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PREVUE
Corporate Coach tm

Examinee : - **CYNTHIA WILLIAM**
Company: - ABC Industries
Date: - February 14, 2010

COACH - FACILITATOR'S DEVELOPMENT GUIDE

CONTENTS:

- **TOTAL PERSON DESCRIPTION**
- **INDIVIDUAL CHARACTERISTICS**
- **APPROACH TO WORK**
- **ACTION PLAN**

CONFIDENTIAL

SAMPLE REPORT

UNDERSTANDING THIS REPORT

■ THE PURPOSE OF THIS REPORT:

The Prevue Corporate Coach report provides information that will assist a coach, manager, or facilitator in understanding the examinee's unique profile. It can also assist the examinee in better understanding themselves and their approach to the job and to the work environment. The report provides insight into the examinee's personality and a wide range of important work related characteristics. It is intended to assist in the coach-client relationship by providing the starting point for a meaningful discussion about the examinee's values, needs, and objectives. Further, the report should assist the Coach to ask pertinent questions and provide relative feedback and ideas that are custom tailored for the individual. Our goal is to assist you in helping the examinee to develop greater effectiveness on the job and increasing their overall job satisfaction.

■ WHERE DOES THE INFORMATION IN THIS REPORT COME FROM?

The information in this report is derived from the examinee's responses to the Prevue Corporate Coach Assessment. This assessment is comprised of the personality and interest inventories from the validated and reliable ICES Plus Assessment test, a psychometric test battery developed in the early 1990's by View Assessments International under the direction of Dr. David Bartram, one of the world's leading psychometricians. The ICES Plus Assessment is the cornerstone of a number of respected and established employment and vocational assessments. These products have been used to assess more than one million people in North America alone.

■ RECOMMENDATION:

We ask that you review this assessment carefully. In the Coaching session ask the examinee to discuss the report, especially areas in which they are in disagreement (if any). Listen more than talk. Ask open ended questions and encourage interactive dialog. **Make certain the examinee attends the interview with a completed action plan.**

■ DEVELOPMENT PROGRAM:

Attached to this report please find a blank "Action Plan" with space for listing three areas for improvement. Listed below is a link to the Corporate Coach workbook. Select three things that, after reading this report, and reviewing the examinee's job description, you feel should be addressed to improve their performance at work and increase their overall value to the organization. At the conclusion of the interview combine your action plan with that of the examinee. Discuss target dates and develop a commitment contract. Follow-up often to ensure that goals are achieved.

■ SUCCESS DISCOVERY PROCESS WORKBOOK

Go to www.analyst-link.net - click on SDP Workbook - select workbook #21

Total Person Description

Cynthia Williams

Ms. Williams is greatly interested in things and information, and only moderately interested in people. This average social interest means that working in a group and working alone are equally appealing for her. She would more likely enjoy working with statistics and accounts, and may have an interest in mathematics. At the same time, she has a strong preference for mechanics and likes using tools or machinery. Regarding computer tasks, she is best suited to the impersonal, data-related work required for spreadsheets, ledgers, and databases.

Ms. Williams is competitive and moderately assertive. While she may be a strong team player, she still enjoys individual recognition. Her leadership style is marked by persuasion and encouragement, with emphasis on cooperation. In non-threatening situations and with people she knows well, Cynthia Williams can be quite outspoken and will vigorously promote her own ideas. On the whole, she prefers to avoid rather than confront conflict, choosing tact and diplomacy to maintain harmony in the workplace. She is equally comfortable being either a team member or a decision-maker.

Cynthia Williams is reasonably well-organized, tidy, and accountable. Although she prefers to work in a structured environment, she is flexible and can be innovative if necessary. She prefers the status quo to change for change's sake. However, she can adapt quite readily and is not an obsessive planner. As long as changes are not seen as arbitrary or radical, she can cope with new developments. Ms. Williams can tolerate a relatively constant flow of routine tasks and still deal well with the occasional novelty.

Cynthia Williams is easygoing and companionable, but her need for attention also varies with her mood and the circumstances. With familiar people, she will be conversational and outgoing, and sometimes she seeks to be the center of their attention. At other times, she would rather work anonymously. Her desires for privacy and for company are evenly balanced. As a team member, she will contribute readily, but she needs time alone to reflect on her efforts and plan her offerings. Most often, Ms. Williams will work unobtrusively, without drawing attention to herself or her efforts. She is not bored by routine tasks but she prefers some variety.

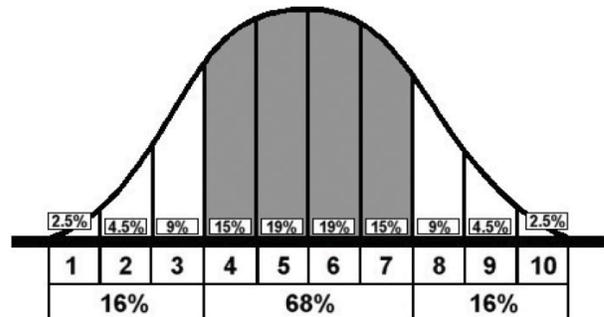
Usually calm and unruffled, Ms. Williams will be upset by prolonged stress or exceedingly demanding tasks. In these conditions, she will be irritable, although she will strive to regain her composure. Because she finds it difficult to trust others, she is easily embarrassed. She is particularly sensitive to anyone trying to take advantage of her. She may take setbacks personally. Because of these attitudes, she may not be objective and rational if involved in a personal dispute. She will likely worry about the demands of a high pressure job. She will be tense when stressed and may find it hard to unwind after the work day ends.

The components of this Total Person Description are graphically displayed on the next page.

Total Person Description

Cynthia Williams

The assessment scores collected from a large sample of the population, when graphed, produce a bell shaped curve as shown in the diagram to the right. The bell curve can be divided into ten equally wide dimensions called standard tenths or stens. The 1 to 10 scoring scale is used throughout the Prevue Corporate Coach Assessment. Approximately 16% of the population will have sten scores in the 1-3 ranges and 16% in the 8-10 ranges. The other 68% will score in the middle ranges 4-7.



Motivation/Interests

	1	2	3	4	5	6	7	8	9	10	
Working with People				4							High
Working with Data								8			High
Working with Things								8			High

Personality

	1	2	3	4	5	6	7	8	9	10	
Diplomatic						6					Independent
Cooperative						6					Competitive
Submissive					5						Assertive
Spontaneous					5						Conscientious
Innovative					5						Conventional
Reactive					5						Organized
Introvert				4							Extrovert
Self-Sufficient				4							Group-Oriented
Reserved					5						Outgoing
Emotional			3								Stable
Restless				4							Poised
Excitable			3								Relaxed
Frank						6					Social Desirability

Each of the personality and interest dimensions displayed above are examined in more detail in the next section of the report that describes Cynthia Williams's Individual Characteristics.

