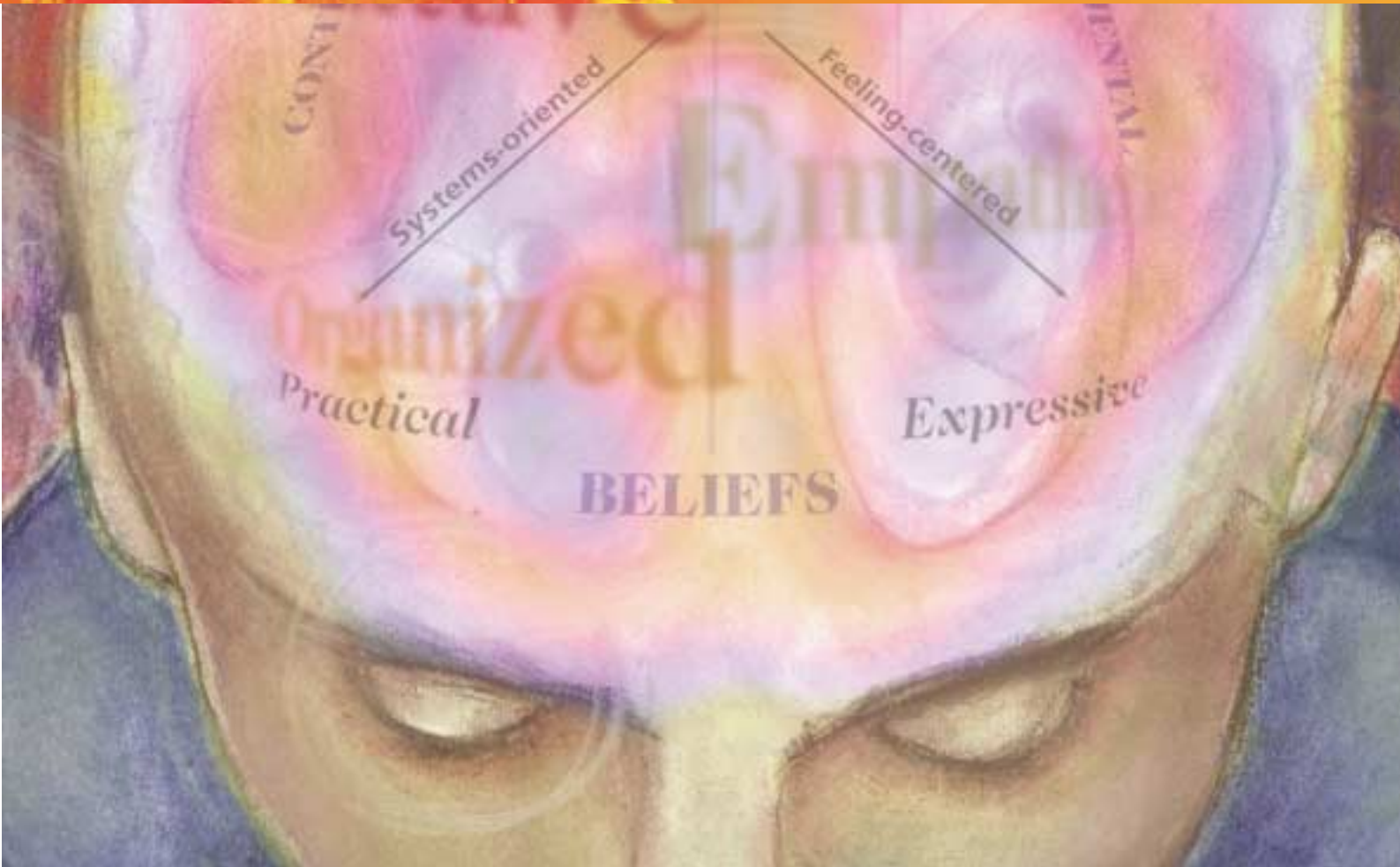


Team Publications



Best selling diagnostic instruments from around the world

Team Publications has been developing and publishing management and personal diagnostic surveys and assessments for many years. In fact, we now have a total range of over thirty instrument titles. However, for the first time, the Team Publications range of instruments has been supplemented with an array of world-class assessments produced by some of the most experienced and reputable test and survey producers in the world.

Each of these assessments has been extensively researched and validated, and deployed in literally hundreds of client companies (of widely varying sizes and types) and utilized by thousands of end users.

These assessments are as follows:

- Situational Leadership
- Management Assessment of Proficiency (MAP)
- MTRi (team types indicator)
- Enterprise Pulse™ (Survey)
- Insight inventory
- TotalView
- Circumnavigator™
- Work Profile Questionnaire (WPQ)
- Personal Skills Leader (PS Leader)
- PASAT (Sales aptitude test)

These instruments help to measure leadership behavior and competencies, team types and styles, managerial performance capability, individual performance capability and potential, job suitability, sales aptitude, personality preferences and employee opinions.

Most of these assessments are available to use in their basic paper and pencil form. However, they are also all available on the world wide web at www.profiles-r-us.com. Why not visit the site to see this exciting new (and often deeper and more extensive) way to experience these assessments.

SITUATIONAL LEADERSHIP®

The world's most influential leadership program has delivered proven leadership insight and development to over 10 million managers worldwide

Situational Leadership® has been one of the most successful and enduring leadership models or systems for the last thirty years. Although the product range using the Sit LEAD model is now extensive, at its core the Sit LEAD SELF assessment is still the most popular and useful. This assessment gives individuals a simple but powerful insight into their natural leadership style preferences combined with useful interpretive notes so as to help the individual to make adjustments where they are appropriate.

how it works

Dr Paul Hersey, the original developer of the Situational Leadership model, identified a maturity scale that has been found useful in helping people to understand how to delegate effectively. This operates on the following continuum:

