Personal Talent Skills Inventory®
Personal Skills 23 Version

Mark Sample
Sales Representative
Sample Co.
5-30-2013

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company

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.

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Mark Sample

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World View

This is how Mark sees the world around him. This view measures his 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.

- Mark needs an atmosphere that has structure and a defined chain of command.

- He needs an environment in which contributions are recognized, properly rewarded, and appreciated.

- He may bend or work outside of the rules to accomplish the end goal.

- He performs best in an atmosphere where there is an open exchange of ideas and where feedback is readily available.

- Mark needs to listen to others carefully, not only for the content of what they are saying, but how they feel and how the information can be applied in a practical sense.

- He understands how to deal with ideas, knowledge, and systems.

- He may benefit from improving his relationships with authority figures.

- He has the ability to become action-oriented in order to complete the task at hand.

- Mark has an opportunity for growth by gaining a better understanding of current activities, roles and responsibilities.

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Self View

This is how Mark sees himself. This view measures his clarity and understanding of himself, his roles in life and his direction for the future. The internal dimensions are a reflection of him 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.

- Mark should continuously challenge himself in order to continue to grow.

- He could get into a comfort zone which could restrict him from developing or applying more of his potential.

- He may have an understanding of who he is, what his roles are, and how they apply to the future, but still has potential for growth in these areas.

- He has achieved a moderate level of self-understanding.

- Mark may benefit from developing a clear set of goals for the future.

- He tends to have a balanced understanding of himself, his roles and his future development.

- He may focus on gaining information to clearly envision himself in the future.

- He has a grasp of his actual and potential accomplishments, life roles and activities.

- Mark may call upon his inner strength when needed to get through a situation.

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Personal Skills Hierarchy

Your unique hierarchy of personal skills is key to your success. Knowing what they are is essential to reaching your goals. The graphs below rank your personal skills from top to bottom.

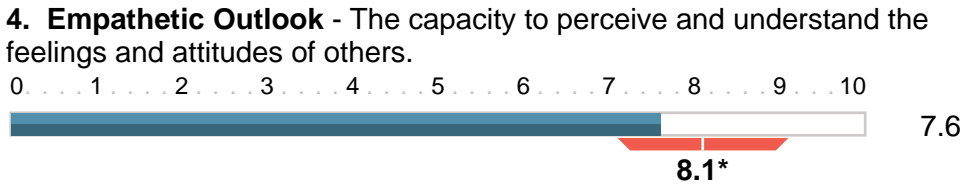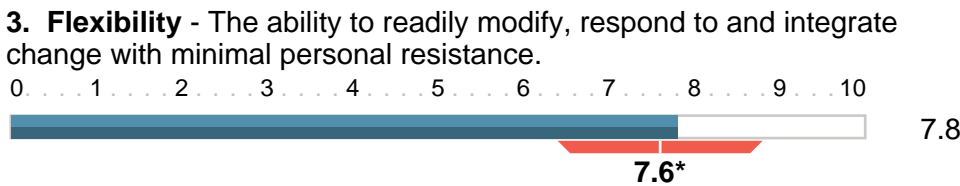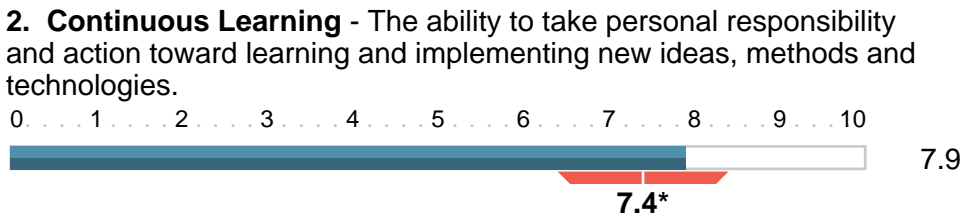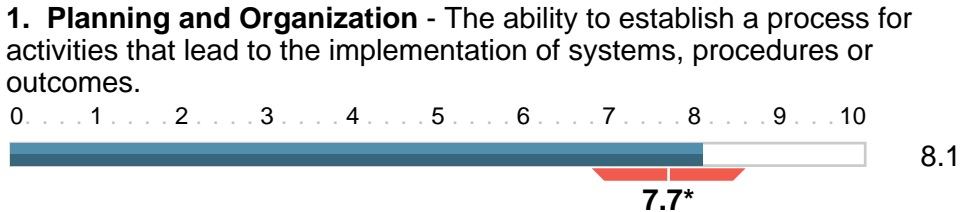**1. Planning and Organization** - The ability to establish a process for activities that lead to the implementation of systems, procedures or outcomes.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . 10