Individual Characteristics

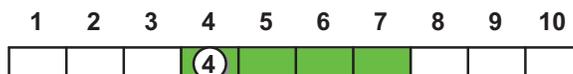
Cynthia Williams

This section of the report provides more detailed information on each of the interests and personality dimensions shown on the preceding graph. First is a review of Ms. Williams's responses to three recognized interest scales, working with people, working with data and working with things. This is followed by an examination of twelve personality dimensions which are based on four established major personality scales, independence, conscientiousness, extroversion and stability (ICES). These major scales provide a measure of the overall structure of personality. Each of the major scales is supported by two related minor scales that provide a richer description of personality. The examination of the personality scales is followed by a social desirability scale which checks for consistency in the responses to the questions in the personality section. For more information on the origin and development of the interests and personality scales, see www.prevueassessments.com.

Working With People

Cynthia Williams will prefer tasks that require less work with people. While she would not avoid contact with others, she is inclined to downplay interpersonal relations. This below-average interest in people is a positive factor for solitary work and remote social contact. If key tasks require face-to-face contact with people, developing her mild interest in others would increase her job satisfaction.

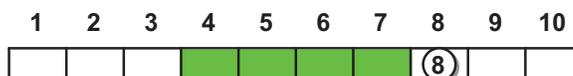
COACH'S TIP: You may want to explore how Cynthia Williams perceives work. She may view social contact at work as less important than solitary effort. If so, coaching might be as simple as helping her to appreciate personal contact as a vital part of her job. You may want to model social interest to encourage this in Ms. Williams. If it is necessary to promote more interest in people, Cynthia Williams could be advised to study group dynamics, body language, and active listening.



Working With Data

Ms. Williams is greatly interested in working with data in any form: figures, symbols, statistics, or accounts. Information for her is likely to be a vital, living entity which she understands and appreciates. Given her strong motivation, she will generally prefer tasks that are information-based. She will likely be systematic in scheduling, managing paperwork, and maintaining records.

COACH'S TIP: While her conspicuous interest in data provides an excellent basis for many business tasks, Ms. Williams might occasionally overdo information collection. This can result in information overload for the rest of the team. You might want to work with her to do a detailed, functional analysis of her position. Your joint purpose would be to identify where her enthusiasm for data could be used to advantage and where it should be secondary to other interests.



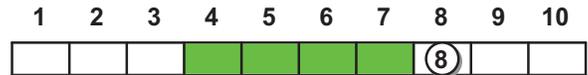
Individual Characteristics

Cynthia Williams

Working With Things

Cynthia Williams is greatly interested in work that involves inanimate objects such as machinery, electronic devices, tools, and equipment. She will likely take a hands-on approach to designing, managing or working with things. With her strong preference for work with objects, she will doubtlessly apply herself vigorously to new technology.

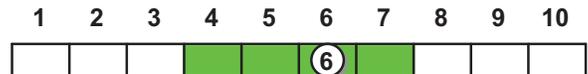
COACH'S TIP: Although Ms. Williams's interest in working with tools and equipment is advantageous in many situations, you might want to ensure that she puts her mechanical faculty to good use without letting this motivation unduly influence her business goals.



Diplomatic / Independent

Cynthia Williams shows nearly equal drive to achieve personal goals and team goals. She may occasionally be argumentative when advancing her own point of view, but will usually maintain team spirit and team effort. She will get things done while respecting the needs of those around her. Although she is ambitious, she is still considerate and therefore entirely competent if she applies the right trait at the right time.

COACH'S TIP: Because Ms. Williams can be hard-driving and determined, you might choose to focus training on goal setting to ensure the most effective use of her will to win. Considering that she might follow company policy to the extent of avoiding ad hoc solutions, you might also recommend training in structured problem-solving because this emphasizes autonomous thought or action within a defined framework.



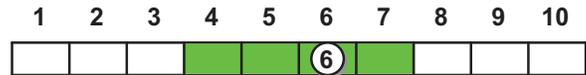
Individual Characteristics

Cynthia Williams

Cooperative / Competitive

Cynthia Williams expresses herself as a mildly competitive person who strives for success while preserving accord within the group. For the most part, she will balance her own achievements with the need to maintain helpful relationships with others. Although she is somewhat ambitious and may enjoy being a front runner, her will-to-win almost never interferes with corporate goals.

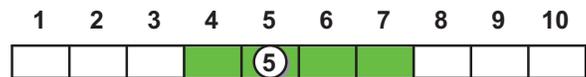
COACH'S TIP: You might consider a detailed discussion of personality profiles to make Ms. Williams more aware of her competitive and cooperative traits and how these compare with the general population and those of her team. Given her good blend of these traits, she may only need temporary support if particular projects require either a high level of collaboration or single-minded determination to win.



Submissive / Assertive

Cynthia Williams tends to be somewhat reserved and willing to compromise. While she will not promote herself or her ideas forcefully, she can be assertive when necessary. With her tact and helpfulness, she is well equipped to deal with personnel issues and her moderate assertiveness makes her a good choice for leadership.

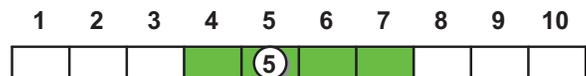
COACH'S TIP: While Ms. Williams may be sufficiently democratic in her views, if a particular assignment calls for extreme tact, you may want to focus on the value of her above-average tendency to compliance. Similarly, if a project calls for strong leadership, you could consider advanced assertiveness training to strengthen her confidence in resolving conflict.



Spontaneous / Conscientious

Cynthia Williams is resourceful and generally keeps within company guidelines. She might work in a meticulous, detailed way, but will prefer adapting to change and "thinking on her feet." Being quite conscientious, she might hesitate to be creative in solving business problems but she is basically spontaneous and will react quickly enough to unusual demands.

COACH'S TIP: You may find that Ms. Williams only needs subtle prompting to do the right things in the right way at the right time.



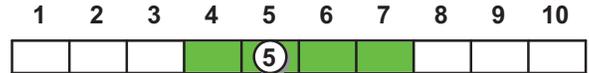
Individual Characteristics

Cynthia Williams

Innovative / Conventional

Ms. Williams is moderately conventional with a balanced approach to change and innovation. Occasionally, she may want to bend the rules or devise a new strategy to meet a deadline or assist a co-worker. This "on the fly" tactic can be productive, but she also uses orthodox methods for more predictable results.