(Dependent) (Independent)
Directing Coaching Supporting Delegating

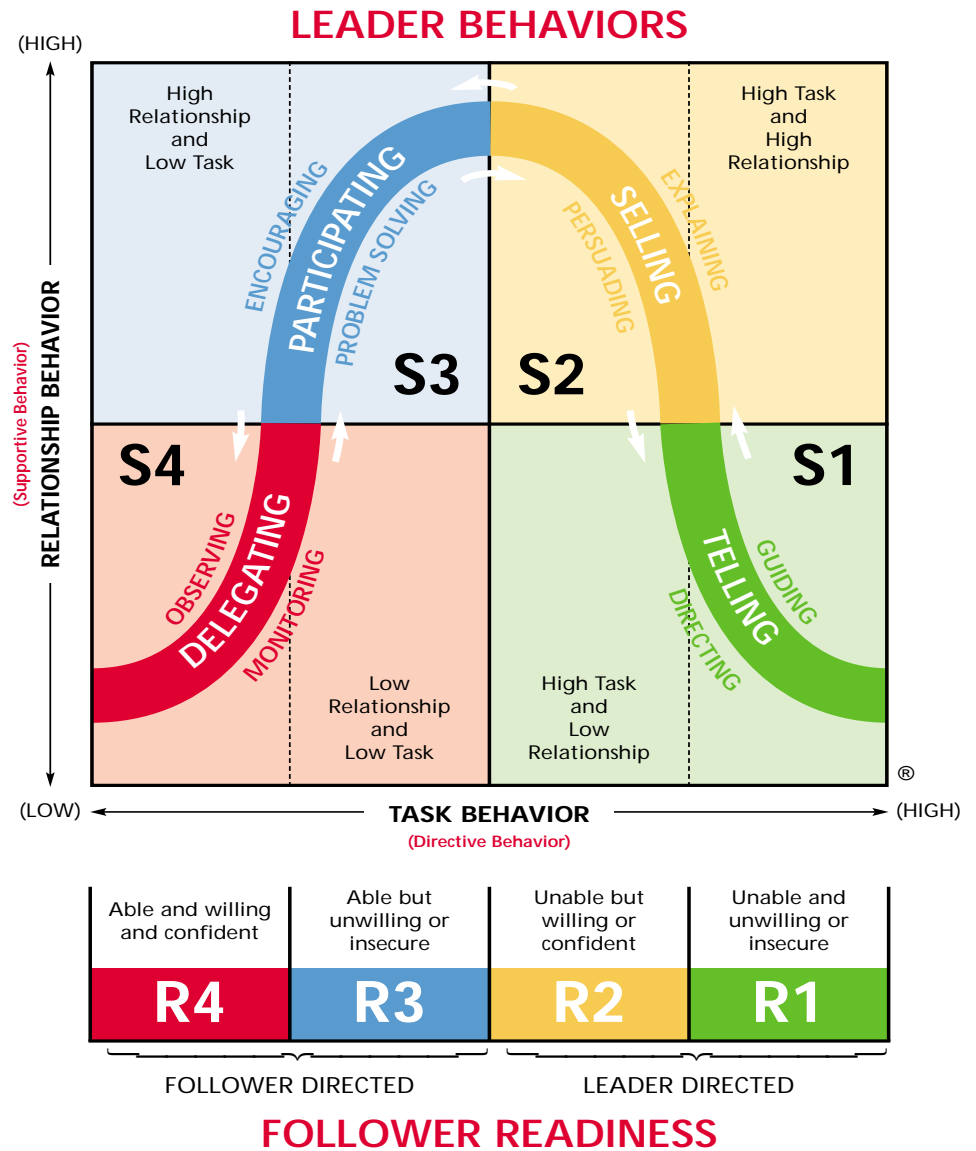
When we take on a new task, we all begin on the dependent end of the continuum. Then, each of us will move up the maturity scale at different speeds, depending on our experience, our abilities, our sense of self-worth, and the responses we get from our leader.

At the **first stage** (the "directing" stage), people need to be told specifically what to do. They need to be told regularly what to do and need constant positive and negative feedback about whether they are accomplishing their tasks correctly.

The **second stage** (the "coaching" stage) is a step up the maturity ladder. This person needs to be sold on an idea or plan and then will be able to proceed on the tasks required by the idea or plan without close direction.

The **third stage** is the "supporting" stage. People at this stage are more confident of their ability to decide on what tasks need to be done and what elements are needed to develop plans and ideas for the future. But they also need to be able to participate in decision-making with their leader.

The **fourth stage** is pure delegation – the ideal for most of us as leaders. We really prefer to be able to say "go to it," and be constantly and pleasantly surprised by the person's ideas and follow-through.



At its heart, Situational Leadership is a simple model (shown in the diagram above) in which leadership behaviors should ideally be matched as closely as possible with follower readiness. The Sit LEAD SELF questionnaire helps individuals to determine where their strengths lie and to identify where time may be usefully invested in development activity.



Problems develop when we as leaders have not accurately diagnosed what people need by way of direction. We tend to make decisions on leadership style based on how we like to be led, instead of how the person needs to be led.

Choosing different leadership styles or tactics can be understood by asking two questions: Can he or she do the job? And will he or she do the job?

If a person is willing and able to take responsibility for a job, and is motivated to do it, they would be higher on the scale of job maturity. Simply remember that a person may be motivated and eager, but still not know how. CAN THEY? And WILL THEY? are two questions to be considered together when diagnosing what style will be needed to help them to do the job.

The reality is that the diagnosis may demonstrate the need for a style of supervision that the leader is very uncomfortable using. In that case, it's probably going to be necessary to find someone else to oversee that person's work.

The revised LEAD SELF asks participants to respond to the 12 situations or scenarios, then plot their scores on a two-part Response Form. This makes the preparation of the Leadership Style Profile, and determining Style Adaptability a one-step process.

In addition, the revised LEAD SELF provides essential information on the interpretation and application of the Situational Leadership Model; **a full color illustration is included on the inside back cover.**

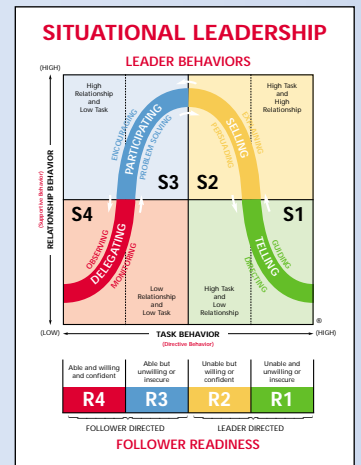
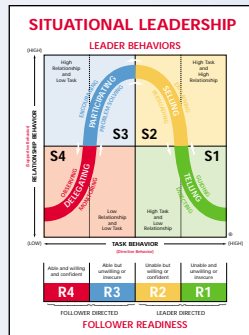
The Situational Leadership Model

'At a glance' tools are printed in full color to provide a powerful graphic reinforcement of both understanding and the transfer of learning of Situational Leadership.

Model Poster

An excellent visual aid for use in training sessions. Saves time and looks great!

Poster (25" x 34")



Model Handouts

These reference guides are great take-aways so that your participants will be able to quickly apply Situational Leadership in their back-to-work situation.

Handout (8 1/2" x 11")

Laminated Card Pack (2 1/8" x 3 1/2")

The Pocket Reference

Take leadership out of the classroom and into the workplace with this powerful job aid.

12 double-sided cards provide the essentials of Situational Leadership.

Provides instant reminders:

- Easy steps for getting the most out of Situational Leadership
- Leadership style cards
- Tips for performance interventions
- Detailed cues for determining readiness

Pocket Reference



PRICE ON APPLICATION

Paper based Sit Lead self assessment x 1

Sit lead self web based assessment – self x 1

Sit Lead web based assessment – 360 degree or team x 1

The complete selection assessment system

TotalView™ is a strategic tool (developed and honed over a 10 year period and with over 5000 users in the validation process) that helps to show what is not easily seen in interviews and resumes. Used by thousands of companies, large and small, TotalView™ allows you to select candidates according to custom benchmarks that define your criteria for top performance, based on actual top performance in your organization. Reports are clear and concise, allowing you to easily see how an individual will fit in your enterprise (and if they will fit). Structured behavioral interview questions are also provided based on their comparison to the benchmark.

