



## PREVUE Success Discovery Program

- **THE SUCCESS DISCOVERY PROGRAM IS DESIGNED TO HELP YOU NAVIGATE THROUGH YOUR COACHING REPORT.**

### **INSTRUCTIONS:**

- **Read through the report and then return to focus on areas in need of improvement. They are generally traits where your score was low (ratings 1, 2, or 3) or potentially excessive (rating of 10).**
- **When you have read through your report and completed this workbook, fill out the "Action Plan" for improvement. Limit your improvement goals to no more than three.**
- **Prepare to discuss your report with your Manager or Supervisor. Highlight any statement on the report that you STRONGLY disagree with. Discuss these issues. Be prepared with a process to implement your Action Plan.**

**CONGRATULATIONS!**

**YOU HAVE TAKEN THE FIRST STEP TOWARD IMPROVED JOB SATISFACTION.**

# Prevue Self-Help & Development Program

## Instructions:

- Ratings of 4 through 8 are generally considered to be "Average" and appropriate for most jobs. It is not necessary to focus on traits with ratings of 4 through 8.
- A Rating of 9 is considered "High" verify that your focus is appropriate to the job.
- A Rating of 10 may be an excessive focus that may turn a strength into a potential weakness.
- Ratings of 2 or 3 are generally considered to be "weak" or outside the norm. If your rating is 2 or 3, examine if this will have a negative impact on the job.
- A rating of 1 in any trait is an area for concern. Discuss with your Manager. Work together to find an improvement solution.

Enter your rating for each of the following traits:

Trait: **Working with People**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Working with Data**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Working with Things**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Diplomatic**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Cooperative**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Submissive**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Spontaneous**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Innovative**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Reactive**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Introvert**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Self-Sufficient**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Reserved**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Emotional**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Restless**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Excitable**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

Trait: **Frank / Social Desirability**

My Rating: \_\_\_\_\_

I intend to improve in this area by:

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If your rating is 1, 2, or 3, this is an area of concern. List how you propose to improve in this area. If your rating is 10, your approach to the job may be excessive in this area, list how you propose to moderate or refocus your behavior.

# 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:

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Time frame to achieve this goal:

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- **SECOND FOCUS AREA:** \_\_\_\_\_

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

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Time frame to achieve this goal:

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- **THIRD FOCUS AREA:** \_\_\_\_\_

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

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Time frame to achieve this goal:

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Date: / /

Action Plan Commitment Agreement by: \_\_\_\_\_ (Examinee)

Supported by: \_\_\_\_\_ (Manager/Facilitator)