COACH'S TIP: If Ms. Williams works in a highly structured environment, you may want to reinforce the value of due process and the importance of company procedures and policies. Alternatively, if Ms. Williams is in a fast-paced, ever-changing job with few guidelines, you may only need to encourage her penchant for innovation.



Reactive / Organized

Although Cynthia Williams values organization and structure, she generally copes well with change and disruption. Most often she can find the right balance between administrative tasks and professional objectives. While she may prefer to think things through before responding to unforeseen events, she will not drag her feet when a quick reaction is necessary.

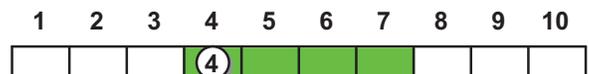
COACH'S TIP: If Ms. Williams's job warrants very fast reactions, you might emphasize flexibility and help her to set priorities so that she can respond even more speedily. Also, if she has key tasks which require intense attention to technicalities, you may want to encourage her to develop her existing organizational skills to a greater level.



Introvert / Extrovert

Cynthia Williams enjoys meeting people but she can also work well alone and she does not need to be the center of attention all the time. While she is usually content with solitary tasks, there will be times when she wants an audience to stimulate and test her ideas.

COACH'S TIP: Ms. Williams's people skills may well be adequate for most interactions but, if she will have to deal with frequent and possibly emotionally-charged meetings, you could consider activities that develop social and verbal skills. For example, a public speaking course might be helpful, as would joining business-related social or sports groups.



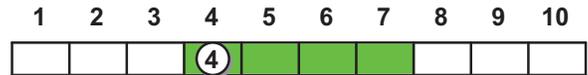
Individual Characteristics

Cynthia Williams

Self-Sufficient / Group-Oriented

Although Cynthia Williams prefers working quietly on her own, she can function reasonably well leading a group in a lively environment. When she sets her own goals for accomplishment, she will probably be more motivated to reach corporate objectives, but she will appreciate the group's recognition of her achievements.

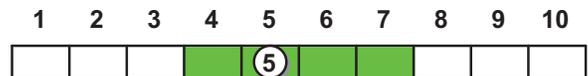
COACH'S TIP: If Ms. Williams usually works with others in an open plan setting, you may find that her average group-orientation can be readily increased by studying group dynamics and role recognition. Similarly, she might benefit from exercises to develop more ability to concentrate in the midst of distractions. Finally, adding more working lunches and informal meetings to her schedule could enhance her people skills.



Reserved / Outgoing

Being nearly equally reserved and outgoing, Cynthia Williams does not need constant social contact but she does enjoy working with others. She will deal well with routine tasks but will want some variety in her work. Reasonably traditional in outlook, she will readily maintain confidentiality and standard etiquette with other employees.

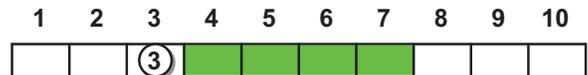
COACH'S TIP: If more forceful leadership is called for, you might want to advise an Outward Bound type of endurance course. Alternatively, if many of Ms. Williams's assignments require restraint and formality, you can readily build on her inclination to be reserved.



Emotional / Stable

Sometimes wary of new people and new situations, Cynthia Williams's latent skepticism can work to her advantage because she is hard to fool. Unfortunately, she may suffer more than others when faced with adversity. While she might seem to take mishaps in stride, she could be hiding her sensitivity.

COACH'S TIP: Ms. Williams may cope well with most on-the-job problems but if she appears to be having difficulty with job stress, you might consider auto-suggestion to build confidence, stress management, and physical exercise to ease tension.



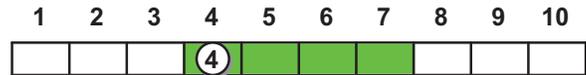
Individual Characteristics

Cynthia Williams

Restless / Poised

Generally composed, Cynthia Williams may be upset by prolonged stress or exceedingly demanding tasks. If involved in a personal dispute, she could find it difficult to remain objective. While these adverse situations may not occur frequently, she should be prepared for them and she will strive to remain rational.

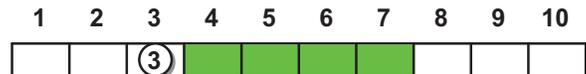
COACH'S TIP: If Ms. Williams seeks your assistance, you might want to suggest courses in stress and anger management. Relaxation techniques, such as breathing exercises which can be done on the job, might also be beneficial.



Excitable / Relaxed

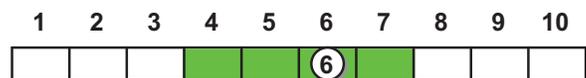
In stressful situations, Cynthia Williams tends to be somewhat anxious and excitable. If others do not share her sense of urgency, she could become suspicious and agitated, but she will strive to keep a business-like attitude. She will work better if she is not exposed to unduly long periods of high pressure.

COACH'S TIP: If Ms. Williams asks for your help to reduce anxiety, you might recommend relaxation techniques, stress management, and trust exercises.



Social Desirability

Ms. Williams describes herself as being well aware of social rules and expectations, and generally conforming to them. She has presented a frank and fair picture of herself in this assessment.



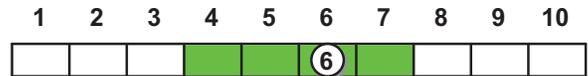
Approach To Work

Cynthia Williams

This section of the Prevue Corporate Coach Report provides information on your response to a number of work related subjects or situations. Each of the Approach to Work scales is derived from one or a composite of the personality scales reviewed in the Total Person and Individual Characteristics sections of this report. The information in this section should provide a better understanding of your natural approach to several significant work situations or requirements that are experienced in various types of employment.

Focus On Work

WORKS TO LIVE (1) VS. LIVES TO WORK (10):- The Focus on Work scale provides information on the importance of work to Ms. Williams.



Some see work as a means to an end while others define themselves by their work. Work is very important to Cynthia Williams but not at the expense of home or family. If conflicts arise between home and work, her personal life will sometimes take priority. Long or irregular working hours could be inconvenient for her. Leading a full social and business life, she may sometimes be overextended but the social skills she develops in her leisure activities should translate well to business.

Approach to New Ventures

CAUTIOUS (1) VS. OPTIMISTIC (10):- This scale distinguishes those who approach new ventures or issues with caution from those who approach new ventures with optimism.