7.7* 8.1

2. Continuous Learning - The ability to take personal responsibility and action toward learning and implementing new ideas, methods and technologies.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . 10

7.4* 7.9

3. Flexibility - The ability to readily modify, respond to and integrate change with minimal personal resistance.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . 10

7.6* 7.8

4. Empathetic Outlook - The capacity to perceive and understand the feelings and attitudes of others.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . 10

8.1* 7.6

5. Goal Achievement - The overall ability to set, pursue and attain achievable goals, regardless of obstacles or circumstances.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . 10

7.4* 7.5

6. Problem Solving - The ability to identify key components of a problem to formulate a solution or solutions.

0 . . . . 1 . . . . 2 . . . . 3 . . . . 4 . . . . 5 . . . . 6 . . . . 7 . . . . 8 . . . . 9 . . . 10

7.5* 7.5

Rev: 0.89-0.84
* 68% of the population falls within the shaded area.

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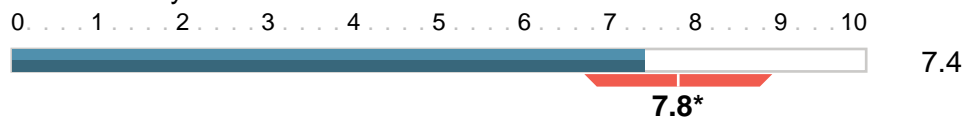
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Personal Skills Hierarchy

**7. Interpersonal Skills** - The ability to interact with others in a positive manner.

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0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10
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7.4
7.9*
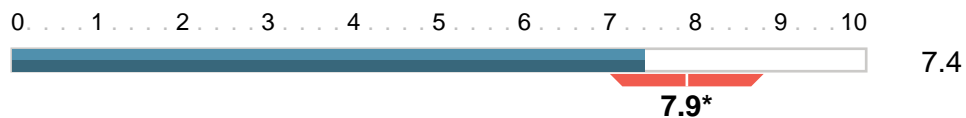
8. Conflict Management - The ability to resolve different points of view constructively.

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0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10
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7.4
7.8*

9. Self Management - The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.

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0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10
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7.3
7.4*
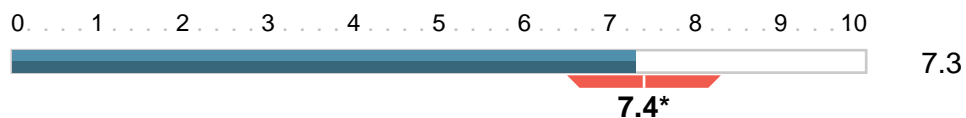
10. Customer Focus - A commitment to customer satisfaction.

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0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10
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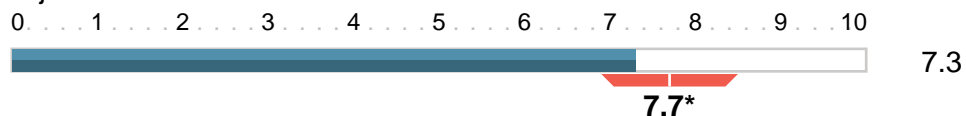7.3
7.9*
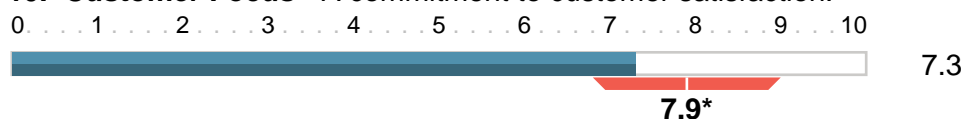
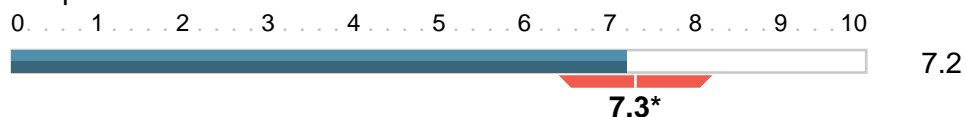**11. Influencing Others** - The ability to personally affect others' actions, decisions, opinions or thinking.