TotalView™ has enhanced reporting capabilities that enable you to assess individual tendencies. It provides a complete and revealing insight into the suitability of each candidate at any level. Benchmarks can be set to meet your needs for selection purposes or career planning to help evaluate an employee against different positions within your organization.

how it works

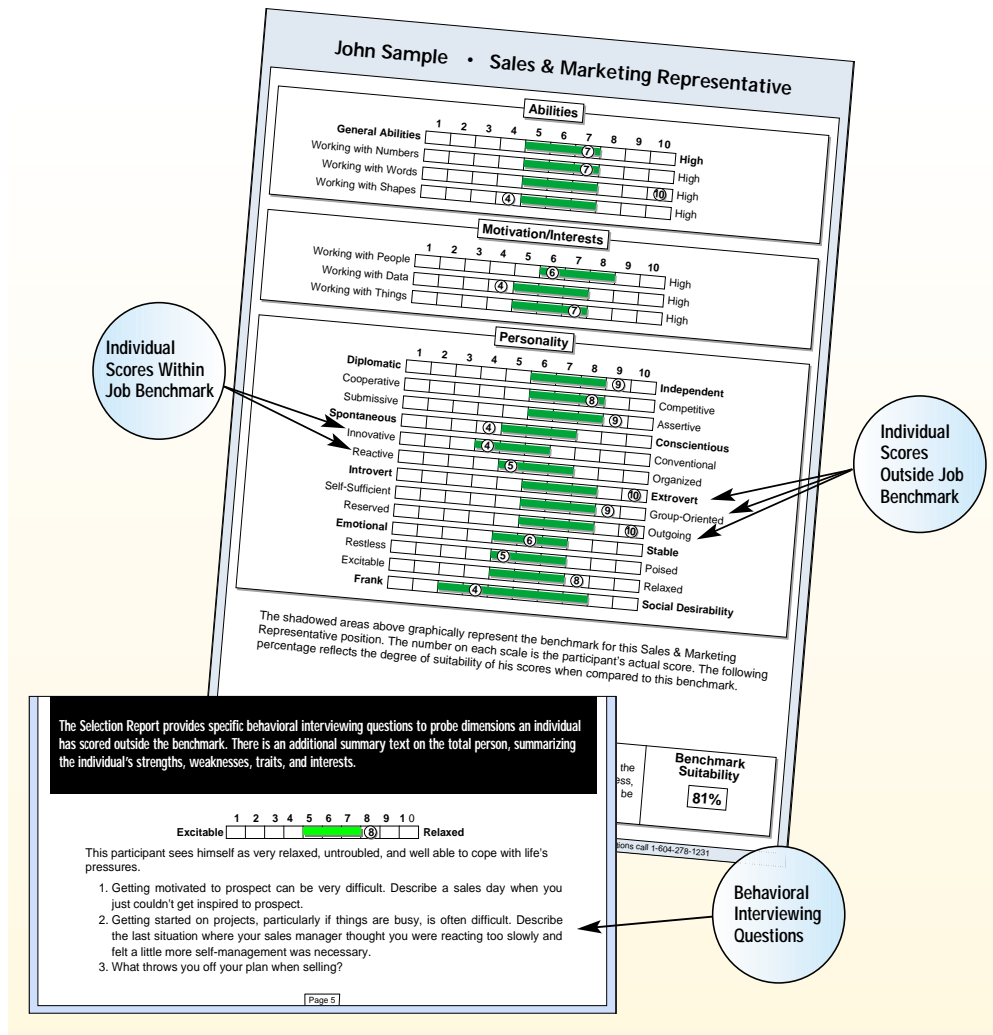
The TotalView™ assessment is designed to measure a number of personal attributes of job candidates. **First** it provides a measure of a job candidate's abilities described in terms of:

- working with **numbers** (numerical reasoning),
- working with **words** (language skills)
- working with **shapes** (spatial reasoning).

An additional scale is developed from the combination of this data to provide a measure of the candidate's general ability. **Second**, TotalView™ provides an assessment of a candidate's area of interests described in terms of an interest in:

- working with **data**
- working with **people**, and
- working with **things**

The **third** and most significant area examined by the TotalView™ assessment is an individual's personality traits. The personality assessment is based upon recognized personality scales for occupational assessment instruments. These are the major scales



of Independence, Conscientiousness, Extroversion, and Stability, (ICES).

The **fourth** area measured by TotalView™ has to do with the internal validity of the candidate's responses to the questions in the test. A scale denoted as Social Desirability can provide a measure of the degree to

which the test taker has modified responses to please or impress those who will be reading the resulting report. In addition, abnormal response patterns to the questions in the test will invalidate a candidate's results.

The TotalView™ Assessment, tests abilities, interests, and personality. The



Improve HR decision-making with 5 valuable reports

Test analysis can be printed in five different reports (all in the price):

- **Selection Report.** Learn where the individual scores inside and outside job benchmarks. Provides probing, behavioral interviewing questions and an overall measure of “job-fit”.
- **Coaching Report.** Helps you select areas of training to address a weakness, trait or tendency and improve performance.
- **Working Characteristics.** This report provides important information for supervisors.
- **Succession Planning Report.** Uses benchmarks to evaluate whether an individual is suitable for various jobs. Important career planning tool when used to evaluate an employee against different positions.
- **Individual Report.** Provides the job candidate's profile without a benchmark comparison.

approximate time required to complete the entire assessment is under one hour. A shorter personality-only version of the TotalView™ can be administered in 20-30 minutes.

Once a TotalView™ job benchmark is created and placed in the system's database, a candidate's measured attributes are compared to this benchmark.

The TotalView™ system can then make a prediction regarding the candidate's compatibility with the benchmark requirements of the job.

The resulting TotalView™ report yields an overall percentage match of suitability and a Total Person narrative plus summary of each measured characteristic. The overall percentage match figure helps management rank applicants in the order of their job suitability.

Additionally, if the subject does not match a required characteristic in the benchmark, the TotalView™ Selection Report generates behavioral interview questions that can be used for clarification.

the benefits

The TotalView™ Assessment system is a powerful and precise method for measuring and matching work-related characteristics of people to the requirements of a position Job Match.

It is a highly accurate, valid, and reliable psychometric tool used for a wide variety of human resource applications, including predicting the suitability of candidates for specific jobs, aiding the team-building process, and detailing specific information on employees' training and coaching needs.

The included Working Characteristics report provides additional information about the following:

- Is the individual inclined to take risks?
- Does he/she live to work or work to live?
- Does he/she prefer a fixed salary or flexible income?

in summary

TotalView™ is used for selection, promotion fit, self-improvement, coaching, team-building, succession planning, and job description development. It can therefore be successfully utilized to:

- Build teams
- Train to cognitive/learning styles of workforce
- Optimally match employees and managers with the Working Characteristics Report
- Delegate with confidence
- Plan career paths with the Succession Planning Report
- Retain Using TotalView™
- Dramatically reduce turnover by matching the right people to the right jobs
- Increase job satisfaction by building skills and empowering people
- Reduce interpersonal conflict and work-related stress
- Provide feedback and development recommendations for professional development with the Coaching Report



PRICE ON APPLICATION

TotalView™ web based assessment

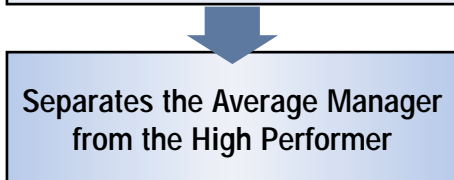
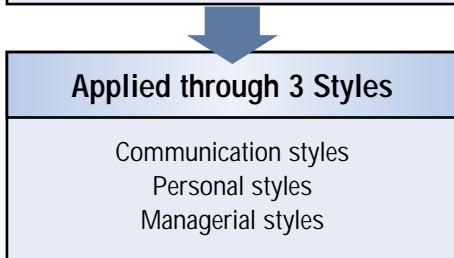
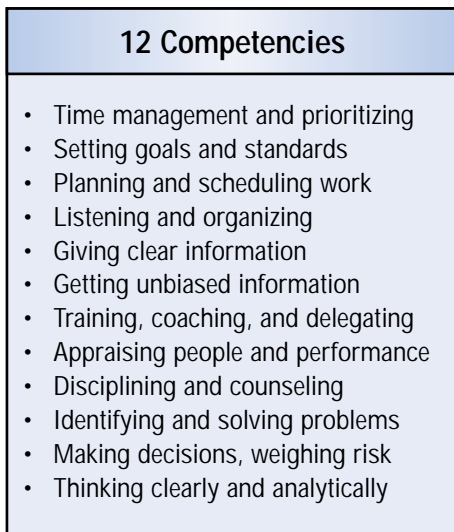
A complete management development system

It has often been said that the most precious resource an organization has is its management talent. Whether the organization grows, remains static, or declines is largely a function of how well the members of the management team relate to one another and their responsibilities. That's why the Managerial Assessment of Proficiency or MAP is a special process to provides the sort of Insights that are not possible through other diagnostic tools.