Cynthia Williams is a well-grounded individual who is somewhat given to pessimism. Although she might be uneasy about voicing negative opinion, she would not keep silent about her concerns and will encourage the team to proceed cautiously with new and potentially risky ventures. She recognizes that there are dangers in the business world but it is largely an exciting, rather than hostile, place for her.

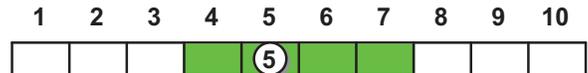
Approach To Work

Cynthia Williams

Leadership Style

DEMOCRATIC (1) VS. COMMANDING (10):- Leadership Style is measured from 1 for those who prefer a nurturing style of leadership to 10 for those who are naturally inclined to a more demanding Leadership Style.

Cynthia Williams is a well-balanced leader with a slight inclination to be the "guide on the side" rather than out in front exhorting the team to follow. When a gentle approach is needed, she will excel as a democratic leader. On the other hand, in a crisis, she can take command and be explicit about what must be done and when.



Preference for Change

LIKES ROUTINE (1) VS. LIKES CHANGE (10):- This scale identifies where Ms. Williams fits in the continuum between a structured environment with a fixed routine and a dynamic fast changing working environment.

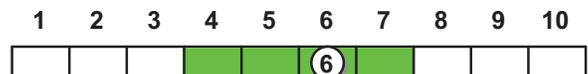
Cynthia Williams prefers tried and tested methods, but she recognizes change is sometimes required and she usually reacts well to rational shifts in personnel or corporate structure. Whenever possible she adapts standard policy for new agenda. If and when there is a clear requirement for it, she will invent new policy. In short, she will not seek change for change's sake or because it is exciting, but rather because it provides a better solution.



Approach to Conflict

FORCEFUL (1) VS. ACCOMMODATING (10):- This scale distinguishes those who are forceful in their approach to conflict from those who avoid conflict by being accommodating.

Cynthia Williams balances accommodation and soft skills with a direct approach to conflict. Because she is fairly sure of herself, she is usually efficient in debate and confrontation and will only occasionally be worn down by the impact of others. In highly-charged, emotional situations, she can switch easily to a moderate, accommodating style of conflict resolution.



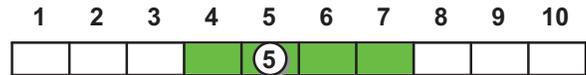
Approach To Work

Cynthia Williams

Compensation Preference

FIXED SALARY (1) VS. COMMISSION/BONUS (10):- The Compensation Preference scale identifies whether Cynthia Williams is more motivated to work by a secure salary or by performance based remuneration.

Cynthia Williams slightly prefers the security of a fixed salary to dependence on bonus or commission, but she will readily agree to a blended package of compensation. She will cope better with events that could adversely impact her profit share if the bulk of her earnings are salary-based. If a sizable portion of her compensation is performance-based, she may need some support to accept this. Her generally careful approach makes her especially competent for projects requiring smooth stewardship.



Approach to Self Promotion

RELUCTANT (1) vs. ASSURED (10):- People who score 1 on this scale are reluctant to put themselves forward while those who score 10 are extremely assured.

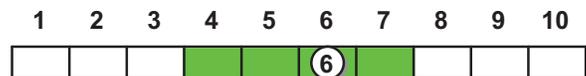
Usually willing to present her own ideas or products, Cynthia Williams has few problems selling herself. When she is reluctant to put herself forward, this hesitation comes not from lack of commitment but more likely from concern about her audience. Thorough preparation and, if necessary, rehearsal would build her confidence and help her to do her best work.



Approach to Risk Taking

CAREFUL (1) vs. DARING (10):- This Approach to Risk scale is measured from 1 for avoidance of risky behavior to 10 for willingness to engage in risk.

Although sometimes tempted by chancy behavior or quick decisions, Cynthia Williams will act appropriately in most situations and expediently in a crisis. She will avoid unnecessary risk, particularly if it could lead to accidents, damage or loss. She prefers to refrain from ad hoc solutions but, if matters are pressing, she can react swiftly, even impulsively. Those who value steadiness will like her typically mindful approach. Others, who want quick answers and fast actions, will appreciate her competent performance.



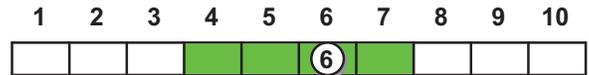
Approach To Work

Cynthia Williams

Approach to Listening

CONTROLLING (1) VS. SYMPATHETIC (10):- The Approach to Listening scale is measured from 1 for a person who tends to dominate a conversation to 10 for a person who is an exceptionally sympathetic listener.

Cynthia Williams tends to be enthusiastic about her own ideas but she still encourages others to express theirs. Careful to allow for all points of view, she will invite debate and probe for complete understanding. In short, she is a good listener who may only require some skill enhancement to be really effective at obtaining and analyzing other people's ideas. She could be encouraged to ask more questions. This active listening skill is usually perceived as interest and most people are flattered to be asked about their ideas.



Validity

Cynthia Williams

The rules for identifying patterns of responses in the Personality Section of the Prevue Assessment which might be "invalid" include systematic, but non-meaningful response patterns, omissions and excessive use of the "B" answer option. Systematic, but non-meaningful response patterns occur when the distribution of the responses differ from the norm and are considered unusual. The omission rule occurs if more than three responses are omitted in a given scale, making the results appear more average than they are. The "B" answer rule is affected by the total number of "B" responses selected. The candidate had the choice of an "A", "B", or "C" response for every question in the Personality Section of the Prevue Assessment. The second option, the "B" choice, is always an unsure or in-between answer.

The total number of "B" responses chosen for this report was: 29

This number of "B" choices is within acceptable levels and the results of the Personality Section of this report had meaningful response patterns. Therefore the data presented in this Prevue Corporate Coach report can be considered accurate and reliable.

PREVUE FACILITATION GUIDELINES

Being an effective coach is the primary duty of any Manager or Supervisor. The coaching process is all about building a "Communications Link" between management and employee.