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0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10
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7.3
7.7*

12. Resiliency - The ability to quickly recover from adversity.

```
0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10
```
7.3
7.2*

13. Teamwork - The ability to cooperate with others to meet objectives.

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0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10
```
7.3
7.7*

14. Results Orientation - The ability to identify actions necessary to complete tasks and obtain results.

```
0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10
```
7.2
7.3*

* 68% of the population falls within the shaded area.

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Personal Skills Hierarchy

15. Diplomacy And Tact - The ability to treat others fairly, regardless of personal biases or beliefs.

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10

7.1

7.6*
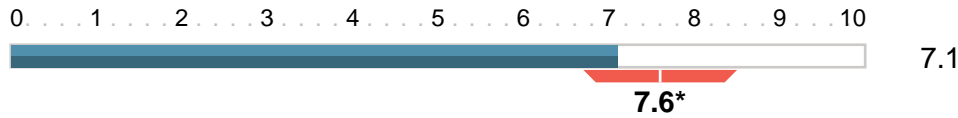
16. Objective Listening - The ability to listen to many points of view without bias.

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10

7.1

7.7*

17. Leading Others - The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10

7.1

7.9*
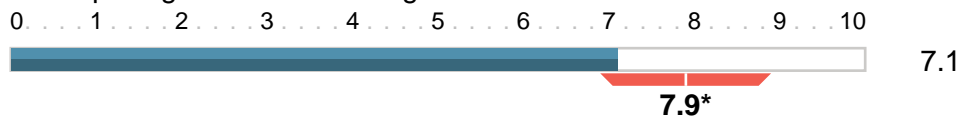
18. Decision Making - The ability to analyze all aspects of a situation to gain thorough insight to make decisions.

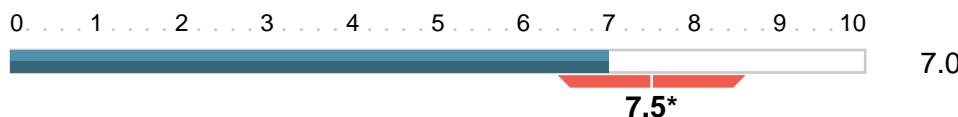0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10

7.0

7.4*
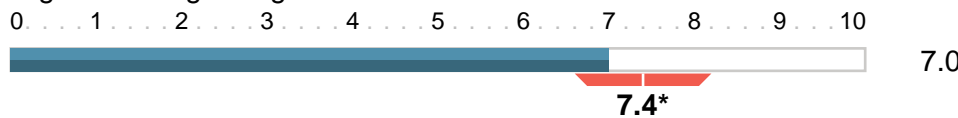
19. Personal Accountability - A measure of the capacity to be answerable for personal actions.

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10

7.0

7.2*
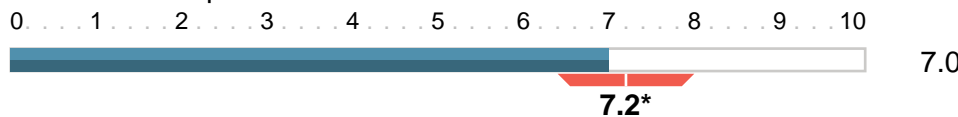
20. Developing Others - The ability to contribute to the growth and development of others.

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7.0

7.4*
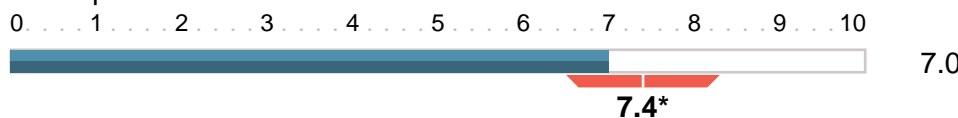
21. Accountability for Others - The ability to take responsibility for others' actions.

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10

7.0

7.5*