MAP – Managerial Assessment of Proficiency™

Turn-key management assessment and training for the organization where time is valuable but quality cannot be sacrificed.

MAP provides organizations with a comprehensive assessment and development situation in twelve fundamental competencies. They are as follows.



MAP is a series of questionnaires that models an executive assessment center in its comprehensive approach to measuring competencies, styles, and personal characteristics – the complex mix of capabilities, aptitudes and skills that control managerial performance.

MAP assessment scores are provided as a percentile ranking based on the more than 70,000 managers in over 600 organizations who have been through the process. There is no finer benchmark of managerial performance in the world.

These competencies – developed from research undertaken at AT&T, IBM, Exxon, Ford, Kodak, and other leading organizations – have become the standard world class benchmark behaviors to help assess and develop managerial talent.

MAP is a fully integrated assessment center based approach using a series of questionnaires to help determine not only a person's current and potential skills as a manager but also how these skills compare to thousands of others in the database.

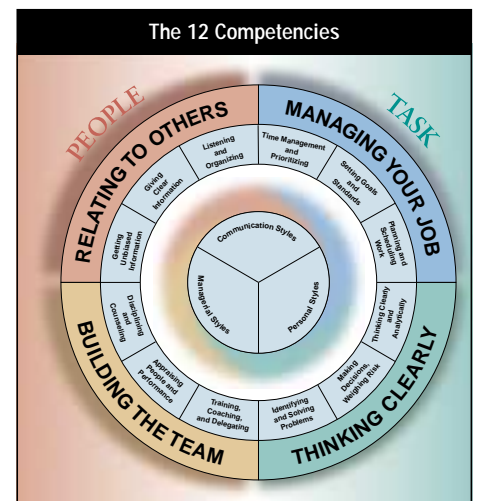
MAP therefore helps managers find and understand their fundamental strengths: managerial strengths, without which leadership skills cannot grow and flourish. It also allows participants to identify their weaknesses that may be hindering organizational goals.

Once identified and defined by MAP, these competencies can be trained, practiced and mastered to help them to be turned into strengths.

how it works

MAP is a video-driven, competency-based, simulation that assesses a manager's proficiency on twelve competencies, eight values, and three styles. Participants complete two questionnaires whilst observing behavior viewed on video. This assesses the manager's potential behavior in such areas as time management, setting goals, planning, team building, listening and problem solving etc.

Each MAP participant receives two bar graphs; their own and the composite showing their group's performance. As an individual's data builds, a Proficiency Profile can be generated showing the performance norms for your organization or any part of it: by levels, departments, locations, or industry. In other words, MAP is concerned not only with the individual manager but how their skills and behaviors fit in the wider context of their enterprise.



the benefits

For the **individual**, the Managerial Assessment of Proficiency is a proven tool for pinpointing and charting strengths and weaknesses, as compared to well-established norms. During and after the experience, managers can see where they need to improve performance in order to exceed the standards.

For the **organization**, the process creates the opportunity to accurately benchmark performance, conduct a Needs Analysis, schedule training based on needs, obtain data for HR actions, and strengthen the partnership between participants and their managers as they prepare and implement their Individual Development Plans.

This detailed and comprehensive assessment process has been fully web-enabled and now therefore allows many more people to access this remarkable diagnostic tool at a much lower price than has been possible in the past.

the costs

Unlike other diagnostic tools, MAP requires an individual to commit several hours in not only watching the videos and completing the questionnaires but in receiving feedback and development coaching (individually and in a group situation).

Individuals get extensive written feedback in a three-ring binder format and can subsequently access any one of up to twelve Excel modules that deal with major competency areas covered by the MAP system

Call us to find out more about this amazing process.

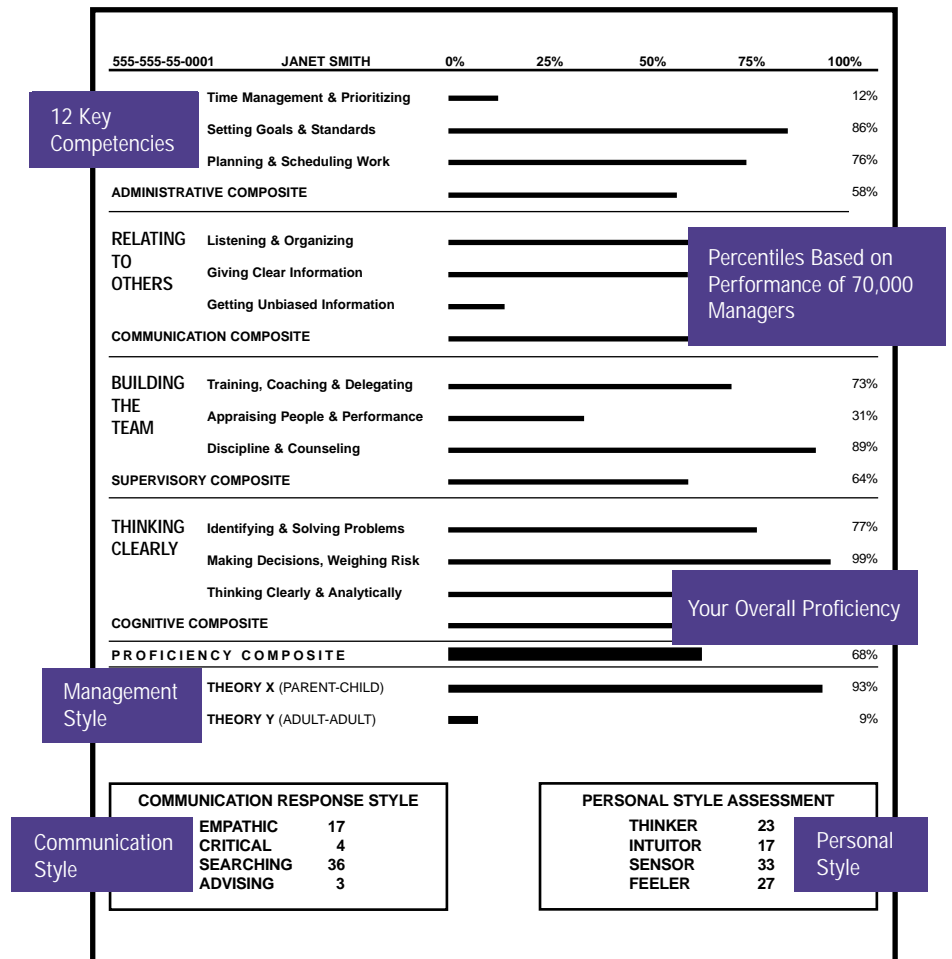
MAP comes in a long (5-6 hour assessment center) format or short (2-3 hours) format.



