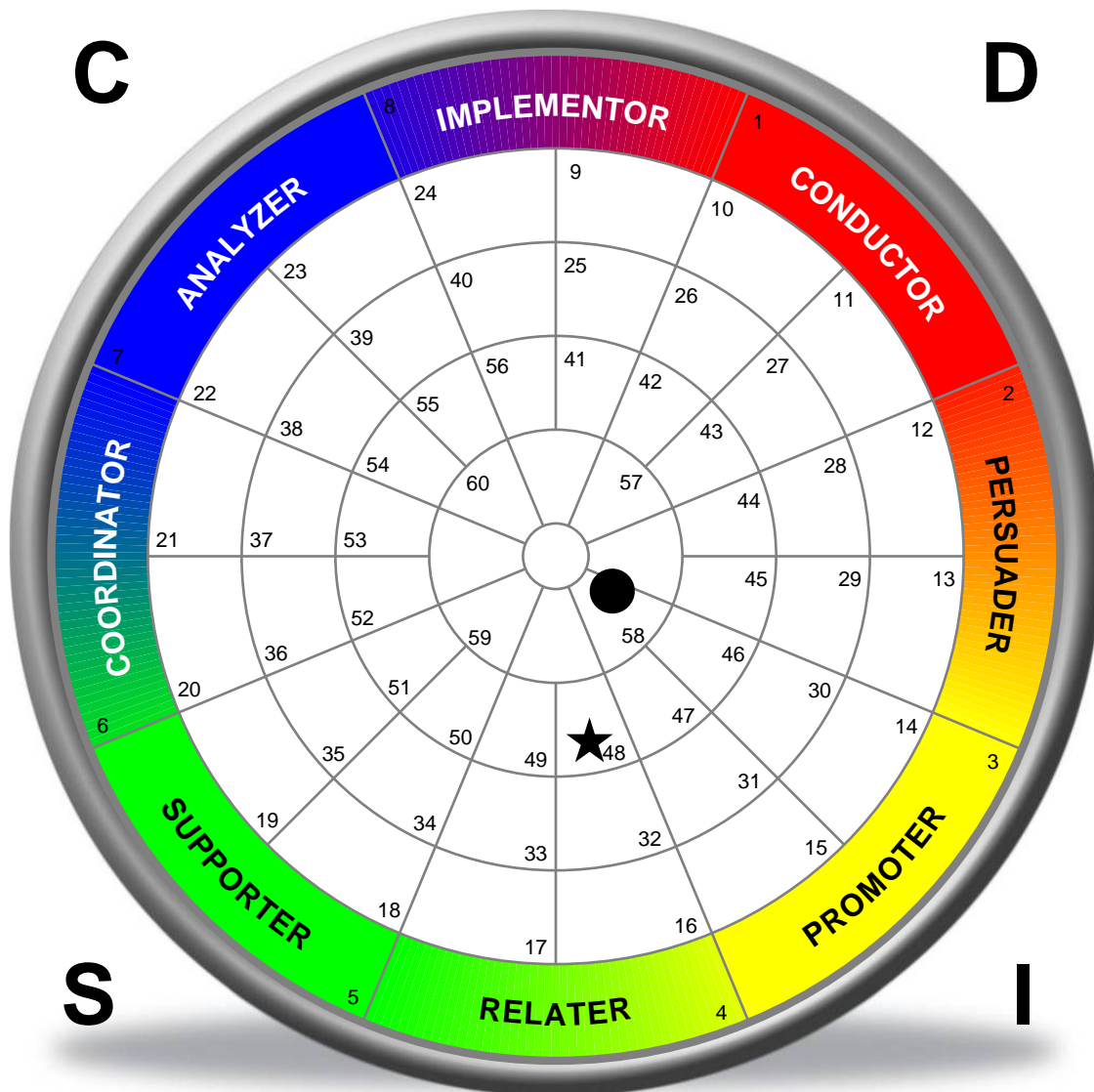
Notice on the next page that your Natural style (circle) and your Adapted style (star) are plotted on the Wheel. If they are plotted in different boxes, then you are adapting your behavior. The further the two plotting points are from each other, the more you are adapting your behavior.

If you are part of a group or team who also took the behavioral assessment, it would be advantageous to get together, using each person's Wheel, and make a master Wheel that contains each person's Natural and Adapted style. This allows you to quickly see where conflict can occur. You will also be able to identify where communication, understanding and appreciation can be increased.



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Adapted: ★ (48) PROMOTING RELATER (ACROSS)
 Natural: ● (58) ANALYZING PROMOTER (ACROSS)

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