22. Conceptual Thinking - The ability to analyze hypothetical situations or abstract concepts to compile insight.

0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10

6.9

7.3*

* 68% of the population falls within the shaded area.

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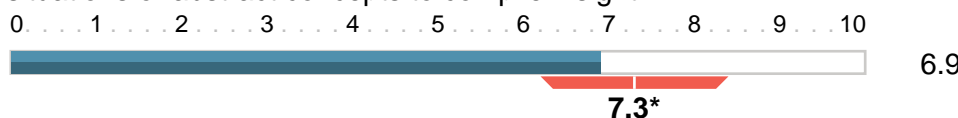
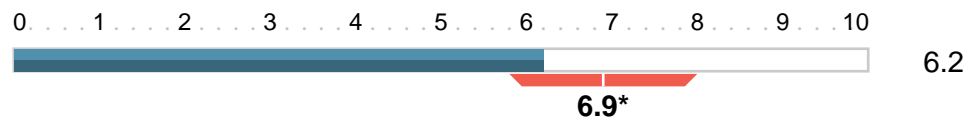# Personal Skills Hierarchy

23. Self Starting - The ability to initiate and sustain momentum without external stimulation.

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0 . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7 . . . 8 . . . 9 . . . 10
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6.2

6.9*

* 68% of the population falls within the shaded area.

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Dimensional Balance For Consulting and Coaching

★ Population mean
↑ Overvaluation
O Neutral valuation
↓ Undervaluation

EXTERNAL FACTORS (Part 1)

INTERNAL FACTORS (Part 2)

	Empathetic Outlook	Practical Thinking	Systems Judgment	Sense of Self	Role Awareness	Self Direction
Score	7.6	8.4	7.6	7.4	6.2	7.2
Bias	↓	↓	↑	↓	O	↑
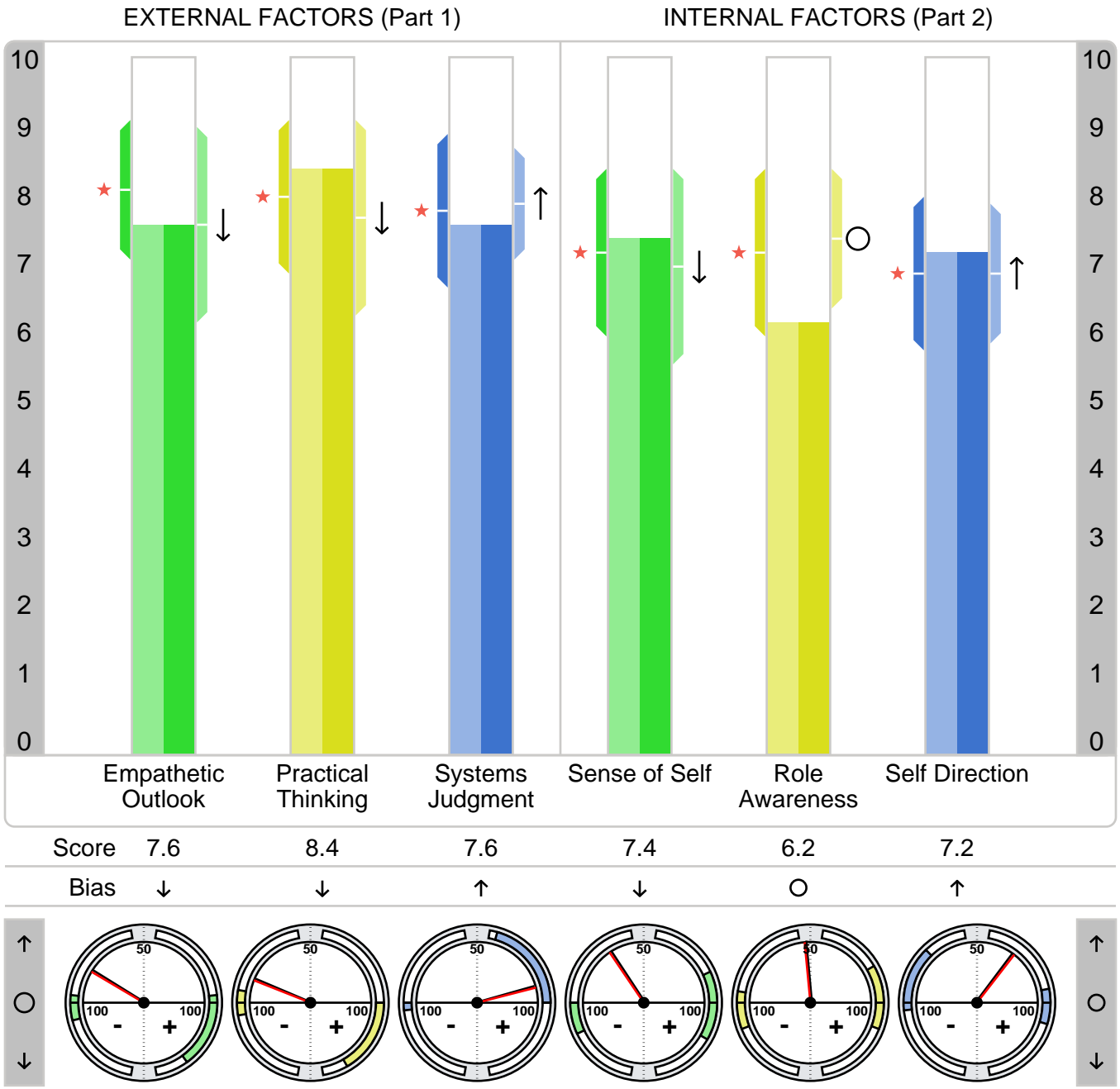
Rev: 0.89-0.84

Category Breakdown For Consulting and Coaching

Accountability for Others

Conceptual Thinking

Conflict Management
- Correcting Others
- Problem Solving
- Sensitivity to Others

Continuous Learning
- Self Improvement
- Personal Drive

Customer Focus
- Evaluating What is Said
- Empathetic Outlook
- Freedom from Prejudices

Decision Making
- Conceptual Thinking
- Theoretical Problem Solving
- Role Confidence
- Balanced Decision Making

Developing Others

Diplomacy and Tact
- Empathetic Outlook
- Balanced Decision Making
- Freedom from Prejudices

Empathetic Outlook

Flexibility
- Surrendering Control
- Integrative Ability
- Understanding Motivational Needs

Goal Achievement
- Results Orientation
- Realistic Personal Goal Setting
- Project and Goal Focus
- Persistence

Influencing Others
- Conveying Role Value
- Gaining Commitment
- Understanding Motivational Needs

Interpersonal Skills
- Evaluating Others
- Personal Relationships
- Persuading Others

Leading Others