Complete Implementation Support

Team Publications provides a senior instructor to implement the assessment with your first group of managers, score results, and lead managers through interpretation and development planning.

Your internal staff will use this guided experience to deliver future assessments as needed.



Each MAP participant receives two bar graphs: their own (as shown) and the composite showing their group's performance. As your data builds, you can generate a Proficiency Profile showing the performance norms for your organization or any part of it: by levels, departments, locations. Industry norms are also available.

An outstanding team/type indicator assessment process

In 1921 a psychologist called Carl Jung published a theory, which identified some important 'mental muscles' that people use in everyday life. During the mid 20th century, a mother and daughter team of Katherine Briggs and Isabel – Briggs Myers used Jung's ideas to develop the Myers-Briggs Type Indicator® – a questionnaire that helps you identify which mental muscles you prefer. The MTR-i is a further, and we believe better adaptation of Jung's theory that helps you identify which mental muscles you are using most.

how it works

The MTR-i questionnaire helps you identify which mental muscles you are currently using most (which may be different from your preference). It therefore indicates what type of contribution you are making to your work team. The mental muscles are:

- **Sensing**, which shapes things or information to reflect known experience: taking action to produce tangible outcomes, or clarifying information so that it can be more clearly understood.
- **Intuition**, which uncovers new potential in things, people or ideas: changing the way things are done to see if something new and better can be found, or dreaming up new, innovative ideas.
- **Thinking**, which introduces a logical structure into the team's work or analysis: systematizing the way things are done, or producing mental models that explain how the world works.
- **Feeling**, which assigns value to people, things, ideas or information: building harmony and team spirit, or stressing the importance of certain ideas or beliefs.

Each of these mental muscles can be used in one of two ways. Both ways involve creating, changing or achieving things, but that change or achievement takes place in one of two worlds:

- the outer world of people and things – **extraverted roles**, or
- the inner world of ideas and information – **introverted roles**.

Extraverted Team Roles



When a mental muscle is used in order to change some aspect of the outer world then the mental muscle is "extraverted". Extraverted team roles appear on the outside of the MTR-i team wheel.

Introverted Team Roles



When a mental muscle is used in order to change some aspect of the inner world, of ideas or information, then the mental muscle is "introverted". The team roles on the inside of the team wheel are introverted. Such roles often involve making changes to the person's own thoughts or understanding, the product of which is information, or ideas.

The MTR-i is a team-roles model and questionnaire that identifies eight new team roles that try to show what kind of contribution is being made to the team by each individual. Unlike other Myers Briggs Type Indicators, the MTR-i team roles change from situation to situation, in accordance with the demands of the environment.

ISTJ Curator	ISFJ	INFJ Innovator	INTJ
ISTP Scientist	ISFP Crusader	INFP	INTP Scientist
ESTP Sculptor	ESFP	ENFP Explorer	ENTP
ESTJ Conductor	ESFJ Coach	ENFJ	ENTJ Conductor

Team Roles identify the contribution being made by each individual to the success of the team, and reflect an individual's work persona. The MTR-i is a team roles model and questionnaire that is 100% compatible with, and complimentary to, the majority of type indicators. The eight new team roles that it identifies are:

Innovator (INFJ and INTJ)

Innovators use their imagination to create new and different ideas and perspectives.

Scientist (ISTP and INTP)

Scientists provide explanations of how and why things happen.



Explorer (ENFP and ENTP)

Explorers promote exploration of new and better ways of doing things.

Conductor (ESTJ and ENTJ)

Conductors introduce organization and a logical structure into the way things are done.

Sculptor (ESTP and ESFP)

Sculptors bring things to fruition by getting things done, and getting them done now!

Curator (ISTJ and ISFJ)

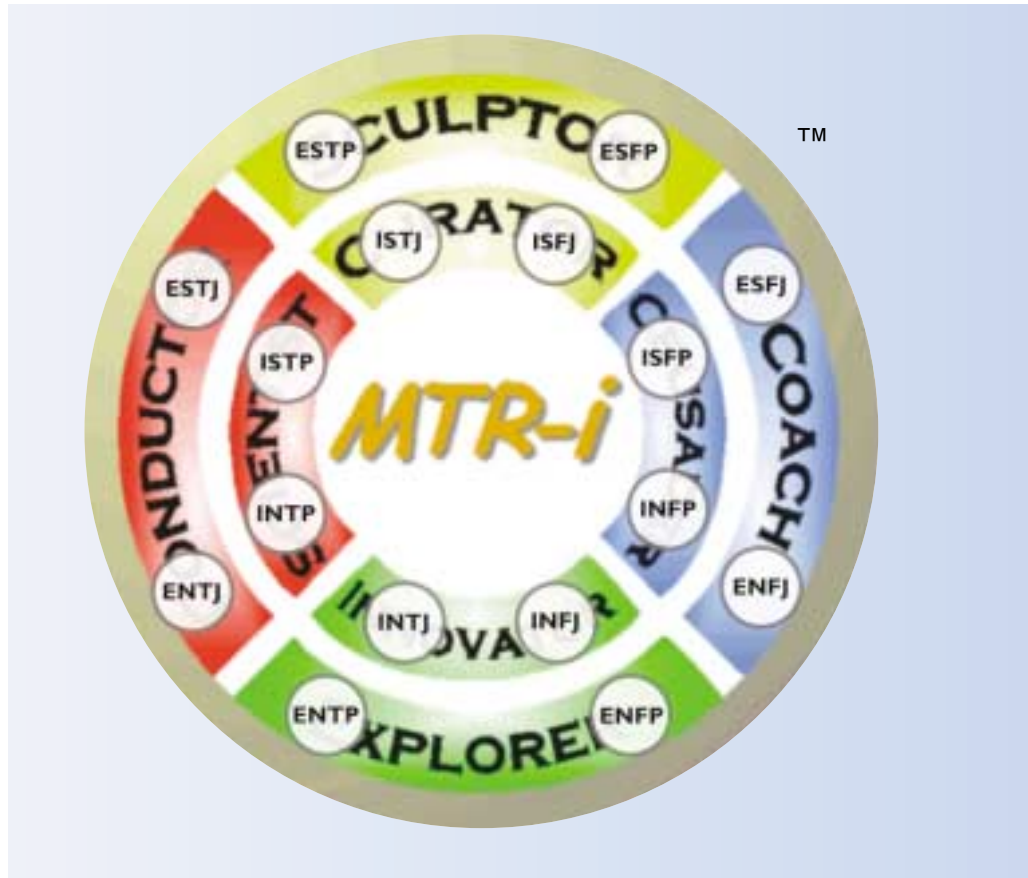
Curators bring clarity to the inner world of information, ideas and understanding.

Coach (ESFJ and ENFJ)

Coaches try to create harmony in the world around them, by building rapport with people.

Crusader (ISFP and INFP)

Crusaders give importance to particular thoughts, ideas, or beliefs.



the benefits

The applications of the MTR-i are limitless. For example, individual clients can compare their MBTI and MTR-i results to examine the difference between their personality preferences and work persona.

Sources of stress can be examined, such as having inadequate opportunity to use one's dominant function, or being under an excessive demand to use the inferior function.

Teams can use the MTR-i to identify sources of conflict, such as differing expectations about the roles being undertaken, or frustrations caused by the absence of important team roles.

Consultants can use the MTR-i alongside the MBTI to identify team dynamics that result from the interplay of "what I want to do" and "what I find myself doing". It can also be used to track personal development over a long period of time.