Instructions:

1. Provide a copy of the Employee portion of the Prevue report to the employee. The Coach copy includes a job suitability rating and coaching tips. This portion of the report is Confidential and should not be shared with the employee.
2. Provide the appropriate Success Discovery Process (SDP) workbook
3. Ask the employee underline or highlight any statement in their copy of the report they strongly disagree with. Ask they fill out the "Success Discovery Process" Workbook and complete an Action Plan for improvement" focusing on the three most important areas to be improved. These items must be completed before the facilitation discussion.
4. Create a discussion agenda by underlining any statement on the review that, in your opinion is true, but impacts negatively on the employees' performance. Use this information along with notes from the employees' personnel file and job description to fill out your version of the "Action Plan" to be used as your discussion agenda. Also highlight positive statements that are true, use these to deliver praise to the employee. Balance development comments with praise commentary.
5. Create an unhurried setting, allow at least one hour for the facilitation process; serve a beverage, keep it casual. Remember your goal is to establish a dialog and assist the employee in creating their own development program. Allow the employee to do more than half of the talking. Ask their opinion of the Review; ask them to discuss any statement in the report with which they strongly disagree. Ask open ended questions. Ask for suggestions. Listen! Ask if you can take notes.
6. Your goal is to obtain improved performance through interactive dialog. It cannot be achieved if the employee has set up defensive barriers. Use positive comments to maintain interest. As they discuss statements from the report in dispute, it is acceptable to add your comments. Remember to agree or disagree with the REPORT not the employee. Do not be general, give specific examples. Stick to facts.
If the employee disagrees with a statement in the report and you concur say "In this instance I disagree with the report." If the employee disagrees with a statement in the report and it is true, say "In this instance I agree with the report and let me give you an example."
7. Don't allow complaints about the company, other employees, or other departments to mask the real purpose of this discussion; which is, to improve the performance of the employee being reviewed. Salary, benefits, and money issues are not and should never be part of the performance review and facilitation process. Compensation levels should increase only when the employee increases their value to the organization.
8. Combine your "Action Plan for Improvement" with theirs. Decide on mutually agreed improvement goals and write up a new "Action Plan" focusing on no more than 3 areas for improvement. Get input from the employee as to the best way to accomplish goals, and the time-frames involved.
9. Continue the momentum. Review the performance goals, weekly if necessary, to make certain focus is being maintained. When the first three areas for improvement are corrected; create a new action plan to address other issues. Focus and follow-up!

ACTION PLAN for Self-Development

NAME: _____

List three areas in which you see the need to focus effort along with your plan of action to achieve the desired goal. Select improvement items from the Development Guide, the text report, or suggestions from your manager or facilitator.

- **FIRST FOCUS AREA:** _____

Action Plan - Steps I will use to achieve improvement goals in this area:

Time frame to achieve this goal:

- **SECOND FOCUS AREA:** _____

Action Plan - Steps I will use to achieve improvement goals in this area:

Time frame to achieve this goal:

- **THIRD FOCUS AREA:** _____

Action Plan - Steps I will use to achieve improvement goals in this area:

Time frame to achieve this goal:

Date: / /

Action Plan Commitment Agreement by: _____ (Examinee)

Supported by: _____ (Manager/Facilitator)

The following pages contain:

An Additional Report

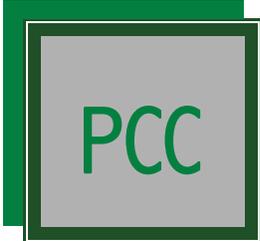
THE CORPORATE COACH PERFORMANCE DEVELOPMENT PROGRAM:

Go to: www.analyst-link.net - Click on the SDP workbook link.

Print workbook #21 - The Prevue Success Discovery Process.

Complete the workbook and review with your manager or facilitator.

(Optional - For more senior positions also print workbook #22 "Influencing Others").



PCC

PREVUE
Corporate Coach tm

Examinee : - **CYNTHIA WILLIAM**
Company: - ABC Industries
Date: - February 14, 2010

EXAMINEE DEVELOPMENT GUIDE

CONTENTS:

- **TOTAL PERSON DESCRIPTION**
- **INDIVIDUAL CHARACTERISTICS**
- **APPROACH TO WORK**
- **ACTION PLAN**

SAMPLE REPORT

UNDERSTANDING THIS REPORT

■ THE PURPOSE OF THIS REPORT:

The Prevue Corporate Coach report is designed to provide information that will assist your manager, coach, or facilitator in understanding your unique profile. It can also assist you to better understand yourself and your approach to your job and to the work environment. The report provides insight into your personality and important work related characteristics. It is intended to assist in the coach-client relationship by providing the starting point for a meaningful discussion about your values, needs, and objectives. Further, the report should assist the Coach to ask pertinent questions and provide relative feedback and ideas that are tailored to you. Our goal is to assist you in developing greater effectiveness on the job and increasing your overall job satisfaction.

■ WHERE DOES THE INFORMATION IN THIS REPORT COME FROM?

The information in this report is derived from your responses to the Prevue Corporate Coach Assessment. This assessment is comprised of the personality and interest inventories from the validated and reliable ICES Plus Assessment test, a psychometric test battery developed in the early 1990's by View Assessments International under the direction of Dr. David Bartram, one of the world's leading psychometricians. The ICES Plus Assessment is the cornerstone of a number of respected and established employment and vocational assessments.

■ RECOMMENDATION:

We ask that you review this assessment carefully. We even recommend that you show and discuss the assessment with a close friend to obtain their viewpoint along with that of your manager, coach, or facilitator.

■ DEVELOPMENT PROGRAM:

Listed below please find a link to obtain the Corporate Coach workbook. Use it to help in your personal and professional development. Attached to this report please also find a blank "Action Plan" with space for listing three areas for improvement. Select three things that, after reading this report, you feel should be changed to improve your performance at work, increase your value to the organization, and enhance your sphere of influence over others. Discuss your goals with your manager, coach, or facilitator.

■ SUCCESS DISCOVERY PROCESS WORKBOOK

Go to www.analyst-link.net - click on SDP Workbook - select workbook #21

Total Person Description

Cynthia Williams

You are greatly interested in things and information, and only moderately interested in people. This average social interest means that working in a group or working alone is equally appealing for you. You will likely enjoy working with statistics and accounts, and may have an interest in mathematics. At the same time, you have a strong preference for mechanics and like using tools or machinery. Regarding computer tasks, you are best suited to the impersonal, data-related work required for spreadsheets, ledgers, and databases.

You are moderately competitive and assertive. While you may be a strong team player, you still enjoy individual recognition. Your leadership style leans toward persuasion and encouragement, with emphasis on cooperation. In non-threatening situations and with people you know well, you can be quite outspoken and will vigorously promote your own ideas. On the whole, you prefer to avoid rather than confront conflict, choosing tact and diplomacy to maintain harmony in the workplace. You are equally comfortable being either a team member or a decision-maker.