Personal Accountability

Objective Listening
- Evaluating What is Said

Planning and Organization
- Long Range Planning
- Concrete Organization
- Proactive Thinking

Problem Solving

Resiliency
- Persistence
- Handling Rejection
- Initiative

Results Orientation

Self Management

Self-Starting Ability
- Initiative

Teamwork
- Surrendering Control
- Relating to Others
- Sense of Belonging
- Sensitivity to Others

Core Skills List For Consulting and Coaching

Score	Mean	Description
8.7	7.9	Proactive Thinking
8.5	7.6	Using Common Sense
8.4	8.2	Realistic Goal Setting for Others
8.4	8.1	Self Improvement
8.4	8.0	Practical Thinking
8.3	7.4	Handling Rejection
8.1	8.0	Following Directions
8.1	8.1	Understanding Motivational Needs
8.1	7.6	Long Range Planning
8.1	8.0	Respect for Policies
8.0	7.6	Integrative Ability
8.0	7.8	Persuading Others
7.8	8.3	Theoretical Problem Solving
7.8	7.6	Realistic Personal Goal Setting
7.7	8.0	Attention to Detail
7.7	7.4	Project and Goal Focus
7.7	7.1	Personal Drive
7.6	7.9	Correcting Others
7.6	8.1	Empathetic Outlook
7.6	7.8	Systems Judgment
7.6	8.0	Material Possessions
7.5	7.6	Concrete Organization
7.5	7.7	Realistic Expectations
7.5	7.5	Problem Solving
7.5	7.9	Emotional Control
7.5	7.8	Relating to Others
7.5	7.8	Monitoring Others
7.4	7.3	Surrendering Control
7.4	7.4	Self Confidence
7.4	7.9	Conveying Role Value
7.4	7.3	Sense of Self
7.4	7.1	Internal Self Control
7.4	7.3	Sense of Mission
7.3	7.2	Persistence
7.3	7.6	Status and Recognition
7.3	7.7	Sense of Belonging
7.3	7.4	Self Management
7.2	7.3	Consistency and Reliability
7.2	7.3	Results Orientation
7.2	7.0	Handling Stress
7.2	7.7	Evaluating Others

Score	Mean	Description
7.2	7.3	Job Ethic
7.2	6.9	Self Direction
7.1	7.9	Attitude Toward Others
7.1	7.8	Freedom from Prejudices
7.1	7.9	Leading Others
7.1	7.9	Sensitivity to Others
7.1	7.7	Evaluating What is Said
7.1	8.1	Personal Relationships
7.0	7.2	Personal Accountability
7.0	7.5	Accountability for Others
7.0	7.4	Developing Others
7.0	7.2	Taking Responsibility
6.9	7.3	Conceptual Thinking
6.9	7.3	Project Scheduling
6.9	7.5	Quality Orientation
6.8	7.0	Intuitive Decision Making
6.8	7.5	Sense of Timing