The MTRi output report provides extensive information to help individuals to:

- clarify the team roles that you and colleagues are undertaking within the team
- recognize and understand the implications of the roles you are undertaking, both for yourself and for the team
- recognize potentially-destructive team dynamics, so that you can avoid them and make your contributions to the team more productive
- plan how to build on potential team strengths and mitigate against potential team weaknesses
- reduce your stress levels, or increase your personal development, through managing where and how you are "stretched" (the 'stretch' is the difference between your personality preferences and the team role you undertake)
- implement a process that enables your team to make high-quality decisions consistently
- improve both individual and team performance

PRICE ON APPLICATION

- Paper based User Guide – MTR-i Manual
- Paper Question Booklet – Dbl-sided Question Card x 10 (laminated)
- Paper based Self Score Answer Sheets x 10
- Web based assessment – self
- Web based assessment – 360 degree or team

A highly proven assessment process to collect individual opinion and beliefs

Based on 10 years of research, Enterprise Pulse™ offers a comprehensive and well proven survey system to gather employee opinions on a range of subject areas that are seen to be critical to the overall performance of any organization.

how it works

Enterprise Pulse™ has five key performance factors, each of which has two sub-categories (making a total of ten sub-categories into which survey responses are grouped. These factors and sub-categories are:

- **Vision/Mission** (with sub-categories of 'Leadership credibility' and 'Quality Standards')
- **Focus** (with sub-categories of 'Clarity of direction' and 'Communication Climate')
- **Encouragement** (with sub-categories of 'Freedom to Act' and 'Rewards and Recognition')
- **Co-operation** (with sub-categories of 'Team Relationships' and 'Job Security')
- **Empowerment** (with sub-categories of 'Motivation and Challenge' and 'Growth and Development')

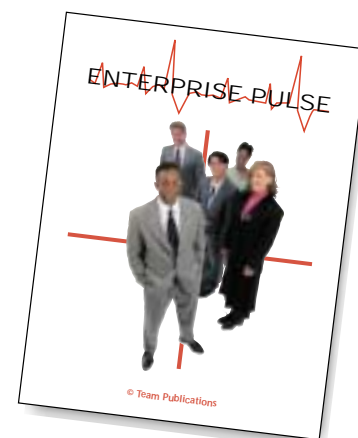
Enterprise Pulse™ plots the overall results of the survey on a circular profile (such as the one shown). This shows the degree of which people feel that the culture and performance of the

organization is positive in progressive quadrants. Effort to improve can therefore be subsequently concentrated on those areas in which the quadrant scores are lowest.

Enterprise Pulse™ is unique in organizational surveys in that it gives every individual a 12 page report that summarizes their own personal scores organized into their categories and with some interpretation notes. Individuals can use this report to compare their answers to those generated by the whole organization.

For the organization as a whole, Enterprise Pulse™ generates a 40 page summary report including detailed feedback on all 10 categories and each individual question. In addition, the report includes aggregated free form comments (where they are offered) and a range of interpretation suggestions to help promote some suggested follow-up ideas.

Enterprise Pulse™ has 70 core questions that remain the same with each survey and are used for comparative reports with the market place. However, the survey also allows each organization to generate up to 10 tailored questions to help focus on short-term or local, important issues upon which people's opinions would be valuable.



The survey also allows up to five custom demography fields to be added to the five generic ones of **age, length of service, gender, profession/function and ethnicity.**

the benefits

Although the Enterprise Pulse™ survey can be completed in paper and pencil booklet form (and entered into the computer system for feedback and reporting), it is most quickly, efficiently and cost effectively used on-line at the www.profiles-r-us.com web site. This allows all individuals to complete the survey at work, at home or even at an Internet café. It also allows for the quickest turnaround time, allowing an organization to see overall and demographic results within days of survey input being completed.



Enterprise Pulse™ produces extensive output reports for every individual participant and for the organization as a whole. These reports come straight to screen or can be printed as Acrobat PDF files.

PRICE ON APPLICATION

Web based assessment – each person completing the survey
Web based assessment – Collated reports (each)

CIRCUMNAVIGATOR™

A totally flexible 'open-architecture' 360 feedback assessment system

Circumnavigator™ is only available in electronic form via the www.profiles-r-us.com web site. This is simply because Circumnavigator™ is one of the most 'open architecture', totally customizable and multi-option 360 degree assessment tools that is available in the marketplace. Circumnavigator™ allows individuals and organizations to build their own completely tailored assessment or use the large competency category/question library with the system to adapt an existing questionnaire.

At its most basic level, Circumnavigator™ allows an organization to set up a totally flexible Internet based 360-degree assessment for individuals, teams and an entire enterprise, using questions of their choice, rating scales of their own design and rater types of their choosing (peers, subordinates, customers, suppliers, even friends etc). The system will simply collect all the questionnaire input generated and automatically produce clear, concise and detailed statistical reports (in raw data table and graphical form).

how it works

For those organizations or individual teams that do not want to design an entire survey from scratch, Circumnavigator™ offers extensive support. This results from a menu system, which offers ten versions of the Circumnavigator™ questionnaire and output reports. These ten versions are:

- Teams
- Beliefs/culture
- Quality
- Personal skills
- Leadership
- People management
- Management
- Performance
- Customer service
- Sales

Each of these ten version questionnaires offer a further ten sub-categories relevant to the particular assessment. For example, for Circumnavigator™ – Teams, the categories are Emotional intelligence, Organizational skills, Change management ability, Levels of



innovation, Results orientation, Problem solving ability, Anticipation/Proactive thinking, Decision-making ability, and Feedback giving skills.

Individuals can choose to use these questionnaires as they are designed, or delete or add categories (or even individual questions) as they wish. However, if they elect to use existing categories (only deleting those that they do not feel to be relevant). The resultant reports have extensive coaching information to help individuals to act positively on their feedback.

the benefits

Using Circumnavigator™ to leverage organizational performance

Because of its multitude of options, from complete customization to using one of the deeply developed versions of the assessment, Circumnavigator™ is an extremely valuable tool for any enterprise to use again and again for one single price per participant. Call us to discuss how you can benefit from using our system (via our web site or even hosted on your own internal organizational computer servers.).

PRICE ON APPLICATION

- Web based assessment – self report only
- Web based assessment – 180 degree feedback
- Web based assessment – Full 360 degree feedback

WPO – Work Profile Questionnaire

Your personality has a major influence on the way you work. It affects the way you respond to other people, the way you influence and affect their actions and the way in which you deal with the demands of your job. This assessment provides an introduction to understanding your personality and work behavior.

Nearly everyone is apprehensive when applying for a job. Selection processes are demanding and most people find the process quite stressful. Employers are looking for potential strengths and weaknesses but rarely know applicants well enough to be direct. The WPO report provides an insight into understanding an individual's most obvious strengths and it also illustrates those areas in which they are weaker, thus providing them with information on how they can improve and develop their interpersonal skills.

how it works

The Work Profile Questionnaire is designed to illustrate how the choice of work environment is affected by your personality and which environment or environments is best suited to the individual. It therefore looks at the strengths and work style preferences associated with the "Big Five" personality dimensions. These are: Communication Style, Emotions, Drive and Determination, Relationships with People, and Thinking Style.

- **Communication Style** is the way people relate to each other. This personality scale looks at how an individual will relate to a work situation when dealing with others and interacting in the workplace.
- The **Emotional Balance** section recognizes the importance that emotions play in determining overall behavior. This offers an indication of how well people cope with stress and change.
- The **Drive and Determination** dimension looks at how motivated the individual is to achieve success.