You are reasonably well organized, tidy, and accountable. Although you prefer to work in a structured environment, you are flexible and can be innovative if necessary. You prefer the status quo to change for change's sake. However, you can adapt quite readily and are not an obsessive planner. As long as changes are not seen as arbitrary or radical, you can cope with new developments. You can tolerate a relatively constant flow of routine tasks and still deal well with the occasional novelty.

You are easygoing and companionable, but your need for attention also varies with your mood and the circumstances. With familiar people, you will be conversational and outgoing, and sometimes you seek to be the center of their attention. At other times, you would rather work anonymously. Your desires for privacy and for company are evenly balanced. As a team member, you will contribute readily, but you need time alone to reflect on your efforts and plan your offerings. Most often, you will work unobtrusively, without drawing attention to yourself or your efforts. You are not bored by routine tasks but you prefer some variety.

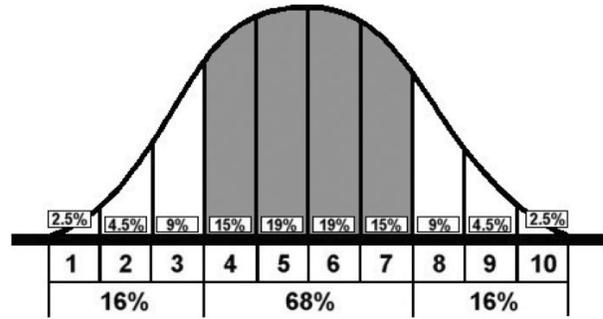
Usually calm and unruffled, you will be upset by prolonged stress or exceedingly demanding tasks. In these conditions, you will be irritable, although you will strive to regain your composure. Because you find it difficult to trust others, you are easily embarrassed. You are particularly sensitive to anyone trying to take advantage of you. You may take setbacks personally. Because of these attitudes, you may not be objective and rational if involved in a personal dispute. You will likely worry about the demands of a high-pressure job. You will be tense when stressed and may find it hard to unwind after the workday ends.

The components of this Total Person Description are graphically displayed on the next page.

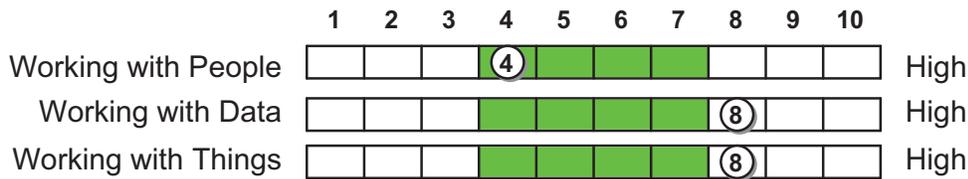
Total Person Description

Cynthia Williams

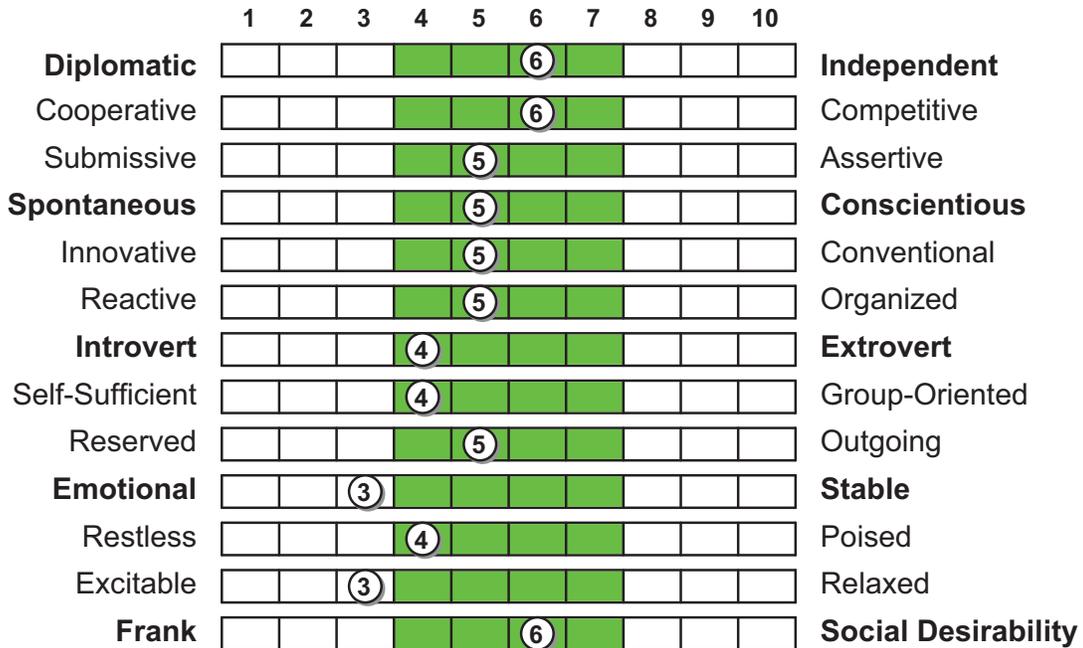
The assessment scores collected from a large sample of the population, when graphed, produce a bell shaped curve as shown in the diagram to the right. The bell curve can be divided into ten equally wide dimensions called standard tenths or stens. The 1 to 10 scoring scale is used throughout the Prevue Corporate Coach Assessment. Approximately 16% of the population will have sten scores in the 1-3 ranges and 16% in the 8-10 ranges. The other 68% will score in the middle ranges 4-7.



Motivation/Interests



Personality



Each of the personality and interest dimensions displayed above are examined in more detail in the next section of the report that describes your Individual Characteristics.

Individual Characteristics

Cynthia Williams

This section of the report provides more detailed information on each of the interests and personality dimensions shown on the preceding graph. First is a review of your responses to three recognized interest scales, working with people, working with data and working with things. This is followed by an examination of twelve personality dimensions which are based on four established major personality scales, independence, conscientiousness, extroversion and stability (ICES). These major scales provide a measure of the overall structure of personality. Each of the major scales is supported by two related minor scales that provide a richer description of personality. The examination of the personality scales is followed by a social desirability scale which checks for consistency in the responses to the questions in the personality section. For more information on the origin and development of the interests and personality scales, see www.prevueassessments.com.

Working With People

Your score indicates that you are well motivated to work with occasional interaction with people. Although you can function efficiently on a team or in a social setting, you do not need continual direct contact with others. In fact, you will probably be most productive if you have some time and space to work alone. Regarding communication, you will more often prefer telephone calls, e-mail, teleconferencing, or virtual gatherings rather than face-to-face meetings.