6.7	7.1	Role Confidence
6.6	7.0	Balanced Decision Making
6.5	7.1	Gaining Commitment
6.5	6.9	Meeting Standards
6.4	6.7	Self Assessment
6.4	7.4	Enjoyment of the Job
6.2	6.9	Initiative
6.2	7.1	Role Awareness

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Score	Mean	Description
7.0	7.5	Accountability for Others
7.7	8.0	Attention to Detail
7.1	7.9	Attitude Toward Others
6.6	7.0	Balanced Decision Making
6.9	7.3	Conceptual Thinking
7.5	7.6	Concrete Organization
7.2	7.3	Consistency and Reliability
7.4	7.9	Conveying Role Value
7.6	7.9	Correcting Others
7.0	7.4	Developing Others
7.5	7.9	Emotional Control
7.6	8.1	Empathetic Outlook
6.4	7.4	Enjoyment of the Job
7.2	7.7	Evaluating Others
7.1	7.7	Evaluating What is Said
8.1	8.0	Following Directions
7.1	7.8	Freedom from Prejudices
6.5	7.1	Gaining Commitment
8.3	7.4	Handling Rejection
7.2	7.0	Handling Stress
6.2	6.9	Initiative
8.0	7.6	Integrative Ability
7.4	7.1	Internal Self Control
6.8	7.0	Intuitive Decision Making
7.2	7.3	Job Ethic
7.1	7.9	Leading Others
8.1	7.6	Long Range Planning
7.6	8.0	Material Possessions
6.5	6.9	Meeting Standards
7.5	7.8	Monitoring Others
7.3	7.2	Persistence
7.0	7.2	Personal Accountability
7.7	7.1	Personal Drive
7.1	8.1	Personal Relationships
8.0	7.8	Persuading Others
8.4	8.0	Practical Thinking
8.7	7.9	Proactive Thinking
7.5	7.5	Problem Solving
7.7	7.4	Project and Goal Focus
6.9	7.3	Project Scheduling
6.9	7.5	Quality Orientation

Score	Mean	Description
7.5	7.7	Realistic Expectations
8.4	8.2	Realistic Goal Setting for Others
7.8	7.6	Realistic Personal Goal Setting
7.5	7.8	Relating to Others
8.1	8.0	Respect for Policies
7.2	7.3	Results Orientation
6.2	7.1	Role Awareness
6.7	7.1	Role Confidence
6.4	6.7	Self Assessment
7.4	7.4	Self Confidence
7.2	6.9	Self Direction
8.4	8.1	Self Improvement
7.3	7.4	Self Management
7.3	7.7	Sense of Belonging
7.4	7.3	Sense of Mission
7.4	7.3	Sense of Self
6.8	7.5	Sense of Timing
7.1	7.9	Sensitivity to Others
7.3	7.6	Status and Recognition
7.4	7.3	Surrendering Control
7.6	7.8	Systems Judgment
7.0	7.2	Taking Responsibility
7.8	8.3	Theoretical Problem Solving
8.1	8.1	Understanding Motivational Needs
8.5	7.6	Using Common Sense