- The **Relationships with People** section measures how individuals relate to each other and focuses on how we reach decisions.
- **Thinking Style** is how individuals are seen by others and how they see themselves.

The final section of the report gives an overview of personality style and strengths in two distinct areas, Relationships with Others and Accomplishing Tasks.

The WPO questionnaire's 100 adjective items take only minutes to complete. Yet the WPO is one of the most comprehensive and accurate measures of its kind available.

the benefits

The Work Profile Questionnaire uses the Big Five personality scales to look at our work preferences and identify situations in which we are most likely to flourish and be effective. The benefits of using this questionnaire is that it quickly helps individuals to get to know their strengths and helps them to present themselves in the most positive light (and to compensate for any "blind spots" that act as barriers to communication with others and to success). The greater the awareness of these blind spots the more we can prevent them from becoming weaknesses and from having an adverse impact on the way we work and our relationships with others.



PRICE ON APPLICATION

- Web based assessment
- Web based assessment – self
- Web based assessment – 360 degree or team

PS LEADER

An extensive competency-based leadership assessment system

PS Leader is a research-based leadership competency assessment that gives individuals an objective needs analysis of their leadership effectiveness, and helps them target areas for improvement. The core of the assessment is a set of 24 clearly defined and extensively researched competencies that have been shown to be an essential part of effective leader performance.

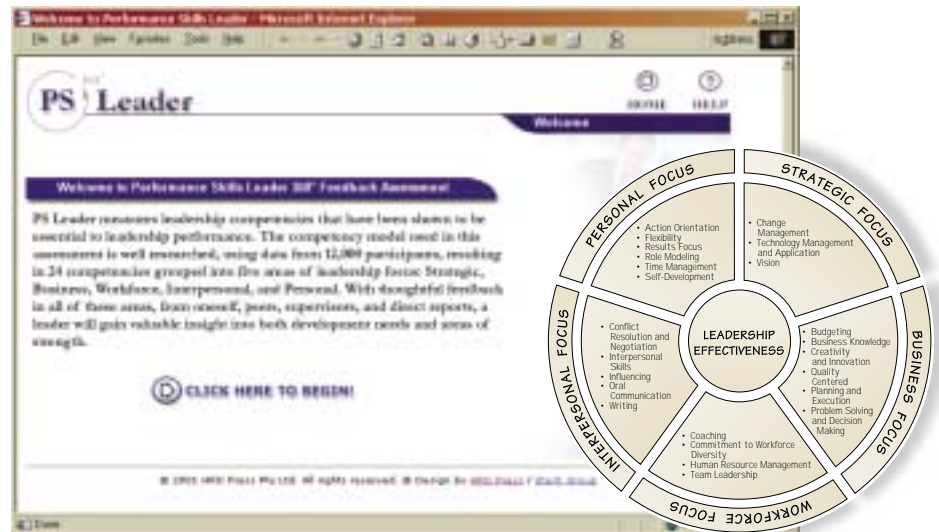
how it works

The PS Leader Model is the result of years of extensive research involving over 12,000 supervisors, managers, and executives in both private and public sector organizations. This research was conducted to determine which specific skills top performing leaders possess that set them apart from average and ineffective leaders. The result was the definition of 24 “most critical” leadership competencies, which are outlined in the PS Leader Model.

PS Leader is unique in its design in as much as it guides participants through 82 behavior based questions, but asking for responses in two independent but related scales. Firstly, individuals and their raters (when completing the 360-degree version of the assessment) are asked to indicate the **required** proficiency of the behavior before then asking for perceived **current** proficiency. This helps to create an extremely useful comparative analysis which shows the gap between what is current and required future performance across all 24 competency categories. This makes training and coaching needs determination and extremely easy exercise. In addition, the report generates extensive interpretive information and case sensitive coaching ideas to aid individual development.

Reports available from the PS Leader assessment include:

- Individual Reports
- Report Overview
- Competency Ranking
- Task Scores
- Overview of Development Needs
- Job Requirements Comparison
- Overview of Job Skills



- Development Suggestions
- Group Reports
- Group Development Needs
- Group Task Scores
- Task Ranking
- Group Development Suggestions
- Demographic Report
- Group Job Requirements
- Comparison Competency Ranking
- Overview of Job Strengths

the benefits

Flexibility – This multi-rater assessment can be used as a leader self-assessment or with supervisors, peers, and direct reports for 360° feedback.

Easy to administer – PS Leader is available to complete by software diskette or on the web, so participants simply follow on-screen instructions for completing the 82-item questionnaire.

Confidentiality – Once respondents have saved their answers, they are locked on the diskette or web system. This guarantee of confidentiality will allow peers and direct reports to feel comfortable giving honest feedback.

Relevant feedback – Rather than answering questions about particular leadership competencies that can be difficult or impossible to make judgments on, respondents are asked about specific behaviors associated with these competencies. By rating these observable behaviors, the assessment provides a method for accurately measuring competencies.

Convenient – Once the questionnaire has been completed, the results are available immediately via the www.profiles-r-us.com web-site or by e-mail as a PDF file.

PRICE ON APPLICATION

Web based assessment – PS Leader – self only

Web based assessment – PS Leader – full 360 degree report

INSIGHT INVENTORY

Understanding yourself and others

The INSIGHT Inventory is an easy-to-use, self-scoreable personal style inventory that gives participants a positive way to learn more about themselves, discover their personal strengths, and improve their communication skills. The INSIGHT Inventory is based on the idea that behavior is determined by the interaction between personality and environmental (field) pressures. To complete the Inventory, users check the degree to which 32 descriptive terms describe their behavior at both Work and at home in their Personal world. Results provide score intensity on four factors. Profiles are generated for both Work and Personal environment. Interpretation of the results focuses on identifying strengths and learning to flex one's style as one moves from one environment to another and/or as the communication dynamics change in a particular setting.

how it works

Based on Dr Kurt Lewin's Field Theory, INSIGHT Inventory is a comprehensive self-report behavioral style measure which presents two profiles – one showing how participants behave at work and one showing their behavioral style away from work.

The inventory provides users with a quick and effective way to learn about their behavior characteristics in four key areas. The commonsense questionnaire looks at the interaction of the four personality traits and influences in the two environments – these traits are:

Scale A: Getting Your Way

This scale indicates how you influence and approach others and express yourself when attempting to get your thoughts and opinions understood and accepted. The opposite preferences are **Indirect** and **Direct**.

Scale B: Responding to People

This scale indicates how you approach other people, particularly groups of people and how openly you share your feelings with others. The opposite preferences are **Reserved** and **Outgoing**.

Scale C: Pacing Activity

The third scale indicates the process you prefer to go through in making decisions and the pace at which you choose to take action. Opposite preferences are **Urgent** and **Steady**.

Scale D: Dealing With Details

The fourth scale indicates the manner you use to structure your time, carry out projects, and attend to details and tasks. The opposite preferences are **Unstructured** and **Structured**.

The INSIGHT Inventory is different from other personality and style inventories in that it takes into consideration how you may change your behavior from one setting to another. Most other instruments give people reports attempting to describe them in general or classify them into a particular type or category. The INSIGHT Inventory provides two profiles which describe how you tend to behave in two different environments, at work and at home.

You may demonstrate similar behavior in each environment or you may show different sides of yourself. By comparing and contrasting your characteristics you'll gain further insight into yourself and why you behave the way you do in certain situations.