Working With Data

Is information a vital concern for you? You are probably aware that facts and figures really speak to you. While others might shy away from hard data, you likely understand and appreciate information in almost any form: numbers, symbols or words. As you may have expected, your assessment reveals that you are greatly interested in working with data. Considering your strong motivation, you should be positively inclined to do information-based tasks such as scheduling, data analysis, detailed paperwork, and maintaining records.



Working With Things

Using equipment, from simple hand tools to complex machinery, really appeals to you. Your results show that you are greatly interested in working with things. You will likely take a hands-on approach to designing, managing or working with any type of device. Because you have a marked preference for mechanized tasks, you will probably accept new technology with enthusiasm.

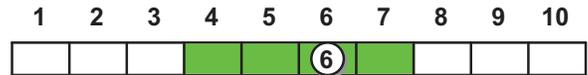


Individual Characteristics

Cynthia Williams

Diplomatic / Independent

Having well balanced characteristics, you show nearly equal drive to achieve personal goals and team goals. You may occasionally be argumentative when advancing your own point of view, but you usually maintain team spirit and team effort. In short, you will get things done while still respecting the needs of others. Both ambitious and considerate, you can be entirely competent if you apply the right trait at the right time.



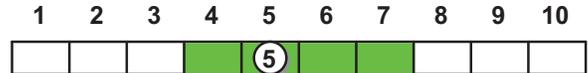
Cooperative / Competitive

Your score implies that you are a mildly competitive person who strives for success while preserving accord within the group. For the most part, you will balance your own achievements with the need to maintain helpful relationships with others. Although you are somewhat ambitious and may enjoy being a front runner, your will-to-win almost never interferes with corporate goals.



Submissive / Assertive

You tend to be somewhat tactful and willing to compromise yet you can usually deal with controversy. While you may not promote your ideas forcefully, don't you find that you are sufficiently assertive when necessary? With your tact and helpfulness, you are well equipped to deal with personnel issues and your moderate assertiveness makes you a good choice for leadership.



Spontaneous / Conscientious

Although you are resourceful and like to do the best job in the quickest way possible, you generally keep within company guidelines. You might work in a meticulous, detailed way, but you can also adapt to change and "think on your feet." Being fairly conscientious, you might hesitate to be creative in solving business problems but you are basically spontaneous and will react quickly enough to unusual demands.

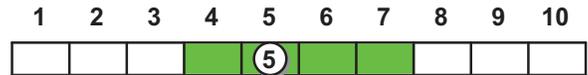


Individual Characteristics

Cynthia Williams

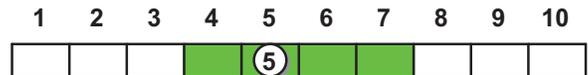
Innovative / Conventional

When dealing with change or transition, you generally take a balanced approach and you are moderately conventional. Occasionally, you may want to bend the rules or devise a new strategy to meet a deadline or assist a co-worker. While this "on the fly" tactic can be productive, in many circumstances, you are able to use orthodox methods for more predictable results.



Reactive / Organized

Your assessment suggests that you value organization and structure yet you generally cope well with change and disruption. Most often you can find the right balance between administrative tasks and professional objectives. While you may prefer to think things through before responding to unforeseen events, you will not drag your feet when a quick reaction is necessary.



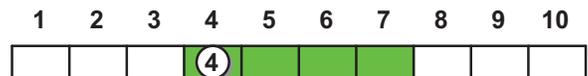
Introvert / Extrovert

Do you enjoy meeting people yet you still want time to work alone? You are probably aware that you do well in a small group in a quiet, calm environment and you rarely need to be the center of attention. Your moderate introversion means that you are usually content with solitary tasks, but you occasionally require an audience to stimulate and test your ideas.



Self-Sufficient / Group-Oriented

With your positive self-sufficiency, you are likely to prefer working quietly on your own yet you can function well in a group in a lively environment. To be fully productive, you probably require some privacy to reflect and plan without the intrusion of social activity. Similarly, when you set your own goals for accomplishment, you will be more motivated to reach corporate objectives but you still appreciate the group's recognition of your achievements.

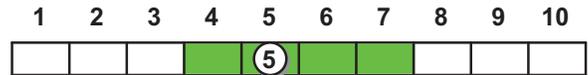


Individual Characteristics

Cynthia Williams

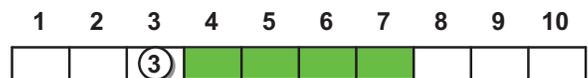
Reserved / Outgoing

Being nearly equally reserved and outgoing, you do not need constant social contact but you enjoy working with others. If circumstances require you to be outgoing, you can respond well as long as this is a temporary or short-duration demand. While routine tasks may have a little more appeal, you will like the challenge of some ad hoc assignments, especially if these involve working with familiar people. Reasonably traditional in outlook, you will readily maintain confidentiality and standard etiquette with other employees.



Emotional / Stable

Your score implies that you are sometimes wary of new people and new situations, but your tendency toward skepticism can work to your advantage because you are not easy to fool. Unfortunately, you may also suffer more than others when faced with adversity. While you might seem to take mishaps in stride, you could be hiding your sensitivity.



Restless / Poised

Do you find that, while generally composed, you can be upset by prolonged stress or exceedingly demanding tasks? Your assessment suggests that, while your poise may be threatened, you can usually maintain a business-like attitude. If involved in a personal dispute, however, you could find it difficult to remain objective. While these adverse situations may not occur frequently, you should be prepared for them.



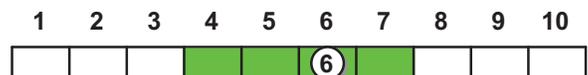
Excitable / Relaxed

In stressful situations, you may tend to be moderately anxious and excitable. If others do not share your sense of urgency, you could become somewhat suspicious and agitated, but you will strive to keep a business-like attitude. Given these inclinations, you will probably enjoy more job satisfaction if you are not exposed to unduly long periods of high pressure.



Social Desirability

You seem well aware of social rules and expectations and generally conform to them. You have presented a frank and fair picture of yourself in this assessment.



Approach To Work

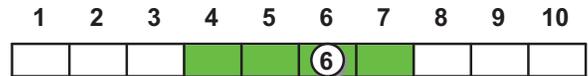
Cynthia Williams

This section of the Prevue Corporate Coach Report provides information on your responses to a number of work related subjects or situations. Each of the Approach to Work scales is derived from one or a composite of the personality scales reviewed in the Total Person and Individual Characteristics sections of this report. The information in this section should provide a better understanding of your natural approach to several significant work situations or requirements that are experienced in various types of employment.

Focus On Work

WORKS TO LIVE (1) vs. LIVES TO WORK (10):- The Focus on Work scale provides information on the importance of work to you. Some see work as a means to an end while others define themselves by their work.

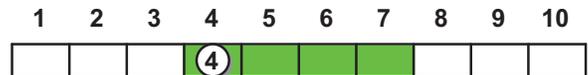
Work is very important to you but not at the expense of home or family. If conflicts arise between home and work, your personal life will sometimes take priority. Long or irregular working hours could be inconvenient for you. Leading a full social and business life, you may sometimes be overextended but the social skills you develop in your leisure activities should translate well to business.



Approach to New Ventures

CAUTIOUS (1) vs. OPTIMISTIC (10):- This scale distinguishes those who approach new ventures or issues with caution from those who approach new ventures with optimism.

You are a well-grounded individual who is somewhat given to pessimism. Although you might be uneasy about voicing negative opinion, you would not keep silent about your concerns and will encourage the team to proceed cautiously with new and potentially risky ventures. You recognize that there are dangers in the business world but it is largely an exciting, rather than hostile, place for you.



Approach To Work

Cynthia Williams

Leadership Style

DEMOCRATIC (1) vs. COMMANDING (10):- Leadership Style is measured from 1 for those who prefer a nurturing style of leadership to 10 for those who are naturally inclined to a more demanding style.

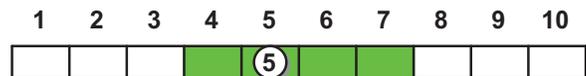
You are a well-balanced leader with a slight inclination to be the "guide on the side" rather than out in front exhorting the team to follow. When a gentle approach is needed, you will excel as a democratic leader. On the other hand, in a crisis, you can take command and be explicit about what must be done and when.



Preference for Change

LIKES ROUTINE (1) vs. LIKES CHANGE (10):- This scale identifies where you fit in the continuum between a structured environment with a fixed routine and a dynamic fast changing working environment.

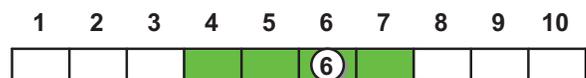
You prefer tried and tested methods, but you recognize change is sometimes required and you usually reacts well to rational shifts in personnel or corporate structure. Whenever possible you adapt standard policy for new agenda. If and when there is a clear requirement for it, you will invent new policy. In short, you will not seek change for change's sake or because it is exciting, but rather because it provides a better solution.



Approach to Conflict

FORCEFUL (1) VS. ACCOMMODATING (10):- This scale distinguishes those who are forceful in their approach to conflict from those who avoid conflict by being accommodating.

You balance accommodation and soft skills with a direct approach to conflict. Because you are fairly sure of yourself, you are usually efficient in debate and confrontation and will only occasionally be worn down by the impact of others. In highly-charged, emotional situations, you can switch easily to a moderate, accommodating style of conflict resolution.



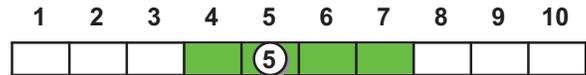
Approach To Work

Cynthia Williams

Compensation Preference

FIXED SALARY (1) vs. COMMISSION/BONUS (10):- The Compensation Preference scale identifies whether you are more motivated to work for a secure salary or performance based remuneration.

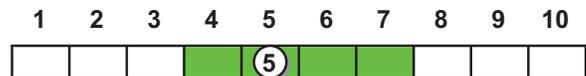
You slightly prefer the security of a fixed salary rather than dependence on bonus or commission, but you will readily agree to a blended package of compensation. You will cope better with events that could adversely impact your profit share if the bulk of your earnings are salary-based. If a sizable portion of your compensation is performance-based, you may need some support to accept this. Your generally careful approach makes you especially competent for projects requiring smooth stewardship.



Approach to Self Promotion

RELUCTANT (1) vs. ASSURED (10):- People who score 1 on this scale are reluctant to put themselves forward while those who score 10 are extremely assured.

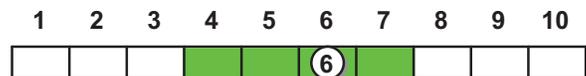
Usually willing to present your own ideas or products, you have few problems selling yourself. When you are reluctant to put yourself forward, this hesitation comes not from lack of commitment but more likely from concern about your audience. Thorough preparation and, if necessary, rehearsal would build your confidence and help you to do your best work.



Approach to Risk Taking

CAREFUL (1) vs. DARING (10):- This Approach to Risk scale is measured from 1 for avoidance of risky behavior to 10 for willingness to engage in risk.

Although sometimes tempted by chancy behavior or quick decisions, you will act appropriately in most situations and expediently in a crisis. You will avoid unnecessary risk, particularly if it could lead to accidents, damage or loss. You prefer to refrain from ad hoc solutions but, if matters are pressing, you can react swiftly, even impulsively. Those who value steadiness will like your typically mindful approach. Others, who want quick answers and fast actions, will appreciate your competent performance.



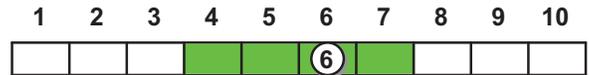
Approach To Work

Cynthia Williams

Approach to Listening

CONTROLLING (1) VS. SYMPATHETIC (10):- The Approach to Listening scale is measured from 1 for a person who tends to dominate a conversation to 10 for a person who is an exceptionally sympathetic listener.

You tend to be enthusiastic about your own ideas but you still encourage others to express theirs. Careful to allow for all points of view, you will invite debate and probe for complete understanding. In short, you are a good listener who may only require some skill enhancement to be really effective at obtaining and analyzing other people's ideas. You could be encouraged to ask more questions. This active listening skill is usually perceived as interest and most people are flattered to be asked about their ideas.



ACTION PLAN for Development

NAME: _____

List three areas in which you see the need to focus effort along with your plan of action to achieve the desired goal. Select improvement items from the Development Guide, the text report, or suggestions from your manager or facilitator.

- **FIRST FOCUS AREA:** _____

Action Plan - Steps I will use to achieve improvement goals in this area:

Time frame to achieve this goal:

- **SECOND FOCUS AREA:** _____

Action Plan - Steps I will use to achieve improvement goals in this area:

Time frame to achieve this goal:

- **THIRD FOCUS AREA:** _____

Action Plan - Steps I will use to achieve improvement goals in this area:

Time frame to achieve this goal:

Date: / /

Action Plan Commitment Agreement by: _____ (Examinee)

Supported by: _____ (Manager/Facilitator)