Due to its developmental nature, the Insight Inventory is well-suited for both individual and team development. It can be used to address issues of team building, personal effectiveness, and stress management.

The output from using the INSIGHT Inventory

The Insight Inventory contains information about your personality preferences that will help you:

- understand your strengths and why you behave the way you do,
- improve your relationships with coworkers,
- identify ways to flex your style to communicate better with people having various styles,
- clarify what work situations are stressful to you and strategies for managing this stress, and
- communicate more effectively with the people in your life, coworkers, friends and family.

The five parts of this report direct the individual to specific information about their personality traits and provide guidelines for communicating better with others.



PART ONE: Work Style Profile

The first part in this report presents the individual's Work Style profile, how they tend to behave at work on each of the four INSIGHT Inventory traits.

PART TWO: Personal Style Profile

This section presents the individual's Personal Style profile, how they tend to behave in their personal world, away from work.

PART THREE: Understanding responses to stress

When faced with stress people typically overuse one or more of their strongest personality traits. This section provides the individual with descriptions of what situations may be particularly stressful to them given their personality profile and predictable reactions they may have.

PART FOUR: Guidelines for Flexing Style

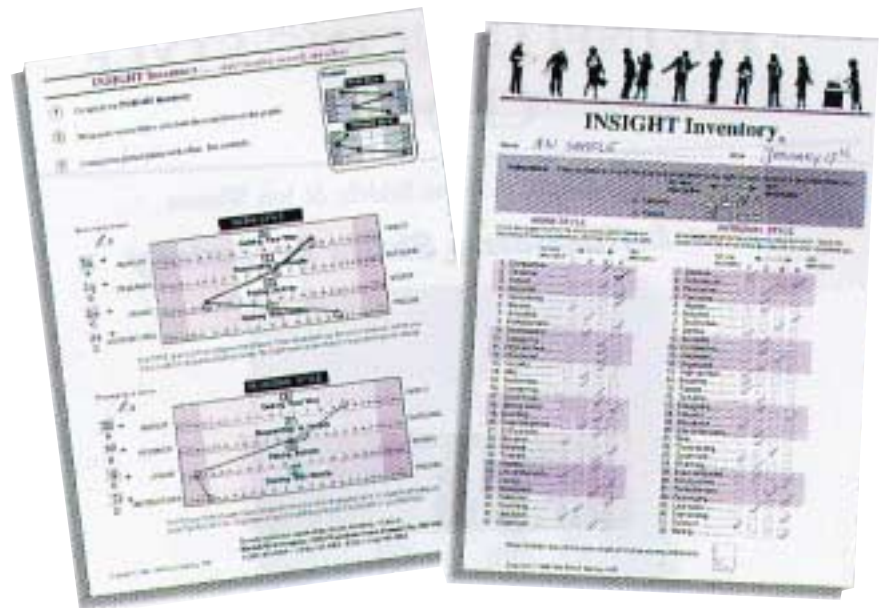
This part of the report provides guidelines for flexing style in order to communicate more effectively with others whether they have opposite styles and just as importantly, similar styles.

PART FIVE: Summary

This final section provides high lights and a brief wrap up of the key information.

the benefits

Self-scored within 15 minutes, INSIGHT moves quickly from developing a profile to applying the learning. Participants develop important behavior skills, including how to flex their style to manage conflict and facilitate team work. The instrument's clarity and its uncomplicated format allow you to integrate it into existing training, or make it the centerpiece of a program. Participants can compare their self rating profile to 360 degree feedback profiles that are generated from the perception of others.



INSIGHT can therefore be successfully used for:

- Team Building
- Conflict and Stress Management
- Leadership Training
- Interpersonal Skills, Sales and Customer Service
- Interviewing and selection training and coaching
- Negotiation Skills Training
- Sales training

The INSIGHT Inventory is designed to measure and describe the ways in which people respond to each other through the use of their personalities. The instrument measures both work style and personal style giving participants a more accurate, well-rounded assessment of their overall

behavioral style. The Inventory is designed to be used for Management Development, Team Building, and Stress Management as well as improving communication and personal effectiveness.

A comprehensive trainer's kit is available consisting of a video, trainer's guide, skill-building activities, overhead transparencies, and technical manual. Comparisons with other tests including MBTI and 16PF are also published.

In addition to the general Insight Inventory, two specialist versions of the assessment are also available. These are "selling with Insight" and "Interviewing with Insight" – call for more details about these products.

PRICE ON APPLICATION

- Insight Paper based assessment – version A x 10 (16 page interpretive guide)
- Insight Paper based assessment – version B x 10 (6 page interpretive guide)
- Insight Facilitator guide (including video program)
- Selling with Insight paper booklet questionnaire x 10
- Selling with Insight Facilitator guide
- Insight inventory self –web based assessment
- Insight inventory 360 assessments – web based assessment
- Selling with Insight – web based assessment
- Interviewing with Insight – web based assessment

PASAT 2000

Measuring sales behavior

The new PASAT 2000 is an extensively researched and rigorously constructed personality questionnaire, designed to measure those personality attributes, which have a direct bearing on success in a sales environment. PASAT 2000 identifies a range of effective and ineffective behaviors that differentiate between successful and unsuccessful sales personnel. The research included personnel selling a variety of products, within different industries and in different corporate cultures.

how it works

The PASAT 2000 model defines personality as being essentially how an individual copes with, or adjusts to, life but it is concerned not so much with personality in general, but with the "sales personality" in particular. PASAT 2000 has eight main scales. These are:

- **Social Adjustment** – the tendency to establish and maintain effective relationships with others.
- **Motivational Adjustment** – is concerned with goal-directed behavior and seeking challenges.
- **Emotional Adjustment** – is concerned with coping effectively with emotionally challenging events and in showing resilience in the face of adversity.
- **Adaptability** – is concerned with the capacity to embrace change, adapt to it and generally react in a positive way towards it.
- **Conscientiousness** – is concerned with doing things conscientiously, planning, paying attention to detail and following rules.
- **Social Control** – is concerned with influencing others by a variety of means, including deception.
- **Emotional Stability** – is concerned with mood control.
- **Self-Assurance** – is essentially concerned with having a positive view of oneself.

In addition, PASAT 2000 has three further scales designed to detect attempts to present false impressions:

- **Attentive Distortion** – attention to the social cues given by others as a guide to one's own behavior.
- **Adaptive Distortion** – adapting one's own behavior to match or compliment that of others.



- **Social Distortion** – this scale is composed of items, which are inclined to be distorted when a person is giving inaccurate responses.

the benefits

PASAT 2000 can be used to select staff in all areas, who have a significant sales perspective. It can also be used in training and development, either as a diagnostic tool or as an evaluation method.

The PASAT Report produces:

- A clear profile showing success-related factors
- A narrative report presents a concise analysis of sales personality strengths
- Strong correlations between high scores and sales success in a variety of sales-orientated roles

All of the above provides an excellent basis for further probing in interview or selection discussions.

PRICE ON APPLICATION

User Guide – PASAT 2000 Technical Manual
Question Booklet – for PASAT 2000
Self Score Answer Sheets – with integrated Profile Chart x 10
Specimen Set – for PASAT 2000
Web based assessment – self
Web based assessment – 360 degree or team

ORDERING

For further information on any of the assessments in this brochure, please contact us at the address below. Alternatively, visit the profiles-r-us.com web-site.

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